



*University of Missouri - Kansas City*  
*Student Life Office*  
*Policy Statement*

**HOW TO FORM A NEW**  
**STUDENT ORGANIZATION AT UMKC**

*The steps to form a new student organization at UMKC are as follows:*

1. Discuss proposed group with the Student Life Office to determine whether a similar group already exists and whether the type of group you propose could be recognized by UMKC.
2. Obtain a new student organization registration packet from the Student Life Office. Prepare a general statement of interest and purpose of organization. (This should be brief but explain adequately the basic goals, interests and purposes). The names, addresses and phone numbers of at least three student organizers should be included. Obtain, on the same form, ten student signatures to insure the support of the organization and include the name of the advisor. An advisor is mandatory effective January 1, 2004. Upon submission of the petition to the Student Life Office, provisional recognition will generally be sent to the organizers and the faculty advisor (required), with a copy sent to the SGA. The provisional recognition will last 60 days from the date of the letter.
3. Call a meeting to draft a Constitution/By laws (officers may be elected at this time).
4. Submit two copies of the proposed Constitution/By laws and a list of officers (names, addresses, phone numbers) to the Student Life Office, G-6, University Center. The Student Life office will then forward a copy to the Student Government Association for approval.
5. The submitted charter will be placed on the SGA Senate agenda at the next monthly meeting of that body. The purpose of this review is to introduce and familiarize the organization with the SGA and vice versa. It is highly recommended that a representative from the proposed group be present to answer any questions that members of the SGA may have.
6. After the charter is reviewed and approved by the SGA Senate, an official letter of recognition shall be sent by the Student Government Association to the President or Chair of the new organization. A copy shall be forwarded to Student Life Office.
7. The organization immediately enjoys the full privileges and responsibilities of an officially recognized student organization at UMKC. An officers listing is submitted each semester and/or whenever there is a change of officers. The Student Life Office must have the current list of officers on file to maintain recognition and privileges.

**Revised: November 2003**



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**PRIVILEGES OF A RECOGNIZED**  
**UMKC STUDENT ORGANIZATION**

1. The right to hold meetings and social events in available University facilities, particularly the rooms of the University Center. The use of all other University services where applicable.
2. The use of the name of the University in connection with publicity except where specifically prohibited.
3. The publication of material in UMKC Student Handbook, University calendars, and access to University Communications' publicity procedures.
4. The right to request funds from the Student Government Association or its funding agencies, such as SGA Appropriations, or the academic unit student councils. (Subject to criteria; see funding guidelines).
5. The right to participate in all Student Government Association sponsored events.
6. The use of a mailbox, lockers and file cabinets (when available) in the Student Organization space.
7. The right to obtain an account with the University accounting department. This privilege can be accessed through the Student Life Office.
8. The right to be included in all Student Life Office publication materials that promote UMKC recognized clubs and organizations.



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## **RECOGNITION OF STUDENT ORGANIZATIONS**

The University recognizes that much learning is accomplished beyond the formality of the classroom in organized academic activities. Much of this learning takes place through the students to broaden the scope of general learning, professional, cultural, social, or recreational interests, consistent with the education goals and purposes of the University.

Student groups and/or organizations at UMKC are subject to the rules and regulations of the University set forth by the Board of Curators. The following guidelines have been established within which the Student Life Office, by direction of the Vice Chancellor of Student Affairs, will approve for recognition and periodically review all student organizations.

*General criteria of recognition for student organizations:*

1. Officers of the student organization must be currently enrolled students at UMKC.
2. Each semester, the Student Life Office must be provided with a current officers listing.
3. A copy of the group's most current constitution should also be on file with the Student Life Office.
4. The organization presents a statement of purpose which is consistent with the philosophy of the University (as stated in the official UMKC Catalogue).
5. The membership and elected leadership requirements of the organization are not to be discriminatory on the basis of race, color, religion, sex, national origin, age disability or Vietnam era veteran status (unless specifically exempted by law).
6. The organization and its members abide by federal, state and local laws and ordinances, by all University policies and procedures, and by the organizations constitution/by laws.

**Revised: May 2003**



University of Missouri - Kansas City
Student Life Office

Application Form

APPLICATION FOR
STUDENT ORGANIZATION RECOGNITION

Name of proposed organization:
Purpose of the organization:

Type of organization: Academic, Athletic, Honorary, International, Political, Professional, Religious, Recreational, Service, Social, Special Interest, Other

Affiliation with other groups: National, Regional, Local

Person submitting application: Name, SSN, Address (Street, City, State, Zip), Phone, UMKC Email

Please list at least three to five officers or organizers who are currently enrolled at UMKC. Please print clearly.

Table with 4 columns: Name, SSN, Address (Street, City, State, Zip), Phone. Rows 1-5.

Please provide signatures of ten students currently enrolled at UMKC who support this organization. The same names may be used from the officers/organizer's list above.

Table with 4 columns: Name, SSN, Address (Street, City, State, Zip), Phone. Rows 1-10.

Please provide the name of at least one advisor (required):

Table with 4 columns: Name, Address (Street, City, State, Zip), Dept., Phone. Rows 1-2.

On behalf of this organization, and with its authority, the undersigned promises and agrees that the organization will abide by all federal, state, and local laws, and all rules and regulations of the University of Missouri-Kansas City. It is also understood that submission of this application and its approval does not constitute in and of itself full recognition as a UMKC student organization.

Signature: Date

Please return this form to the Student Life Office, G6 University Center

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