

Mission: Through a team of student centered professionals, in support of the mission and vision of the University of Arkansas – Fort Smith, the SAO fosters student engagement, learning, development, and success by supporting and challenging students in their efforts to become responsible global citizens and informed leaders, extending learning opportunities beyond the classroom, meeting the social and recreational needs of the student body, and advocating on behalf of all students.

# UAFS Student Organization Handbook

Updated by David Stevens 12/2012

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## Organization Leaders Checklist

### August

- ✓ Complete the on-line annual RSO renewal form.
- ✓ Hold meeting of officers and advisors to discuss and evaluate goals
- ✓ Plan interesting and effective first meeting
- ✓ Agree on a regular meeting time and reserve meeting space
- ✓ Inform your advisor of meeting times and location
- ✓ Register on-line and prepare for the Campus Picnic & Block Party

### September

- ✓ Attend RSO Leadership Workshop
- ✓ Recruit new members at the Campus Picnic & Block Party
- ✓ Set goals for the semester/year
- ✓ Complete ROOE forms on-line and reserve rooms for upcoming events
- ✓ Establish a budget
- ✓ RSVP and attend the RSO Brown Bag Training

### October

- ✓ Register for the Haunted Union
- ✓ Be on the lookout for new members
- ✓ Participate in Homecoming activities

### November & December

- ✓ Begin planning for the Spring Semester
- ✓ Continue regular contact with your advisor
- ✓ Plan end of the semester activities
- ✓ Register for the Spring Picnic & Block Party

### January & February

- ✓ Attend the Spring Picnic & Block Party
- ✓ Recruit new members
- ✓ Meet with advisor
- ✓ Complete ROOE forms on-line and reserve rooms for upcoming events
- ✓ Participate in Spirit Week Activities

### March

- ✓ Start recruiting new officers
- ✓ Review and update constitution and by-laws
- ✓ Continue to work on Spring goals
- ✓ Continue to work with your advisor
- ✓ Nominate your organization, advisors, or fellow leaders for a NUMA award
- ✓ Complete the RSO budget proposal form for the upcoming year

### April & May

- ✓ RSVP to attend the NUMA Awards
- ✓ Hold officer elections
- ✓ Close budgets
- ✓ Review year's successes, accomplishments, and failures
- ✓ Ask advisor to be involved with officer transition training
- ✓ Recognize valuable organization members
- ✓ Share summer contact information
- ✓ Pay all outstanding balances

### Summer

- ✓ Stay in contact with organization members
- ✓ Brainstorm ideas for fall activities
- ✓ Make marketing/recruitment plans for the fall semester
- ✓ Prepare handouts and table decorations for the Campus Picnic/Block Party in the Fall

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## **What is the purpose of registering as a Registered Student Organization?**

The purpose of Registered Student Organizations (RSO's) at UAFS is to complement academic programs of study, and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities. Registration of student groups is necessary before University funds, facilities, and/or services will be available. Registration is facilitated through the Student Activities Office (SAO).

Registration of an organization does not constitute University endorsement or approval of organization's policies, message, or activities. It does signify a willingness on the part of the organization to comply with state and federal laws, university rules, regulations, and policies. It is also important to note that being a RSO at UAFS is a privilege and not a right.

## **Definition of a Registered Student Organization (RSO)**

Student organizations are groups whose regular membership is comprised of students enrolled at UAFS. Student organizations are advised by at least one full-time faculty or staff member. RSOs are encouraged to seek Co-advisor relationships. Co-Advisors can be any part-time or full-time UAFS employee. Only student members have the authority to elect officers or may have controlling interest in a RSO.

## **Benefits of being a RSO**

As a RSO you are eligible to:

- Use on-campus facilities for meetings and events
- Be promoted by the SAO
- Post information and publicize events on campus
- Reap the benefits of a faculty/staff advisor
- Access to RSO advisor and leadership training
- Apply for the annual NUMAs Awards Banquet
- Request University funding

## **How to Start a New Organization:**

Students looking to form a new organization must complete the New RSO application to be considered a candidate for the status of RSO.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

### New RSOs Must:

1. Complete the New RSO Application
2. Have at least one full-time UAFS faculty/staff advisor
3. Have a written constitution and by-laws which include the SAO's mandatory statements
4. Have a roster of 10 current members
5. Elect officers to lead your organization (All student organizations must have at least 3 officers including a President/Chair, Vice President/Co-Chair, and a Treasurer)
6. Annually, send at least two representatives to a RSO Leadership Workshop.

For more information on RSO requirements, visit our website at <http://www.uafs.edu/life/student-organizations>.

### **New RSOs Review Process**

Upon submission of the New RSO application, the review process will begin. The Director of Campus Involvement will review the RSO application.

A new RSO application may be denied for the following reasons:

- Duplicates the purpose of an existing RSO
- Represents a purpose not consistent with the mission of UAFS and the community it serves.
- Discriminates in membership with regard to race, color, sex, age, national origin, religion, learning or physical disability, marital status, veteran's status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

An organization may appeal the denial of Registered Status:

### **Appeals Process**

Organizations whose application to become a RSO is denied may appeal the decision by taking the following steps:

1. Submit a letter of appeal to the Vice Chancellor for Student Affairs within 10 working days of the denial.
2. The Vice Chancellor for Student Affairs will review your letter and either upholds the denial or will approve the organization to be registered.

### **Expectations of a RSO:**

- Adhere to all local, state, and federal laws
- Comply with the rules and expectations of the University

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- Comply with the rules and expectations of the SAO
- Keep the SAO informed of all events, meetings and personnel changes in a timely fashion
- Maintain appropriate records including strict accountability and documentation on revenues and expenditures
- Submit the appropriate Travel Request and Student Waiver forms prior to travel
- Communicate and work together with the organization's selected advisor
- Elect student leaders annually

## **The Life of a RSO**

When a group is granted RSO status, the group is given status from the time the renewal has been approved until September 30<sup>th</sup> of the succeeding year.

The RSO renewal process officially starts the first business day in March. Student Organizations must submit a detailed budget proposal for review by no later than the last business day in March. Budget proposals will be reviewed by the Allocations Committee in conjunction with the SAO. During the budget proposal review period, new RSO applications will not be considered or approved. This dead period will run from the first business day in March through the last business day in May. Student Organizations must complete the renewal application in the fall term following officer elections and new member recruitment, but by no later than the last business day in September.

## **The Renewal Process**

Organizations wishing to maintain their status as a RSO must submit the following forms:

1. Registered Student Organization Renewal Application
2. Submit a current copy of the organization's constitution and by-laws
3. Advisor Agreement Form
4. Budget Proposal
5. Roster of membership (at least 6 members)

All forms must be submitted on-line and incomplete packets will not be considered.

The SAO will inform the submitting student leaders and advisor(s) via e-mail as to whether their RSO status has been maintained.

## **Withdrawal or Suspension of Registration**

Groups may lose RSO status because of the following:

- Not submitting the mandatory RSO renewal paperwork
- Failure to maintain at least 6 current student members

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- Violation of campus policy or violation of the University core values and mission
- No full-time faculty or staff advisor
- Submitting false information to the SAO
- Failure to adhere to University policy or local, state, or national laws

**Note:** RSO's found to be responsible for violating the Student Code of Conduct may have their RSO status revoked. An organization whose registered status has been revoked loses all privileges of a RSO. If registered status is denied or revoked by the SAO, the organization may appeal the decision in writing to the Vice Chancellor for Student Affairs within 10 business days following the denial notice.

## **Categories of Registered Student Organizations**

In an effort to most efficiently and effectively communicate and develop a relationship between the University and its students, the SAO has developed designations for student organizations. All organizations that are approved by the appropriate parties are Registered Student Organizations (RSOs). RSOs are separated into 10 organizational categories: Academic, Arts, Culture, Honors Society, Greek Life, Political, Religious, Special Interest, Sports Clubs, and University Organizations.

### **Academic**

Academic organizations are those in which the primary purpose is to further students' knowledge in regard to their academic pursuits. Activities may include attending seminars and conferences, business meetings and social activities. (Examples: College of Business Society of Students, Math Club)

### **Arts**

These groups are those with the purpose of promoting the arts among students at the University. (Examples: Drama Club, Kappa Kappa Pi)

### **Culture**

These groups are those with the purpose of promoting culture and cultural differences among students at the University. (Examples: Applause, BSA)

### **Greek Life**

These groups are those organizations who uphold high ideals, values, and moral standards. Greek organizations promote leadership scholarship, and social activities. (Examples: Delta Gamma, Kappa Alpha Order)

### **Honor Societies**

These organizations are selective in nature and require a certain GPA for acceptance. (Examples: Alpha Lambda Delta, Kappa Delta Pi)

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## **Political**

Political organizations are those that are focused on the political development or support of its members based upon political affiliation. (Examples: College Republicans, College Democrats)

## **Religious**

Religious organizations are those that are focused on the spiritual development or support of its members based upon religious affiliation or denomination. (Examples: Baptist Collegiate Ministry, Christ on Campus)

## **Special Interest**

Special Interest organizations are those by which students come together because of a shared activity or interest. (Example: Ping Pong)

## **Sports Clubs**

Sports Clubs provide high quality competitive and instructional sport opportunities for members of the University community. (Example: Lion's Rifles)

## **University Organizations (UO's)**

Many groups such as faculty-initiated academic interest groups, faculty/student governing committees, musical organizations, University athletic teams, and theatrical activities are not student, but University Organizations (UO's). As such, they are directed or chaired by a regular University faculty or staff member, and responsible to campus academic or administrative authorities. Membership in a UO is subject to various internal requirements and regulations. The University faculty or staff member, by virtue of his or her expertise, is responsible for directing the organization. Students may often participate in the organization's decision-making process, however, the final decision making authority falls to the faculty or staff advisor. While the annual renewal of UO's through the SAO is not required, it is important to note that UO's are subject to general University policies and procedures; for example, non-discrimination, fund-raising, facility reservation, and trademark policies.

## **Advisors**

All RSOs are required to have a minimum of one full-time UAFS faculty or staff member to serve as their advisor and complete the annual advisor agreement. Advisors provide support and guidance for student organizations.

## **Co-Advisors**

Running a successful student organization requires a significant commitment of time and other resources. The SAO encourages organizations to pursue Co-advisors relationships to assist with the growth and development of their organization. Co-advisors can be any full-time or part-time UAFS faculty or staff member.

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## Role of Advisor

Advisors play a vital role in the health and growth of any student organization as well as contributing to the leadership development of the students. By sharing personal experiences and knowledge about the University, the advisor can assist the organization in proper procedure and organizational development. Working with students is a rewarding and exciting experience for organization advisors.

The role of advisor is a commitment not to be entered into lightly. Acting in an ethical manner is of utmost importance when working with student organizations. Advisors must not use student organizations to pursue or promote personal agendas or staff, faculty or administrative agendas.

If an advisor acts in a manner not in line with the UAFS vision or values as outlined in the Course Catalog and Student Handbook, the advisor will be dismissed from serving as an advisor. The SAO will review the actions of the advisor, meet with the advisor and decide the appropriate action including but not limited to dismissal.

All Registered Student Organizations are required to have at least one full-time advisor. The purpose of an advisor is to advise the organization in its programming and personnel to further not only the objectives of the organization, but also that of the University.

Please consider the following if you are considering becoming an advisor:

- The role of advisor is to help develop leadership skills as well as to contribute to the educational development of students. Are you interested in developing these skills with your students?
- How much time do you have to advise a group of students? You will need to consult frequently with the organization's officers, visit several meetings, and attend advisor training session as well as attending all events.
- What is your motivation for advising the organization?

## Advisor Requirements

To become an advisor, a person must:

- Be a full-time faculty or staff member of the University of Arkansas - Fort Smith.
- Complete the "Advisor Agreement Form" and submit it to the SAO.

## Advisor Responsibilities

- Be familiar with the UA Fort Smith Student Organization Handbook as well as the University Standards of Conduct. It is the responsibility of the advisor to take appropriate actions to prevent incidents and to correct improper or objectionable situations.

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- Attend meetings and be familiar with the workings, programming, and events of the organization. However, the advisor should not dictate the group's programs or activities nor should the advisor run the meetings of the organization.
- Consult frequently with the officers.
- Work in concert with the organization as it works to further its goals. The advisor should be aware of the direction of the organization and help evaluate its progress.
- Be knowledgeable of the financial condition of the organization.
- Be familiar with how to handle emergencies at organization functions.
- Assist in the leadership training and development of all students in the organization.
- Assist students in recruiting members, encourage participation in the group, problem-solve, and help students maintain a balance between academics and activities.
- Share the responsibility of being a main source of communication between SAO and the organization with the organization officers.
- Ensure that meetings are properly scheduled, and appropriate rooms have been booked through Coletta Furner.
- Advise the organization in planning events and activities.
- Ensure that University policies are being observed.
- Identify yourself to University personnel when working an event.
- Ensure that appropriate paperwork is on file.

### **Responsibilities of the Organization to the Advisor**

- Notify the advisor of all meetings.
- Consult with the advisor in the planning of events.
- Consult with the advisor regarding changes to the organization's constitution.
- Although an advisor does not have the right to vote, the advisor does have the right to express opinions to the group during meetings.
- The ultimate success or failure of the group depends upon the organization and its membership, not the advisor.
- Discuss any problems or concerns with the advisor.

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- Understand that the advisor is volunteering his/her time.
- Be upfront and open about the expectations of the advisor/organization role.

### **Defining the Advisor Role**

Immediately after new officers have been selected, it is important that the advisor and the officers discuss the organization. Communication and honest feedback are important in the advisor/officer dynamic. At this time, it is appropriate to discuss mutual expectations, goals, and purpose of the organization, University rules and expectations, potential events for the year as well as strengths and weaknesses of the group.

An advisor provides history, experience and the ability to plan for the long-term for the organization. The advisor plays a crucial role in the transition of officers. The role of advisor is a voluntary one. The relationship between the organization and its advisor should not continue if the partnership is no longer mutually beneficial.

### **Top Ten Ways to Be an Effective Advisor**

1. If your group is comprised of young or inexperienced students, meet them where they are and begin to develop their potential. Your participation or level of involvement may decrease when the group matures.
2. Express enthusiasm at group ideas and activities.
3. Be open to feedback from your students. Be willing to make mistakes and admit them.
4. Give your students feedback regarding their performance and the direction of the organization.
5. Get to know your members!
6. Be aware of University policies.
7. Meet with your officers as needed. Consult with them even more.
8. Follow-through is important. Evaluate where the organization may need your help or guidance and do it!
9. Listen.
10. Remember that you are not a member of the group. You are there to advise, assist, facilitate and trouble shoot. Allow the students to make mistakes, and learn from them.

### **Student Leaders**

In order for a student to be eligible to hold a leadership position within a Registered student organization, the student must have a cumulative 2.25 grade point average while enrolled in a

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minimum of nine credit hours at UAFS, and must be established prior to and maintained during his/her tenure in office. The student leader must also be in good standing with the University.

The following, for example, are not eligible to officially represent the organization:

- Persons who have been placed on academic probation, suspension or expulsion.
- Persons who are currently on disciplinary probation or those who have been suspended or expelled for disciplinary reasons.
- Persons whose debts to the University have disqualified them from further enrollment.
- Persons who have been issued formal administrative directives banning them from specific activities or geographically defined area on campus

## **Student Members**

The University requires that students involved with a RSO must be currently enrolled in a minimum of three hours at UAFS and must maintain a minimum cumulative GPA of 2.00 while involved with organizations on campus, and must be in good standing with the University.

It is the responsibility of the SAO to ensure that students are in compliance with the above requirements after Registered student organizations have given the SAO their Roster of Membership, which must include at least six student names and ID numbers.

## **Registering an Event**

All events, both on and off-campus events, are required to be registered through the SAO. Events must be registered in order for Student Activities to have an accurate view of what activities organizations are participating in and sponsoring.

Any event outside the normal business meeting must be registered with the SAO.

The following are examples of such events:

- Fundraisers
- Retreats
- Conferences/Seminars
- Social Activities
- Programs
- Rallies/Demonstrations
- Community Service Projects

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

## To Register an Event

1. Complete and submit the on-line “Registration of Organization Event” (ROOE) form to the SAO.
2. To reserve meeting space, contact the Facilities Coordinator at 788-7009 a minimum of three weeks in advance of your event.
3. The SAO will approve or deny the request for the event. If the event is approved, the Office will return the “Registration of Organization Event” form to the advisor.

**Note:** When filling out your organizations ROOE form, be sure to use your faculty/staff advisors correct e-mail address. Remember the faculty/staff e-mail format is not the same as the student format. For example, faculty/staff e-mail addresses use the following format:

[john.doe@uafs.edu](mailto:john.doe@uafs.edu).

## How Can My Organization Show a Movie?

Student organizations must obtain permission from the copyright owner to obtain a license. Owning your own copy of a movie or renting the movie from your local video store does not grant you permission. The following two companies contract films for public viewing:

Swank Motion Pictures <http://www.swank.com/college/index.html> 1-800-876-5577

Criterion, USA [http://criterionusa.com/cplusa/lcl\\_criterionusamain.html](http://criterionusa.com/cplusa/lcl_criterionusamain.html) 1-800-890-9494

Use the above websites to search for the film you wish to show. They both give more information on obtaining these licenses. By renting your movie through these companies, you buy the license to show the film to a large group. Prices can range from \$200 - \$1,000 depending on when the film was released and how popular it is.

In order to avoid the possibility of embarrassing publicity and huge fines, consult with the SAO or the Director of Student Involvement if you are uncertain about your responsibilities under the copyright law.

## Reserving Space on Campus

To reserve a room on campus, RSOs must contact the Facilities Coordinator at 479-788-7009. Organizations should be prepared to provide the Facilities Coordinator with room set-up information, audio/visual needs, and any sound requirements for the organization’s event.

## Cancellation of a ROOE

If the organization does not need the facility it originally requested, a student leader should cancel the reservation with the Facilities Coordinator as facilities may be in demand. You must also inform the SAO of any changes in your event.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

## Facilities Use Guidelines

We are extremely proud of our campus environment. We ask that you follow these guidelines to make your event safe, while at the same time caring for the University facilities and grounds.

1. UAFS is a tobacco free campus. Smoking and other tobacco products are prohibited in/on the university facilities, grounds, sidewalks, and parking lots.
2. Gaff, duct, or electrical tape, or anything other than blue painter's tape, are not to be used for hanging items in facilities throughout campus. Tape is NOT to be applied to picture frames, art work, window blinds, light covers, or other similar items.
3. No paper clips, thumbtacks, screws, nails or other items that puncture walls, ceiling tiles, or other university property are to be used. Ceiling clips may be used for decorative purposes for hanging heavier items, and are available by calling 788-7710 with 24 hours advance notice.
4. No open flames (candles, torches, fireworks, etc.) are allowed in any university facility, except as needed by the food service provider.
5. Cover tables/floor - Prior to writing, drawing, or painting on posters or other items to keep the tables/floor from being damaged.
6. Help with Hanging Items – When assistance is requested at the time of reserving the room to hang items, please make sure the items are assembled with strings, etc. and ready to be hung.
7. No glitter is to be used when decorating at any time in any facility. Glitter is nearly impossible to vacuum out of carpet and tile grout.
8. Spills – Please notify custodians immediately if anything is spilled. Please make sure any equipment being used that can leak oil or other fluids is sitting on a tarp or plastic, i.e. mechanical bull, etc.
9. Decorating with Hay/Straw – Hay or straw should be brought into the facilities on tarps and left on tarps when used as decorations to minimize littering. Hauling carts are available to use upon request by calling 788-7170 with 24 hour advance notice.
10. No alcoholic beverages of any kind will be sold or provided by the UAFS campus.

## Clean Up

1. Removing decorations – Please do not pull items hung from walls and ceilings. Use a ladder to safely and carefully remove items without causing damage to the facilities. A ladder can be reserved from Plant Operations with 24 hour notice by calling 788-7710.
2. Ceiling Tiles – Please put ceiling tiles back in place that were removed during decoration.
3. Remove Trash – Remove all tape and decorations, and all trash is to be picked up and placed in the appropriate trash receptacles after the event. Additional receptacles are available upon request with advance notice.

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## Requirements to Receive Funding

In order to receive funding, the organization must:

- Be of Registered Student Organization status by the University.
- Be in good standing with the SAO and the University.
- Have submitted an annual budget proposal form by the last business day in March and have submitted a RSO renewal packet by the last business day of the September.

The Student Government Association, in conjunction with the SAO, will review all budget proposals.

## How Funds May Be Used

An organization may request funding for a variety of activities during the academic year. This request, in the form of a budget proposal, must be submitted annually during the month of March. RSOs receiving Student Activity Fee dollars must manage those dollars through the SAO and the University's Business Office. Student Organizations receiving Student Activity Fee funds are strictly prohibited from having off-campus accounts.

Monies may be requested for:

- Monthly meetings
- Special Activities
- Speakers' presentations
- Trainings
- Team Competitions
- Postage, printing, and other office supplies
- Registration fees for workshops or conferences
- Out-of-town transportation
- Membership fees/dues in associations

RSOs are funded with monies acquired through student activity fees; therefore, student organizations are required to meet a strict criterion when using these funds.

## The SAO Does Not Approve Activities Fee Expenditures for:

- Alcoholic beverages
- Private social functions
- Advertisement in media productions (i.e. News Papers, Magazines, Television, Bill Boards, etc.)
- Entertainment expenses incurred by members while traveling on organization business
- Personal projects or needs

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- Scholarships or donations (S-funds may be used to host events/activities to raise money for such purposes as long as the events are open to the entire campus and the charitable purpose of the event is clearly advertised and announced.)
- Payment or salaries for student leaders of student organizations
- Gift Cards of any kind (i.e. Starbucks, Wal-Mart, Target, iTunes, etc.)

## Raising Funds

There are two ways to raise funds: (1) requesting donations and (2) selling items or other services, i.e. hosting a car wash.

To be approved, proposed RSO fundraising projects must comply with the following guidelines:

- Projects may not interfere with normal academic programs or functions.
- Fundraising requests should be submitted to the SAO in the form of a Registration of Organization Event form at least two weeks prior to the proposed event. The appropriate form for making a request can be obtained at: <http://www.uafs.edu/life/forms-student-organizations>.

## Step-by-Step Requesting Donations

1. Organizations must submit a Registration of Organization Event (ROOE) form with fundraising portion complete and a Donation Request Application (DRA) to the SAO a minimum of two weeks prior to the beginning of the fundraising process.
2. The ROOE and the list of prospective donors will be reviewed by the SAO if the total requested is less than \$500 or the Foundation Office if the total requested exceeds \$500.
3. The ROOE will be approved or denied. The organization will be notified via e-mail.
4. If approved, the organization is welcome to fund raise. Be sure to write a receipt for each donation.
5. Complete and submit the Contribution Form to the SAO.
6. Be sure to send a thank-you note/card **immediately!**

The DRA must be completed by the organization's advisor. Academic organizations affiliated with a specific degree program (as opposed to national honor societies) must have the dean's permission to proceed with fundraising efforts.

Any correspondence from the student organization to the prospect must explicitly state that the group requesting the donation is a student organization of the University of Arkansas – Fort Smith.

A draft of the donation request letter must be attached to the DRA. Please attach a copy of your phone call scripts and e-mails to the DRA. The Foundation Office must have final approval on the donation request letter.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

At the completion of the fundraising effort, a Contribution Form must be completed and submitted to the Foundation Office. This form lists the donors' name, address, contact person, what the money is being applied toward, and the amount or in-kind contribution that was given.

## **Fundraisers**

RSOs are strongly encouraged and expected to make every effort to raise funds to support their activities. Organizations may generate funds in several ways:

1. Collect dues or fees
2. Charge admission to events sponsored by the organization
3. Sell goods or products

The following actions are prohibited when fundraising:

- Raffles
- Lotteries
- Door-to-door sales
- Fundraising for personal gain
- The use of coercive acts that might intimidate those persons whose support is sought

Fundraising events involving solicitation are required to complete and submit a ROOE form two (2) weeks prior to the scheduled activity. Solicitation is defined as the sale or offer for sale of any goods or services, whether for immediate or future delivery, and the receipt of, or request for, a contribution.

Activities, which are sponsored by the RSO, must clearly identify the organization sponsoring the event on all signs, tickets or literature. Solicitation shall be conducted directly by organization members.

For off-campus solicitations, the SAO is happy to provide a letter stating the organization is a registered student organization of the University.

## **Fundraising Guidelines**

1. Sale of products by RSOs must be conducted and staffed solely by members of the sponsoring organization.
2. Request for all space to sell goods or products on campus must be submitted to the SAO a minimum of two weeks in advance.
3. Space will be allocated for a maximum of five days by SAO to allow equal access to all organizations.
4. On-campus solicitations must take place behind the scheduled table.
5. All fundraisers or sale of products with the UAFS logo shall be reviewed by University Marketing and the SAO before products are ordered.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

## Sale of Food Items for Fundraisers

An outside vendor must commercially prepackage food items sold by student organizations. The organization handling the food must comply with all local, state and University codes and regulations. Organizations may not sale homemade food of any kind.

Request for fundraisers may not be:

- In conflict with University, local, state, or federal regulations
- In violation of existing University policy
- Conducted for personal gain or for-profit business

## Spending RSO Funds

The process for purchasing using agency funds will be the following:

1. The student petitioner will fill out the Requisition Request Form on-line and submit it to the organization's advisor.
2. The Advisor will review for fund availability, accuracy and appropriateness of spending and approve (or deny) and submit it to the SAO.
3. The request will be approved (or denied) by the SAO if the proper paperwork (ROOE, Travel, etc.) has been filed and the organization has the resources in their agency fund.
4. After the request is approved, the SAO will enter the requisition into Banner.

The requisition process may take a week or longer to process. Double check your paperwork and specifically your advisor's e-mail address because a large number of requests are held up due to typos.

Note: No items can be received prior to issuing a purchase order!

## Reimbursement

In the event of unforeseen expenses for an event, a member/advisor/leader or the organization can purchase the needed items, and be reimbursed by check through the SAO, using that RSO's agency fund.

In order to be eligible for reimbursement, purchase must have been made with cash, check, and credit or debit card. Reimbursement requests will be denied if purchases were made using Food Stamps or Lion's Cash.

**Note:** Since UO's are not eligible for Student Activity Fee dollars, UO's do not have the luxury of the Reimbursement process.

## Step-by-Step Reimbursement:

1. The event must have been approved by the SAO through an ROOE form

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

2. The petition must fill out an on-line reimbursement form
3. The Advisor will review for fund availability, accuracy and appropriateness of spending and approve (or deny) and submit it to the SAO.
4. After the request is approved, the petitioner must present the original receipt with the purchaser's name clearly written at the top before the petitioner can pick up the reimbursement check.
5. The Petitioner will receive an e-mail notification from the SAO when the check is available for pick up.

Avoid the Following Reimbursement Errors:

- Travel related expenses cannot be reimbursed through the SAO reimbursement funds.
- The SAO will not reimburse purchases made with Food Stamps or Lion's Cash.
- Be sure to write the petitioner's name at the top of the receipt.
- Communicate with your advisor in order to avoid any delays in the reimbursement process.

## Marketing

RSOs can advertise, market, and promote their events at UAFS. Only events registered with the SAO will have their promotional flyers approved for posting. Only blue paint grade tape (also known as painter's tape) is approved to hang posters, flyers, etc.

## Characteristics of Good Publicity

- Publicity should be true, specific, informative, and attractive.
- Give the basics: who, what, where, when, why and how.
- Plan events in advance to allow enough time for effective publicity
- Use more than one approach. Use a combination of methods such as campus announcements, flyers, banners, t-shirts, etc.

## Types of Publicity

- Posters/Flyers may be posted at any one of the Student Activities bulletin boards located around campus. Please only post one poster/flyer per bulletin board. Posters/Flyers are not to be posted on glass doors; however, fliers may be posted on the side lights instead. Flyers can be stamped any day of the week. Remember to bring the original to be stamped and make copies of the original. Flyers may be posted for up to two weeks.
- TV Screens in the Baldor building may list your event. Bring a digital copy of the approved flier to Debbie Stoufer in BD 219.
- Chalk may be used to write on sidewalks that are open to the sky. Sidewalks located underneath overhangs, canopies, or other covered pathways may not be chalked.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

- LED Screens in both the cafeteria and outside the Campus Center may be utilized by RSOs. Please submit your request to the SAO via e-mail at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu).
- If you would like your event publicity to be designed by University Marketing and Communications please have your advisor fill out and submit an Open Project Form using Service Now.
- If you would like for your event to be considered for coverage by an external news media source, submit all information, including adviser contact information, a month in advance to the Director of Public Relations. Only events that may be attended by the entire community can be marketed in this way.

### **Posting at the Sebastian Commons & Lion's Den Residence Hall**

Organizations wanting to post publicity items at the Sebastian Commons or Lion's Den Residence Hall must first have the flyer approved by the SAO and then must receive the approval of the Director of Housing and Residence Life (783-7334) or each housing facilities specific Resident Director before items can be posted.

Failure to adhere to these policies may result in the removal of signage, loss of posting privileges and potential disciplinary action.

### **Use of University Names and Symbols**

The University requires student organizations to have advance approval before utilizing the UAFS logo and seal. RSOs may obtain permission to use the UAFS logo and seal from the University Marketing and Communications office (788-7154).

### **Media**

In order to present a consistent image to the Fort Smith area and surrounding communities, all organizations' outside media efforts will be coordinated through the Director of Public Relations.

### **Catering**

Any Registered student organization at UAFS planning an event involving catering must present the catering proposal, in advance, to Sodexo as the university's food service provider. Sodexo has the right of first refusal in each case. This is the essence of the policy, and any exceptions are to be viewed as such. This policy applies regardless of whether the funds used are UAFS allocated (e.g. Student Activities Fees) or generated via fund-raising activities. It holds whether the event in question is held on or off-campus, as in either case it is still a sanctioned university activity.

However, certain practices common to these organizations do receive special consideration. For example, a few organizations work with external entities to provide special meals for students; for example, a church may partner with an organization and provide a simple free meal as part of a ministry-related activity. This is acceptable. Additionally, an organization that hosts a closed

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event for its members and wants to bring on-site a small amount of non-catered food, such as grocery store purchases or a couple of pizzas, is welcome to do so. Organizations that sponsor events that utilize the large grill may purchase grilling materials from Sodexo or from an external source, so long as no sales are proposed.

Organizations may also speak directly with Sodexo management to explore creative collaborations that help the organization to stretch its dollar. There is also a ‘Shoe String’ menu that offers lower-cost alternatives to the traditional catering menu. Overall, the university is strongly committed to the success of our contract partner and to appropriate accountability. Therefore, we expect all organizations to honor this policy. Labor fees will be included in certain situations. To obtain a bid for food or beverage for events, contact Sodexo at 788-7311.

### **University Grill**

RSOs wishing to use the University’s portable grill must first be trained by Plant Operations. Only members and advisors who have been through grill training may operate the grill. Grill training must be updated annually. Grill training will be offered annually at the RSO Leadership Workshop. Members found to be in violation of this policy will lose their grill privileges.

### **Step-by-Step Travel Information**

RSOs may travel to conferences, competitions, retreats, and other events or activities approved by the SAO. The following paperwork should be submitted the SAO two weeks in advance of leaving for an overnight trip:

- Registration of Organization Event form (ROOE)
- Travel Request
- Waiver of Liability
- Student Travel Form

All of the forms mentioned above can be found at the following link:

<http://www.uafs.edu/life/student-organizations>.

If the event does not require an overnight stay, only the Registration of Organization Event, Travel Request, Student Travel, and Waiver of Liability form are required.

### **Step-by-Step Travel**

Step 1: Register the conference, retreat, activity, or event with the SAO utilizing the ROOE form. The ROOE form will then be approved by your advisor and the SAO.

Step 2: Work with your advisor to complete a Travel Request form to submit to the Travel Office. The travel request form should be completed for reimbursement purposes or for use of a University vehicle.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

Step 3: Each individual traveling to the event must complete a Waiver of Liability form. The completed Waiver of Liability forms should be sent to the SAO prior to your departure.

Step 4: Each student attending the event must sign the Student Travel form. All individuals going on the trip must indicate their agreement to abide by all policies, procedures and guidelines as outlined or the individuals are not allowed to attend. A copy of this form should be on file with the SAO prior to departure.

Step 5: Make a copy of the Waiver of Liability and Student Travel form to take with you on your trip in case of emergencies.

Step 6: After you return, a TR-1 form (Travel Expense Reimbursement form) should be completed. This is only applicable to those organizations which will be reimbursed directly from the University.

### **Motor Pool Vehicle Information**

RSOs have the opportunity to utilize motor pool vehicles when traveling with a faculty advisor, if a vehicle is available and the travel is approved. Organizations should work with their faculty/staff advisor to complete the on-line motor pool vehicle reservation form through Service Now.

In order to reserve and use a motor pool vehicle, one or more faculty/staff advisor(s) must be on the trip and drive one of the vehicles. If multiple vehicles are involved, the other vehicles can be driven by properly licensed, responsible students.

Non-students may not ride in University motor pool vehicles.

Plant Operations is open Monday through Friday from 8:00 AM to 5:00 PM. If a vehicle is needed prior to 8:00 AM, the organization should make arrangements to pick up vehicle during regular business hours the day before departure. A copy of a driver's license of the driver(s) is needed before releasing the vehicle(s).

When the student or advisor goes to pick up the vehicle, that person will receive a key packet with credit cards. Only gas or purchases directly relating to the operation of the vehicle may be charged on these cards.

Prior to leaving for the trip, the driver should note the starting mileage and mark it on the yellow card located in the key packet. Vehicles must be returned with a full tank of gas. All personal items and trash should be removed. The ending mileage should be noted and marked on the yellow card located in the key packet. All the other information on the travel card in the key packet must be completed. The driver(s) must ensure that all credit card receipts are turned in with the key packet.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

Motor pool vehicles must stay on the Plant Operations lot until needed and must be returned to the Plant Operations parking lot at the conclusion of the trip. Return key packet(s) to the Plant Operations office, or place it in the drop box if returning after 5:00 PM.

Your department/organization will be charged to use a motor pool vehicle. The charge for 2012-2013 is \$0.42/mile. The reimbursement rate for a personal vehicle is \$0.42/mile. The reimbursement rate if a motor pool vehicle is not available \$0.42/mile.

## **Student Driver Motor Pool Requirements**

### **Plant Operations – Motor pool Student Approval Process**

Currently enrolled UAFS students are eligible to drive motor pool vehicles if they meet the following conditions:

1. The travel is sponsored a UAFS department or Registered student organization;
2. The travel and the driver are approved by a department head and a dean-level or higher supervisor;
3. All applicable age (see below), licensure, and driving record standards are met;

#### **Age and training requirements for student use of motor pool vehicles are as follows:**

Motor pool sedans: 21 years of age

Motor pool minivans and SUVs: 21 years of age

Motor pool large vans: 25 years of age, completion of all required reading and training, and an advisor or sponsoring staff member must be present in the vehicle.

#### **Guidelines for approval process:**

1. An e-mail message is sent to the appropriate Dean to request the student to drive UAFS motor pool vehicle.
2. The Dean will forward message to Plant Operations with his/her approval. Please send the e-mail to:  
  
Rose Perkins ([Rose.Perkins@uafs.edu](mailto:Rose.Perkins@uafs.edu)) or Jenny Pearson ([Jenny.Pearson@uafs.edu](mailto:Jenny.Pearson@uafs.edu))
3. The student will bring both student identification and driver's license to Plant Operations and complete a Motor Vehicle Release form.
4. Plant Operations will process the release form to obtain the student's Motor Vehicle Record. The student should have a valid driver's license with no serious convictions and/or restrictions.
5. After the MVR is obtained and reviewed, Plant Operations personnel will forward information on the approval to the original requestor.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.



## Hazing and Discrimination

### Hazing

UAFS prohibits hazing. According to Arkansas Code 6-5-202 by Arkansas Legislature, the offense of hazing is a Class B misdemeanor. An adjudication of guilt by a criminal court is not necessary for the application of discipline by the University if it is determined by the University that the student engaged in the prohibited conduct.

Registered student organizations suffer serious consequences when they encourage or take part in hazing.

According to the State of Arkansas, hazing is defined as:

1. Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others which is directed against any other student, and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame or disgrace among his fellow students and acts calculated to produce such results; or
2. The playing of abusive or truculent tricks on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon another student to frighten or scare him; or
3. Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others which is directed against any other student, and done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university or other educational institution rather than submit to such acts; or
4. Any willful act on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

(Arkansas Hazing Law 6-5-201)

*Arkansas State Law can be found at [www.stophazing.org](http://www.stophazing.org)*

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

UAFS addresses the rights of others in the Student Handbook: “The rights of all students, faculty, staff and any other person on the University campus must be honored. Participation in acts which are degrading or injurious or which hold another against his or her will, written oral threats and physical and verbal abuse off another person are specifically prohibited.”

Hazing is:

- Not simply a fraternity or sorority issue.
- An act of power and control over another.
- Premeditated and is not accidental.

Keep the hazing laws in mind when planning organizational events.

### **Discrimination**

There are both federal and state laws concerning racial, religious, and disability discrimination. UAFS also has guidelines in regards to discrimination. Violation of these policies will lead to disciplinary action by the University. Please see the Student Code of Conduct for additional information. The Student Code of Conduct can be found at the following link:

<http://www.uafs.edu/university/student-handbook>

In order to abide by the policies for a discrimination-free campus, please consider the following:

- Do your best to be reasonable in your accommodations of potential members who may be different from you. You may need to rearrange your room set-up to accommodate those in wheelchairs or others with physical limitations.
- Strive to work with groups that are different from you.
- Be sensitive to others so that if any bigotry or prejudice arises within your group you have a plan of action to take necessary steps to remedy the situation.
- Please report any incident of discrimination, harassment or hazing to the office of the Vice Chancellor for Student Affairs immediately.

### **Non-Discrimination Clause**

Accordingly, it is the policy of the University of Arkansas Fort Smith that:

To be eligible for official recognition from the University – and the privileges that accompany official recognition – a student co-curricular organization must abide by the follow:

1. Membership and participation in the organization must be open to all students without regard to race, color, sex, gender, age, national origin, religion, learning or physical disability, marital status, veteran’s status, or sexual orientation. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

2. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her race, color, sex, age, national origin, religion, learning or physical disability, veteran's status, or sexual orientation, with the Title IX exception mentioned above.

## Appendix

### RSO Guidelines For Student Organizations Forming A Constitution

All student organizations wishing to register with the SAO are required to submit a constitution and by-laws. The constitution on file with the SAO serves as the official governing document for the organization.

It is recommended that each officer of your organization have an up-to date copy of the constitution and by-laws. Additionally, all members should be familiar with the document. This information will help to ensure that all members are aware of the organizations function.

If you need additional information or if you have any questions, please do not hesitate to contact the SAO at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

The constitution should include the:

- Structure for the organization
- Purpose of the organization
- Definition of the duties and responsibilities of the officers and members

The constitution is subject to review and changes by the SAO or the Dean of Students.

#### Developing a Constitution

The following is an outline of information to be included in a constitution. The object is to draft a document that covers the following topics in a clear and concise manner.

#### **Article I Name**

*"The name of this organization shall be \_\_\_\_\_."*

Use clear and specific words that represent your organization. Do not begin the organization's name with "The" or "University of Arkansas Fort Smith". You may use "at University of Arkansas Fort Smith" or "at UAFS" after your organization's name, i.e., Soccer Club *at UAFS*.

#### **Article II Affiliation (local, state, national)**

*"ABC group shall be affiliated with \_\_\_\_\_ through paid membership, etc."*

#### **Article III Purpose, Aims and Functions of the Organization**

List the purpose and all functions of the organization.

#### **Article IV Membership Requirements and Limitations**

Section A. Eligibility for membership

All organizations must include the following statements:

*"Organizations must be comprised of active members who are students. A student is defined as someone who is currently-enrolled at UA Fort Smith with a minimum cumulative GPA of 2.00"*

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

*and who is in good standing in terms of behavior and conduct that represents the organization and University well. Students must also be enrolled in three credit hours.”*

**Article V Officers (All organizations must have at minimum a chief officer often called the “president” or “chair”, a “vice president” or “co-chair”, and a treasurer)**

The titles, qualifications, method or selection, and time commitment of each office must be outlined. The titles and needs will vary by organization.

All organization constitutions must include the following statement:

*“The officers of the organization must meet the following requirements:*

- *Have a minimum cumulative grade point average of 2.25 both before taking office and during the officer’s tenure.*
- *Be in good standing with the University.*
- *Be currently enrolled in a minimum of nine semester hours at UA Fort Smith.*

*If the officer does not uphold the aforementioned requirements, the student will no longer be able to serve as an officer of this organization.”*

**Article VI Finances**

Generally address how finances will be handled by the organization. It is also important to establish a procedure on what will happen to funds if the organization is dissolved.

All organization constitutions must include the following statement:

*“All monies belonging to the organization must be deposited 24 hours after collection. The advisor must approve each expenditure request prior to payment.”*

**Article VII Ratification and Amendments**

The constitution must be voted on and approved by the members of the organization for which it was written. The number of members required to amend the constitution must be outlined in the constitution. The organization’s chief officer should sign and date the constitution along with the advisor and a representative of the SAO.

It must be outlined in the constitution as to how the amendments will be adopted.

**Developing Bylaws**

Bylaws are not required, but help an organization detailed procedures that a group must follow to conduct business. The constitution covers the basic foundation of the organization. The bylaws provide further definition to the articles of the constitution and can be changed more easily as the needs of the club change.

Bylaws must not contradict the constitution.

Below are topics generally covered in the bylaws:

- *Membership (Selection requirements, resignations, expulsions, rights, discipline and duties)*

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

- Officers (*Powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office*)
- Financial Procedures (*Amount and collection procedures of dues when applicable as well as procedures required for budgets and expenditures*)
- Committees (*Standing, special, general, formation of committees*)
- Meetings (*Types of meetings, when they are held, requirements for notice, attendance policies, quorum, meeting format*)
- Amendment Procedures (*Process to amend bylaws, means of proposals, notice required, voting requirements*)

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

### Free Speech: Non-Commercial Public Speech on Campus

University facilities and outdoor space are governed by the policies of the Board of Trustees of the University of Arkansas and exist for the primary purpose of serving a planned and scheduled program of educational activity. Consist with Board of Trustees Policy 705.1 and University wide Administrative Memorandum 715.1, when not required for regularly planned educational or research programs, and subject to other University policies, University facilities or outdoor space may be made available for use by University entities and Non-University entities.

Any non-University individual or group is welcome to share an opinion or viewpoint with the University community, even if that party is not sponsored by a RSO or university entity. Access to public forums is provided on the city sidewalks that run parallel to the city streets that surround and cross the campus, subject to relevant city ordinances, state and federal law (maps indicating city street and sidewalks are available through the University Police Department. Access is also provided at identified public forum locations, all external to campus buildings and identified below.

Forums, rallies, demonstrations, and other similar expressive activities conducted by individuals and groups that are not members of the University community must be registered with the Office of the Vice Chancellor for Student Affairs (Campus Center 105, (479) 788-7366). The identified public forum locations are available for use or reservation by non-University individuals and groups. Access to the identified public forum locations is provided on a content neutral basis. Any denial of access will specify the reason for which registration is denied and offer an appeal procedure. The following time, place, and manner parameters apply to public forum locations as well as to expressive activities of members of the University community in other locations.

#### Time, Place, and Manner Parameters

The following are parameters for the time, place, and manner of activities:

- The activity must not violate local ordinances, state or federal laws, or university policy;
- The duration of the event may be limited to a reasonable period of time, based on the type of event and the resources required to manage it;
- No obstruction of entrances or exits to buildings or driveways or impeding entry to or exit from buildings to parking lots;
- The activity does not unduly disrupt traffic, either vehicular or pedestrian, or a duly planned and scheduled university activity;
- The activity does not create unreasonable safety risks;
- There shall be no defacement or destruction to University property or observer's personal property;

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

- Amplification equipment shall not be allowed except in designated areas where and when it is unlikely that disruption will occur;
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement;
- Expression that is obscene, defamatory, or consists of fighting words, threats to physical harm, insightful of imminent lawless action or otherwise not entitled to protection as expression is not permitted;
- Material handed out may not be left out for people to take. If there is a significant issue with materials causing unsightliness or litter, that privilege will be revoked;
- Those handing out material may not follow members of the campus community, and refusals to take material shall immediately be respected by expressive speakers;
- Organizers Presence Required: The organizer must be present throughout the event with a copy of the approved reservation form for the duration of the function and present the form to UAPD if requested. The event may be terminated by UAPD for failure to have a copy of the approved reservation form on the premises;
- Alteration of University Property: Alteration or physical modification of property owned or leased by the University is not permitted. To prevent damage to University infrastructures, Plant Operations must approve the erection of tents or any temporary structures.
- Decorations: The organizer must have decorations approved and/or facilities inspected for safety in advance by Plant Operations of the facility official.
- Property Damage: Any group or individual that causes damage to University property must pay any charges necessary to return the property to its original state;
- Organizer Arrangements: The organizer shall be solely responsible for any and all costs arising from or relating to any event and by requesting to use University facilities agrees to pay all such charges;
- Publicity, handouts, etc. All publicity, handouts, printed materials, etc. are governed by University policies and procedures;
- Non-University entities may schedule a total of three events per semester; requests for additional reservations will be limited to one event per reservation. That event must transpire before another reservation is considered. This is to protect both the diversity of the forum and the priority of University entities;
- No utilizing wooden, plastic, or metal sticks, pipes, poles, etc...to aid in signage, without prior approval ;

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.



- Accordingly, defamation, public obscenity, certain incitements to crime, as well as other criminal misconduct under laws applicable to a manner of speech or assembly directly damaging to the rights of others may be subject to institutional action as specified in the Student Code of Conduct, Rights, Responsibilities and Conduct Code Governance.

### **Public Forum Locations**

Public forum locations for individuals and groups which are not members of the University community include the following locations. These locations are made available on a content neutral basis subject to the defined time, place and manner parameters.

1. The Bell Tower area, assuming no University events are scheduled there;
2. Main Gates, along Kinkead Avenue (may not block drive-through traffic);
3. Sidewalk and adjacent area between the Campus center West entrance and the large parking lot between the Campus Center and the Sebastian Commons or in the areas between the Campus Center and the Math Science building.
4. Either side of the tunnel providing access underneath Grand Avenue.
5. Any portion of the Campus Green, where use does not tend to disrupt regular University processes.
6. Other areas mutually agreed upon.

### **Objections to Expressive Activities**

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or University policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear responsibility of recognizing and honoring the right of free speech.

### **Response to Violations**

Violations of this policy by individuals who are not members of the University community may result in removal from campus, police arrest and criminal charges. Members of the University community are subject to student conduct review (or human resources review for employees) and disciplinary sanctions. Students will be subject to procedures established in the Code of Student Conduct. Faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the Employee Handbook. Any police arrest and criminal charges of students, faculty, or staff are separate from the University student conduct review or disciplinary sanction.

If you have any questions about the information above, please contact the Student Activities Office at [studentactivities@uafs.edu](mailto:studentactivities@uafs.edu) or 479-788-7696.

### **Procedures**

1. Any non-invited group or individual wishing to engage in expressive speech on the UAFS campus must register their intent and identifying information at the Office of the Vice Chancellor for Student Affairs a minimum of two days (48 hours) prior to the planned event, and scheduling will be dependent on the actual calendar of events for the days requested:
2. Requests to use amplification will be closely scrutinized for likely disruption of regular university activities and processes;
3. Applicants must agree to any neutrally applied time, place and manner requirements, as articulated above, that the University believes are necessary to conduct its core activities;
4. Violation of these provisions may result in removal from campus and the loss of privileges to utilize the campus property.

### **Mass Assembly and Demonstration**

Any organizational mass assembly or demonstration occurring on the campus of UA Fort Smith must be registered in the SAO no later than two weeks prior to the scheduled commencement of the event. The University has the right to deny a mass assembly or demonstration.

### **Who Can Assemble**

Only currently-enrolled students of UA Fort Smith or UA Fort Smith Registered Student Organizations may register such assemblies. Please consult the “Registration of Organization Event” form to coordinate the assembly. The organization will be held accountable to ensure that guidelines, which are established for such assemblies and demonstrations, other rules of the University, and proper behavior and decorum of all participants, are maintained. The University reserves the right to designate the area or areas in which mass assemblies and demonstrations may be held. Normally, outdoor assemblies will be held at the Campus Green Plaza. Locations will be confined to areas of the campus where the holding of such assemblies is unlikely to cause substantial interference with normal traffic flow and the ongoing educational process of the University. All mass assemblies and demonstrations will be confined to a specific timeframe. The SAO will have the authority to establish such time limitations for any event. Organizations hosting the assembly are responsible for post-event clean-up.

### **How to Assemble**

Any rally, assembly or demonstration must be coordinated with the SAO by submitting a “Registration of Organization Event” form.

### **Sound Amplification**

The SAO must approve amplification of sound for any mass assembly or demonstration in advance. The appropriateness of the sound amplification will be dependent upon the location of the event as well as the time period in which the event is held. Of primary importance is the assurance that the use of sound amplification does not interfere or disrupt with the normal

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functioning of the University. Failure to comply with the above criteria will result in the disciplinary action against the participating student organization up to, and including, suspension of that organization.

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