UALR Registered Student Organizations Handbook

2014-2015
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1) Benefits and Types of Student Organizations

Types of Student Organizations and Benefits

Registered student organizations may receive the following benefits:

- Use of university facilities within the established guidelines of university policies and regulations;
- Listing in appropriate university publications;
- Use of mailboxes allocated to student organizations; use of the business office for organizational accounts; eligibility to apply for student organization office space;
- Permission to conduct fundraising activities as outlined in university rules and regulations; use of the university’s name in accordance with the established regulations; sponsorship of events and activities within the university policies and regulations;
- Eligibility to apply for student activity fee money in accordance with the established procedures and guidelines.

There are many types of student organizations which may be registered to operate on campus which include:

a) Honor recognition, and professional fraternities and sororities;
b) Social fraternities and sororities;
c) Governing bodies;
d) Departmental clubs;
e) Special interest groups, e.g., political, religious, cultural, recreational, etc.; and
f) Others.

Groups such as the Student Government Association (SGA), University Program Council (UPC), The Forum, Equinox, National Intrafraternity Council, Inc. (NIC), National Pan-Hellenic Council, Inc. (NPHC), and National Panhellenic Conference (NPC), are advised by a designated faculty or staff member, by virtue of his or her expertise, and are responsible to an administrative official or office. Such groups must abide by university rules, regulations, and policies for student organizations.
2) How to Start a Student Organization

**Procedures for Forming New Student Organizations**

- Interested students should confer with a faculty or staff member who might be interested in advising the organization.

- Interested students should advertise the organizational meeting. For the purposes of organizing, the Office of Campus Life will grant permission for planning and advertising the meetings on campus for a limited period of time. Petitioning fraternities and sororities must contact the Office of Campus Life prior to any activity on campus.

- The proposed group can obtain the required registration forms for a new student organization from the Office of Campus Life. If there are questions regarding the criteria, general policies, or the nature and conditions of registration of new student organizations, groups should consult with the Office of Campus Life.

- The proposed group must complete and submit the necessary registration forms and procedures required for new student organizations to the official responsible for registering new student organizations.

- The official will review the organization forms and required documents to determine if the criteria for registration of a new organization have been met. The official will notify the group if it has or has not met the criteria for official university registration. In case the group has not met the criteria, the official will notify the group of the deficient criteria and inform it that forms and documents can be resubmitted at a later date.
3) Annual Registration Process

Maintaining Active Status

• Registration of a student organization for other than a short-term period will be on a yearly basis. The Registration Form is due in Office of Campus Life by the end of the fourth week of classes for the fall semester. The organization is responsible for keeping the information on the registration form current.

• Semester renewal of registration of an organization shall depend on the organization’s demonstration of compliance with the following:
  - Submit the Registration Form by the registration deadline.
  - Continue to meet all other criteria for registration of student organizations.

4) General Policies

General Policies on Student Organizations

• A student organization may not conduct any activity on the university campus unless official registration has been granted by UALR.

• Student organizations shall not deny membership to any person on the basis of age, race, sex, religion, handicap, or national origin, although social fraternities and sororities may restrict membership by sex.

• Student organizations shall not engage in or condone any form of hazing, including but not limited to physical abuse, harassment of any person by assigning unnecessary, disagreeable, or difficult work, by banter, ridicule, or criticism, or by abusive or humiliating acts.

• Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member, guest, invited guest, or while attending or participating in any activity of the organization.
• Student organizations shall not serve as a conduit through which non-university groups, organizations, or persons may seek the use of university facilities.

• Only university departments and agencies of the university may use the name or seal of the university as a part of its name, however, a student organization may identify the campus unit, e.g. on the campus at UALR.

• A student organization or university group holding a fiscal legal relationship with the university is subject to university policies, procedures, and regulations pertaining to such organizations.

• All student participants and officers of organizations must meet the requirements of its constitution and bylaws. Officers must have a cumulative grade point average of 2.00 at the time of election and/or appointment, maintain the cumulative GPA of 2.00 while holding office, and must not be on disciplinary probation. The officers and the advisor of the organization are held responsible for seeing that these conditions are met.

• A student organization must have a faculty or staff advisor with the exception of national fraternities and sororities. National fraternities and sororities must have a faculty/staff advisor and an alumnus/alumna chapter advisor. Contact the Office of Campus Life for more information.

• A student organization must keep the advisor informed of all activities of the organization.

• The organization must provide for the distribution of all funds and assets in the event of dissolution.

• When a student organization has been inactive for one academic year, the group must follow the procedure for forming a new organization. (Refer to the Office of Campus Life for fraternities and sororities.)

• The university assumes no responsibility for financial or contractual obligations associated with the organization. However, the university expects each organization to anticipate and meet promptly its financial/contractual obligations, and to have the approval of the faculty/staff advisor. Student organizations are urged to arrange for annual audits.
• No organization may use the same name or a name that is misleading and similar to the mane of a currently registered organization.

• A student organization must keep its officers’ reports, constitution, and bylaws current.

5) Expectations Faculty/Staff Advisers

• Serve in an advisory capacity
• Attend regularly scheduled meetings
• Sign required student organization forms and documents
• Verify that all officers have a cumulative 2.00 GPA while holding office and that they meet the requirements for membership as stipulated in the constitution/by-laws
• Attend functions and activities sponsored by the organization when possible and/or when required

6) Use of Space On Campus

Steps to Reserving a Facility for Registered Student Organizations

• Go to schedule.ualr.edu to log into the UALR Master Calendar of Events system.
• Click on “Request an Event”.
• Select “DSC”.
• Complete the form with as much details as you can.
• Click “Save”.
• You will receive a response that confirms transmittal into the UALR Master Calendar of Events system.
• Then you will receive an email letting you know when the request is opened for review by our staff.
• Lastly, you will receive an email that may be:
  a) A confirmation requiring a signed facilities reservation form.
  b) To complete the reservation process, a representative from your organization must pick up a Facilities Reservation Form from the conference services office.
7) Poster & Flyer Regulations

Signs include billboards, decals, notices, place cards, banners, and posting as any means used for displaying a sign.

- All signs and posters must have a stamp of approval from the Office of Campus Life.
- All signs must carry the name of the sponsoring group or individual with contact information listed.
- Billboards, banners, and posters exceeding 14”x22” are restricted.
- A sign may not be attached to:
  - A shrub, tree, plant, or placed on any landscaped area
  - A permanent sign installed for another purpose
  - A fence, chain, or its supporting structure
  - Brick, concrete, glass, or other finished surfaces on campus
- Signs may not be secured by driving stakes in the ground or by digging holes to stabilize signs.
- Facilities Management must approve signs and billboards placed outdoors on university grounds for location.
- Violation of these regulations may result in future denial of posting privileges for a designated period of time.
- Approved Flyer Posting Areas:
  - Business Building (1st Floor)
  - EIT Building (boards outside of elevators)
  - Library (1st Floor)
  - Dickinson (1st Floor)
  - Donaghey Student Center (Upper floor, by bathrooms next to Starbucks)
  - ETAS (1st Floor)
  - Kiosk in mall area (outside of library)
8) How to Order Food

Any food and/or beverage served at UALR must be arranged with the UALR Dining Services. Guests are not permitted to bring in food or beverages to be served or sold at meetings, events, or activities scheduled in the Donaghey Student Center or anywhere on campus without prior written permission from Dining Services. If an exception is afforded, the written permission is required at the time of the facility reservation and event date(s) to help confirm that such approval has been provided. There will be a charge determined by Donaghey Student Center management rendered to the organization if food or beverages are served or sold on the UALR main campus without the approval of Dining Services. Donaghey Student Center china and silverware must remain in the designated dining areas unless approved for removal by the UALR Dining Services.

9) Budget Allocation

Funding Policies and Procedures

• Eligibility Criteria for Organizations Applying For Funds
  o Policy
    ▪ Organizations must be registered with the Office of Campus Life according to the criteria set forth in the UALR Student Handbook.
    ▪ Organizations and groups must not discriminate on the basis of sex (national fraternities and sororities are exempt by virtue of Congress: Title Nine), race, age, religion, national origin, or by virtue of disability.
    ▪ Political and religious organizations may apply for funding for programs, providing they can demonstrate that the program is of an informational and educational nature, and will not directly benefit the sponsoring organization. The College Panhellenic, Interfraternity, and National Pan-Hellenic Councils will be reviewed in a similar fashion.

• Laws
  o Policy
    ▪ All federal, state and local laws must be adhered to with regard to the expenditure of student activity funds.
- All university policies must be adhered to with regard to the expenditure of student activity funds.

- Anticipated Income
  - Policy
    - Budgets containing income-producing accounts may not contain an income figure significantly larger than that actually produced during the previous year.

- Changes in Budget
  - Policy
    - Changes in budget, particularly those involving stipends, travel and equipment purchases must have the approval of the Vice Provost for Student Affairs/Designee. The Vice Provost for Student Affairs/Designee will determine if additional approval from the Student Activity Fee Allocation Committee is required. Major changes in budget may negatively affect future allocations.

- Equipment and Supply Purchase
  - Policy
    - Equipment may be purchased. Appropriate funds to ensure maintenance are required to be included in the budget where deemed necessary.
    - All equipment must be properly identified as university property.
    - All UALR purchasing department and/or state purchasing requirements and regulations will be adhered to in the expenditure of any Student Activity Fee allocation.

Food Purchases
  - Policy
    - The expenditure for food items shall not exceed 25% of an organization’s student activity fee allocation for the year. Campus food service contracts MUST be honored.
    - Student Activity fees may not be expended for alcohol.

- Honoraria and/or Performance Fees
  - Policy
    - Student Activity funds may be used for honoraria and/or performance fees in order to provide programming for UALR students.
- All University rules and regulations stated in the UALR Student Handbook concerning the contracting and payment of speakers, performers, and consultants will be adhered to in the expenditure of student activity funds.
- All UALR purchasing and/or state purchasing requirements and regulations concerning the contracting and payment of speakers, performers, and consultants will be adhered to in the expenditure of student activity funds.
- **Student Activity funds will not be used for honoraria and/or performance fees for UALR faculty or staff. Any former faculty or staff member to be paid an honoraria or performance fee must have been off the University payroll for at least one calendar year.**

- **Advertising**
  - **Policy**
    - All printed advertisement for registered student organizations must display a stamp from the Office of Campus Life and comply with the rules and regulations stated in the UALR Student Handbook. All printed advertisement for Greek Organizations must display a stamp from the Office of Campus Life and comply with the rules and regulations stated in the UALR Student Handbook.

- **Travel**
  - **Policy**
    - Student groups may request travel funds. These requests will be reviewed by the Student Activity Fee Allocation Committee.
    - All UALR Purchasing department and/or state purchasing requirements and regulations concerning travel will be adhered to in the expenditure of any Student Activity funds.

- **Year-end Accounts**
  - **Policy**
    - All monies left in accounts on June 30 are returned to the university general account.
• Process by Which Budget Recommendations Are Made to the Student Activity Fee Allocation Committee
  o Allocation Procedures for Student Activity Fees
    ▪ All organizations must submit twelve (12) typed or computer-generated copies of their budget the Office of Campus Life on or before the posted deadline.
    ▪ All budget requests must meet the standards of the enclosed format.
    ▪ Organizations that fail to submit their budgets by the deadline will be allowed to submit only in case of extenuating circumstances. The Vice Provost for Student Affairs will review such circumstances.
    ▪ After the requesting organizations submit their budgets, the Student Activity Fee Allocation Committee regarding presentation of their proposals will contact them.
    ▪ Each organization must present its budget directly to the Student Activity Fee Allocation Committee during the spring hearings.
    ▪ Organizations submitting budget proposals must have one student member and no more than two student members present to review their proposal. If no student member is present, the organization will receive no funding. Advisors cannot present budget proposals.
    ▪ After the committee deliberates, recommendations will be forwarded to Vice Provost for Student Affairs for final approval.
  o Factors Which May be Considered by the Student Activity Fee Allocation Committee
    ▪ The total number of students represented and served by the organization.
    ▪ The purposes or goals of the activities of the organization.
    ▪ The relatedness of the organization’s goals to the university’s mission.
    ▪ The relatedness of the organization’s goals to the student activity fee.
    ▪ The prior success of the organization in relation to planned programs and activities.
  o Appeals
    ▪ Within ten class days of the receipt of the allocation award letter from the Student Activity Fee Allocation Committee designee, a student organization may appeal the decision to the Vice Provost
for Student Affairs. The appeal must be in writing and delivered to the Vice Provost for Student Affairs

- The decisions of the Vice Provost for Student Affairs are final.