

## ***Recognized Student Organization Handbook***

Through a team of student centered professionals, in support of the mission and vision of the University of Arkansas – Fort Smith, the Student Activities Office 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.

The purpose of the Recognized Student Organization Handbook is to serve as a reference and guide for student leaders, members, and advisors to ensure that organizations develop in a healthy and positive way.

### ***Recognized Student Organization Handbook Review Process***

The Student Organization Handbook will be reviewed by the Recognized Student Organization Handbook Review Committee as needed, but at least annually, under the auspices of the Student Affairs department. At a minimum, this committee will consist of a representative from the Student Activities Office, five (5) student leaders and five (5) advisors from Recognized Organizations.

Recommended changes will be reviewed by the Vice-Chancellor for Student Affairs.

### ***Recognized Student Organization At UA Fort Smith***

Student organizations are a vital piece of the entire collegiate experience provided at UA Fort Smith. Organizations provide students with yet another way to learn, to become involved in events on campus, to develop and enhance leadership skills, to become active in the community, and to learn more about others and their cultures. UA Fort Smith offers over 60 organizations to its students.

Student organizations are not to be used as a fulcrum by staff, faculty or administrative personnel to resolve intra-campus issues and conflicts nor may student organizations take it upon themselves to address such issues. Failure to adhere to these rules may result in dissolution of the recognized student organization(s) involved and at a minimum will foreclose any opportunity to gain funding support.

### **Types of Recognized Student Organizations**

In an effort to most efficiently and effectively communicate and develop a relationship between the University and its students, the Student Activities Office has developed designations for student organizations. All organizations that are

approved by the appropriate parties are Recognized Student Organizations (RSOs). RSOs are separated into nine (9) organizational categories: Academic, Arts, Culture, Honors Society, Greek Life, Political, Religious, Special Interest, & University Outreach.

### ***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 Si)

### ***Culture***

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

***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)

### ***Honors Society***

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

### ***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: Lion Rifles)

### ***University Outreach***

These organizations are concerned with the development of leadership as well as the betterment of life on the UA Fort Smith campus and in the community. These organizations function as an outreach within University departments (Example: University Student Ambassadors)

Organizations that wish to continue through the next academic year must go through a renewal process at the end of the preceding year. The organization type is determined through the defined purpose of the organization.

### **Benefits of Becoming a Recognized Student Organization**

Becoming a Recognized Student Organization provides an on-going relationship with the University and its students and provides resources to the organization and its members.

A Recognized Student Organization has the privilege of:

- Using on-campus facilities for meetings and events
- Being promoted by the Student Activities Office
- Posting information and publicizing events on campus
- Reaping the benefits of a faculty or staff advisor
- Applying for the annual NUMAS ceremony
- Requesting University funding

Recognized Student Organizations:

- Do not deny membership on any basis prohibited by applicable law, including, but not limited to, sex, race, color, national origin, religion, age, veteran status or disability
- Have a full-time UA Fort Smith faculty or staff member to serve as an advisor (The advisor must complete the "Advisor Agreement" form)
- Are unique in its purpose from any other currently-Recognized student organization
- Are in compliance with the rules and expectations of the University
- Are in compliance with the rules and expectations of the Student Activities Office

### **Expectations of a Recognized Student Organization**

The University of Arkansas - Fort Smith has a set of core values that should be consistent with and embodied in all recognized student organizations. The values of the University as outlined in the Course Catalog are, "UA Fort Smith holds a set of core values based on the belief that we can and should be the best of learning organizations, by centering our focus and efforts on the learner, and by practicing and modeling integrity and ethical behavior, responsibility for results, service to our fellow citizens and the communities we serve, and cooperation and collaborations with others in the betterment of the world in which we live."

Recognized Student Organizations must meet the following expectations:

- Adherence to all local, state, and federal laws.

- Remaining in good standing with the University, including full compliance with any and all rules as laid out by University officers.
- Keeping the Student Activities Office informed of all events, meetings and personnel changes in a timely fashion.
- Consulting appropriate departments and organizations when planning an event.
- Maintaining appropriate records including strict accountability and documentation on revenues and expenditures.
- Communicating and working together with the assigned advisor.
- Selecting leaders yearly.
- Adherence to all policies including, but not limited to, travel requests, registration of organization events, waivers of liability, and contact with the media.

### **Life of a Recognized Student Organization**

When a group is granted Recognized Student Organization status, the group is given status from the time the renewal has been approved until June 30 of the succeeding year. For example, if ABC group is given approval for renewal of Recognized Supported Organization status on September 22, 2007 that group will have that status until June 30, 2008.

### **Communication between Recognized Student Organizations and the SAO**

The Student Activities Office will send regularly Recognized Student Organization updates to the advisor and up to two (2) student leaders per organization. The information in these emails is pertinent to the success of the organization and is a resource tool for members to utilize. This update will be the main source of information sharing between the SAO and RSOs. Each organization is responsible for all the information in these updates and is also responsible for updating the SAO of contact changes for the distribution list.

## ***Establishing a New Recognized Student Organization At UA Fort Smith***

### **Steps to Becoming a Recognized Student Organization**

Students looking to form a new organization must complete the New RSO Application to be reviewed as a candidate for the status of Recognized Student Organization. Complete the "Recognized Student Organization Application Form."

1. Complete the New RSO Application
2. Draft a preliminary constitution.

3. At least two (2) students and one (1) advisor of the proposed organization must complete the mandatory "New Organization Leader Training".
4. Upon completion of the mandatory training by two (2) potential officers and one (1) advisor, the organization will be considered for recognition by the University.
5. Upon submission of the above information, the review process will begin. The Student Activities Office will review and may recommend the organization to be considered as a Recognized Student Organization to the Dean of Students.
6. The Student Activities Office will e-mail the student applicant and advisor submitting the "Recognized Student Organization Application Form" stating whether the group's request has been approved or denied.

An organization may not be accepted and/or approved if the proposed organization:

- Duplicates the purposes of an existing recognized student organization
- Discriminates membership on any basis prohibited by law, including, but not limited to gender, race, color, national origin, religion, age, veteran status or disability
- Does not submit the appropriate and complete paperwork as outlined above
- Represents a purpose not consistent with the mission of UA Fort Smith and the communities it serves

An organization may appeal the denial of Recognized Status.

#### APPEALS PROCESS

Organizations whose application to become a Recognized Student Organization is denied may appeal the decision of the Student Activities Office. The following steps must be taken to appeal:

1. A Recognized Student Organization Status Appeal of Denial Form
2. The form and packet must be submitted within ten (10) working days of the denial from the Student Activities Office.
3. The Vice-Chancellor for Student Affairs will review the packet and will either uphold the denial or will approve the organization to be recognized

#### **How to Promote the Proposed Organization**

Individuals interested in starting a new recognized student organization must submit a petition containing the signatures and information of 25 currently-

enrolled students **who support** the proposed organization. To achieve this and to gauge interest in the proposed clubs, students may host organizational meetings.

An organization wishing to form, but not yet officially Recognized, may utilize three (3) [LionsLink](#) announcements coordinated through Student Activities Office. The potential organization may post flyers three (3) separate times and may hold as many as three (3) organizational meetings on campus.

Both the [LionsLink](#) announcement as well as flyers must be placed in accordance with this manual's rules. Any additional publication or promotion may take place when the University officially recognizes the organization.

### ***Forms for Student Organizations***

Keeping the Student Activities Office informed of events and travel is important. Groups wishing to become Recognized Student Organizations (RSO) must also complete paperwork as well as groups wishing to renew their Recognized Student Organization status for the upcoming academic year.

#### **By the Numbers**

- 1- Number of packets required to establish a new RSO (*New RSO application*)
- 1 - Number of packets required for renewal of Recognized Organization status (*RSO Renewal Packet*)
- 3 – Number of forms required for purchasing. (*RSO requisition request, RSO Reimbursement Request, W9 Form*)
- 4 - Number of forms required for travel (*Student Travel Form, Travel Request Form, Waiver of Liability, Registration of Organization Event Form*)
- 5 - Number of forms submitted on an as-needed basis only (*Registration of Organization Event Form, Event Attendance Form, Open Project Form, Advisor Agreement, LionsCash Award Form*)

### ***Grade Requirements for Student Leaders and Members***

Becoming involved on-campus with Student Activities is exceptionally important to achieving the full college experience. Involvement is crucial to the development of leadership skills, social interaction, friendships as well as to developing ties with the community and University. The balance between involvement with organizations and academics is a delicate one.

The University of Arkansas - Fort Smith believes in the importance of academic achievement. One mark of academic achievement is progress toward a degree. Each student is therefore advised to balance involvement in campus life with the pursuit of a degree.

### **Student Leaders**

In order for a student to be eligible to hold a leadership position within a recognized student organization, the student must have a cumulative 2.25 grade point average while enrolled in a minimum of nine (9) credit hours at UA Fort Smith, and must be in good standing with the University. This grade point average must be established prior to and maintained during his/her tenure in office.

It is the responsibility of the Student Activities Office (after recognized student organizations have given the Office their Roster of Membership, which must include student name and ID number) to ensure that student leaders are enrolled in nine (9) credit hours at UA Fort Smith, and have at the time of election and maintain a 2.25 GPA during his/her tenure.

### **Student Members**

The University requires that students involved with a Recognized Student Organization must be currently enrolled in a minimum of three (3) hours at UA Fort Smith 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. 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

It is the responsibility of the Student Activities Office to ensure that students are in compliance with the above requirements after recognized student organizations have given the SAO their Roster of Membership, which must include student name and ID number.

## ***Hazing and Discrimination***

### **Hazing**

The University of Arkansas - Fort Smith prohibits hazing. According to Arkansas Code 6-5-202 by the 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.

Recognized 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 (1) 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 (1) 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 (1) 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, or reasonably to cause him to leave the 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 (1) 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)*

The University of Arkansas - Fort Smith 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 or oral threats and the physical and verbal abuse of 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.

- Will the proposed activity build organizational unity?
- Does it improve the camaraderie of the membership?
- Does it put the organization in the best light?
- How does this event promote the dignity of and respect for its members?

*Adapted from [www.stophazing.org](http://www.stophazing.org)*

## **Discrimination**

There are both federal and state laws concerning racial, religious, and disability discrimination. The University of Arkansas - Fort Smith also has guidelines in regards to discrimination. Violations of these policies will lead to disciplinary action by the University. Please see the Student Code of Conduct for additional information.

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.

Any organizational mass assembly or demonstration occurring on the campus of UA Fort Smith must be registered in the Student Activities Office no later than two (2) 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 Recognized 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 Student Activities Office 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 Student Activities Office by submitting a "Registration of Organization Event" form.

### **Sound Amplification**

The Student Activities Office 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 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.

## ***Media***

A benefit of being a Recognized Student Organization includes utilizing the resources available on the UA Fort Smith campus. 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 information. The Public Information Office will coordinate all media efforts on the organization's behalf.

**Remember that only events that have been approved by the Student Activities Office may be promoted.** All events must be registered through the Student Activities Office. Please consult the [Registering an Event](#) portion of this handbook for additional information.

## ***Membership***

Members are the heart of any organization. Without members, an organization ceases to exist. It is important to not only have members, but to have members who are actively participating in furthering the mission of the organization.

Membership requirements for Recognized Student Organizations are outlined below:

- In order to be considered for Recognized Student Organization status, a potential organization must have submitted a "Petition for Membership" with the names and signatures of 25 currently-enrolled students who are interested in becoming members of the organization. The petition should include the printed name, student ID, and signature of those signing the petition. The Student Activities Office will verify this listing.
- Once an organization has been accepted to be a Recognized Student Organization, the roster of membership must consist of currently-enrolled, eligible students (as opposed to faculty, staff or community members). An eligible student is defined as someone who is currently-enrolled at UA Fort Smith with a minimum cumulative GPA of 2.00. Students must be enrolled in a minimum of three (3) credit hours.
- Other membership requirements are as defined by the organization based upon its mission statement and constitution.

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

The University of Arkansas - Fort Smith requires student organizations to have advance approval before utilizing the University of Arkansas - Fort Smith logo and seal. Recognized Student Organizations are allowed to utilize the University logo and seal after approval of the University Marketing & Communications office.

## ***Basic Travel Information***

### **Basic Travel Information**

An additional benefit of being a Recognized Student Organization is the potential for travel to conferences, retreats and the like. Organizations choosing to travel may request funding from the University via the "Budget Proposal" submitted at the end of each academic year. The University believes in learning through co-curricular activities. *Approvals will be based upon identified outcomes, appropriateness, and benefit to the organization.*

The Student Activities Office requires the following paperwork to be submitted two (2) weeks in advance of leaving for an **overnight** trip:

- Travel Request
- Waiver of Liability
- University of Arkansas - Fort Smith Student Travel
- Registration of Organization Event form

All aforementioned forms are available in the Student Activities Office and most are available on-line.

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

A "Travel Request" form must be completed by the organization advisor, and the advisor must receive the signatures of the:

- Advisor's vice chancellor or dean

**The Student Activities Office does not need to sign Travel Request forms.**

The "Travel Request" form is then sent to the Travel Office.

**"Travel Request" forms should be completed for reimbursement purposes or for use of a University vehicle.** If a University vehicle is unavailable for a trip, a "Travel Request" form must still be completed.

The completed "Waiver of Liability" and "University of Arkansas – Fort Smith Student Travel" forms must be attached to the "Travel Request" form, and a copy must be filed in the Student Activities Office prior to each trip. 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.

Both of the forms above must be submitted together a minimum of two (2) weeks prior to leaving for the trip.

The TR-1 form (Travel Expense Reimbursement form) is applicable to those organizations which will be reimbursed directly from the University.

### ***Motor Pool Vehicle Information***

#### **Motor Pool Vehicles**

Recognized Student Organizations have the opportunity to utilize motor pool vehicles when traveling with a faculty advisor, if the vehicle is available, and the travel is approved. Any group traveling as an agent of or representative for the University of Arkansas - Fort Smith must receive prior approval.

**In order to reserve and use a motor pool vehicle, one (1) faculty/staff advisor must be on the trip and drive one (1) 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.***

The Physical Plant has the following vehicles available for use by a student organization:

Four (4) vans seating eleven people\*

Four (4) minivans seating seven people\*

Four (4) cars seating four people\*

\* All numbers include the driver in the count.

To utilize one (1) or more vehicles, please call 788-7171. Plant Operations is open Monday through Friday from 8:00 a.m. to 5:00 p.m. If a vehicle is needed prior to 8:00 a.m., please inform Plant Operations when reserving the vehicle. 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 mileage of the vehicle and mark it on the form included in the packet received at vehicle pick-up. Vehicles must be returned with a full tank of gas. All personal items and trash should be removed.

All information on the travel card in the key packet must be completed. This includes date, driver's name, department to be charged, destination, and beginning/ending mileage. The driver(s) must ensure that all credit card receipts are turned in with the key packet. Please include the organization name on this information.

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

The reimbursement rate (in other words, what your department/organization will be charged to use the vehicle) for a motor pool vehicle is \$0.38/mile. The reimbursement rate for a personal vehicle is \$0.43/mile. The reimbursement rate if a motor pool vehicle is not available is \$0.43/mile.

For those groups without a FOAPAL, please write on the Travel Request form under the section requesting a FOAPAL "Please charge to \_\_\_."

### **Student Driver Motor Pool Requirements**

1. Vehicle use requests must be made by an advisor or staff member affiliated with the student group with approval from the appropriate Dean or Vice Chancellor or designee. Reservations must be made in advance via email to Rose Perkins <[rperkins@uafortsmith.edu](mailto:rperkins@uafortsmith.edu)> and Di Beutelschies <[dbeutels@uafortsmith.edu](mailto:dbeutels@uafortsmith.edu)> in the Plant Operations Building.
2. A student advisor or staff member is encouraged to accompany the organization on trips out of town when possible. If advisor or staff member is not available the driver must be at least 19 years of age.
3. All student drivers of university vehicles must be certified by the university and 18 years of age.
4. Certification steps include submitting in person 1) a copy of the student's driver's license, 2) a copy of their student ID, and 3) filling out a motor vehicle release form to the Plant Operations Office. Students with Arkansas driver's licenses must submit their ID's and release form 3 business days prior to any vehicle use. Students with out-of- state licenses must submit their ID's and release form 7 business days prior to any vehicle use. Plant Operations will process the information verifying the student's driving record. The driver's license must be in good standing and current. Students with past suspension of license or traffic violations may not be allowed to drive motor pool vehicles.
5. Under no circumstances may students not certified by UA Fort Smith Plant Operations drive university vehicles.
6. Keys are checked out and returned to the Plant Operations office.

7. Student drivers must abide by all other transportation requirements of UA Fort Smith, as well as all applicable laws.
8. No student may drive more than four hours consecutively.
9. No student may drive more than eight hours in a twenty-four hour day.
10. No student may drive after 1:00 a.m..
11. Seatbelt use is required for ALL passengers at ALL times. No exceptions. Driver is responsible for enforcing mandatory seatbelt use.
12. Cell phone use of any kind is prohibited when driving.
13. Vehicles must be returned with a full tank of gas.
14. Gas cards are to be used for gas purchases only.
15. All personal items and trash must be removed prior to turning in the vehicle.
16. Vehicles must be used in association with University activities only and no personal use. All student organization activities must be registered with the Student Activities office
17. Do not pickup unauthorized passengers outside the purpose or activity for which the vehicle use was requested and approved.
18. All vehicles are smoke free.
19. No alcohol is allowed in or while driving a university vehicle.
20. Motor pool vehicles must stay on the Plant Operations parking lot until needed and returned to the same lot at the conclusion of the trip.
21. Failure to abide by these regulations will result in loss of individual and/or organization driving privileges. In addition, the case may be forwarded to the Vice-Chancellor for Student Affairs for action under the Student Code of Conduct.

### ***Renewing Recognized Student Organization Status***

Being a Recognized Student Organization is a privilege and its status is not automatically conferred each year. The Student Activities Office will review the applications to ensure that organizations are fulfilling their promises as stated in the original application. Recognized Student Organization status will be reviewed each year.

#### **Deadline for Submission**

Organizations must submit the "Recognized Student Organization Renewal Application," no later than THREE WEEKS prior to the last day of class of the spring semester. Requests may be submitted as early as the last week of March.

Incomplete packets will not be considered.

#### **Renewal process**

The following forms must be submitted at the end of each academic year if organizations are interested in being recognized for the upcoming year: The forms must be submitted online.

1. Recognized Student Organization Renewal Application
2. Current copy of the organization constitution and by-laws,
3. Advisor Agreement Form
4. Budget Proposal
5. \*Roster of membership

\* Include only the names and student ID numbers of those members who are active as outlined in the "Membership" section of this manual.

The Student Activities Office will then review each application on a case-by-case basis. It is important for the student leaders to be as specific and detailed as possible when completing the "Recognized Student Organization Compliance Paperwork."

The Student Activities Office will inform submitting student leaders and advisor(s) via e-mail as to whether the Recognized Student Organization status has been maintained.

### **Withdrawal or Suspension of Recognition**

Groups may lose Recognized Student Organization status because of the following:

- Not submitting the mandatory Recognized Student Organization Compliance Paperwork
- Violation of campus policy or violation of the University core values and mission
- No advisor
- Submitting false information to the Student Activities Office

### ***Important Numbers***

#### **To book a meeting room/special event space**

Coletta Furner, Facilities Coordinator  
479-788-7009

#### **To order food from Sodexo**

Sodexo manager  
479-788-7311

#### **To discuss lighting and sound needs**

Box Office  
479-788-7569

#### **To ask questions about policies or procedures**

Student Activities Office  
479-788-7663



## **To reserve a Motor Pool Vehicle**

Physical Plant

479-788-7170

### ***Registering an Event***

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

### **What Type of Event Should be Registered?**

Any event that is outside the scope of a normal business meeting must be registered with the Student Activities Office. The following are examples of such events:

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

### **To Register an Event**

1. Complete and submit the "Registration of Organization Event" form to the Student Activities Office.
2. To reserve meeting space, contact Coletta Furner at 788-7009 a minimum of three (3) weeks in advance of your event.
3. The Student Activities Office 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 via intra-campus mail and to the student leadership in the organization's box in the Student Activities Office.

### **Available Meeting/Event Locations**

The following buildings or sites offer meeting or special event space:

- Smith-Pendergraft Campus Center
- Flanders
- Math/Science
- Holt
- Breedlove
- Gardner

- Vines
- Campus Green

## **Catering**

Any recognized student organization at UA Fort Smith 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 UA Fort Smith allocated (e.g., student activity 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 non-open 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 for, 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 'Casual Catering' menu on the Sodexo website 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.

## **Miscellaneous**

- Smoking and the use of tobacco products are not permitted on campus.
- The Student Activities Office is not responsible for equipment left after an activity nor is it responsible for cleanup. Please leave the facility as clean as it was found.
- Please keep within the allotted time schedule.
- If the organization does not need the facility it originally requested, a student leader should cancel the reservation with Coletta Furner as the

facilities may be in demand. You must also inform the Student Activities Office of any changes in your event.

- If the facilities will be used after-hours, special custodial services and possibly security will need to be provided. The fee for any additional University service will be negotiated prior to approval. The following fee schedule will apply:
  - Technical Director: \$20.00/hour\*
  - Assistant Technical Director: \$14.00/hour\*
  - Custodian: \$14.00/hour\*
  - Campus Security: \$14.00/hour\*
  - Floor covering in Stubblefield: \$200.00
  - Floor covering in the Gym/Fieldhouse: \$100.00

\* Three-hour minimum required

Please note that rates are subject to change.

## Facility 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.

### SET UP

1. Tobacco Free - UA Fort Smith is a tobacco free campus. Smoking and other tobacco products are prohibited in/on university facilities, grounds, sidewalks, and parking lots.
2. Approved Tape – Only blue paint grade tape (also known as blue painters tape) is the approved tape that can be used to hang posters, flyers, etc. Gaff, duct, or electrical tape, or anything other than blue painters tape, is 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 788-7170 with 24 hour 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. Pre-approval on All Electrical Devices - A two-week notice is required for any extra electrical devices such as lights, props and extension cords and must be pre-approved prior to use, along with a list of items requesting to use and a drawing of where items requested are to be placed.
6. Cover tables/floor prior to writing, drawing, or painting on posters or other items to keep the tables/floor from being damaged.

7. Help with Hanging Items - When assistance is requested at the time of reserving the rooms to hang items, please make sure the items are assembled with strings, etc. and ready to be hung.
8. 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.
9. 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.
10. 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.
11. Food Service for all events is to be handled by Sodexo, the campus catering provider, by calling 788-7311.
12. No alcoholic beverages of any kind will be sold or provided on the UA Fort Smith 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 788-7170.
2. Ceiling Tiles - Please put ceiling tiles back in place that were moved during decorating.
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.

## ***Publicity***

Only Recognized Student Organizations may publicize and promote events, and the Student Activities Office must approve all publicity efforts. The following guidelines should help in an effort to promote your organization and the events it supports.

### **Characteristics of Good Publicity**

- Publicity should be true, specific, informative, and attractive. Keep in mind that the publicity your group generates reflects not only your organization, but also the University.
- Give the basics: who, what, where, when, why and how.

- Plan your event to allow enough time for an effective publicity campaign. Students have plenty to fill their schedule; give them enough time to plan accordingly.
- Use more than one (1) approach. Use a combination of methods such as a [LionsLink](#) announcement, flyers, banners, t-shirts, etc.

### **Types of Publicity**

- Posters/Flyers may be posted at any one of the 30 Student Activities bulletin boards around campus. All flyers must be approved and stamped by the Student Activities Office, located in the Smith-Pendergraft Campus Center. Fliers can be turned in and approved 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 (2) weeks.
- TV screens may list your event in the Baldor building. Bring a copy of the approved flier to Debbie Stoufer in Baldor 111.
- Chalk may be used to write on sidewalks. Sketches or verbiage must be submitted to the Student Activities Office for approval. Sidewalk chalk is available in the Student Activities Office work room.
- LED Screens in both the cafeteria and outside the Campus Center may be utilized by Recognized Organizations. Please submit your request to the Student Activities Office via e-mail.
- [LionsLink](#) announcements can also be utilized to publicize your upcoming activities. Submit your verbiage via e-mail to Student Activities Office for approval by Fridays at noon, the Student Activities Office will include the information in the RSO Campus Announcements sent each Monday.
- If you would like your event to be promoted by an external media source such as newspaper, radio or television, please contact the director of public information.
- If you would like your event publicity to be designed by University Marketing and Communications please have your advisor fill out the Open Project Form and submit it.

### **Resources**

Recognized Student Organizations have access to the Student Activities workroom, which has the following supplies:

- Sidewalk chalk
- Paint
- Banner paper
- Markers
- Copy machine for agendas, etc.

This list is not exhaustive.

Utilizing the Student Activities workroom is a privilege. Those using the free supplies provided must clean up the room prior to leaving. Put away any and all supplies used.

Organizations may utilize the copy machine located in the Student Activities work room. Each organization will be assigned an individual copy code that will be given to the advisor and student leader at the beginning of each academic year.

Personal use of the copy machine is strictly prohibited. If a member of an organization utilizes the machine for personal use, the organization is in jeopardy for losing all copy privileges.

### **Popcorn Machine**

Organizations may use the Student Activities popcorn machine and cart for their events/functions in the Smith-Pendergraft Campus Center. Reservations must be made in advance and can be done by emailing [studentactivities@uafortsmith.edu](mailto:studentactivities@uafortsmith.edu) or calling 788-7310. The popcorn machine cannot be removed from the Campus Center and requires two (2) people for transport. The popcorn machine must be returned to the SAO in the same (clean) condition that it was checked out. If the machine and cart are returned unclean the result could be loss of usage privileges and cleaning fees assessed.

### **Posting Materials**

- One (1) copy of posters/flyers may be posted per bulletin board.
- Information may be posted for up to two (2) weeks.
- Posters/flyers may **not** be posted on glass, brick or painted surfaces.
- Poster/flyers must be posted on bulletin boards with two (2) tacks on the top and two (2) tacks on the bottom.

Painters tape is available in the Student Activities office.

### **Posting at Sebastian Commons**

Organizations wanting to post publicity items at Sebastian Commons must first have the flyer approved by the Student Activities Office and then must receive the approval of the Director of Residence Life and Housing (783-7577) before the 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.

## ***Funding and Budgets of Student Organizations***

One benefit of being a Recognized Student Organization is the opportunity to request University funding if available. Funding plays a vital role in keeping an organization healthy and growing. There is no implied guarantee that funding for one (1) or all RSOs will be available in any given year nor is the provision of funding a right that can be claimed. In those years when funding for student organizations is available, the following are minimum requirements to be eligible to receive funding.

### **Requirements to Receive Funding**

In order to receive funding, the organization must:

- Be of Recognized Student Organization status by the University
- Be in good standing with the University
- Have submitted the Recognized Student Organization Renewal Packet on time and in the appropriate order

The Student Activities Office as well as the appropriations committee will review all budget proposals.

### **How Funds May Be Used**

An organization may request funding for a variety of activities during the academic year. (The academic year is defined as July 1 through June 30 of the succeeding year.) This request, in the form of a Budget Proposal, must be submitted with the Recognized Student Organization Renewal Packet.

Monies may be requested for:

- Monthly meetings
- Special activities
- Speakers' presentations
- Receptions
- Special interest programs
- Registration fees for workshops or conferences
- Out-of-town transportation

### **Deadline to Request Funds**

The "Budget Proposal" form is due with the Recognized Student Organization Renewal Packet. Renewal Packets are due three (3) weeks prior to the last day of class of the spring semester and no earlier than the last week of March.

### **Steps to Request Funds**

- Organization officers must submit a “Budget Proposal with the rest of the Recognized Student Organization Renewal Packet no earlier than the last week of March and no later than three (3) weeks prior to the end of the spring semester. \* Organizations that do not meet the requirements to be considered a recognized organization, will not qualify for funding, and their Budget Proposal will not be reviewed.
- Funding reviews will be completed the summer prior to the start of the academic year.
- Monies will be distributed to those groups that have had the appropriate number of advisors and student leaders complete the mandatory Student Activities Office training online.

Beginning in the 2006-2007 academic year, the Student Activities Office will reserve 10% of its funding for special-event support which organizations can request for unique and unforeseen opportunities to potentially benefit the entire campus community.

An example of this type of unique and unforeseen event is hosting a smoke-free celebration in April when the campus went smoke-free. In this case, the event could not have been foreseen or budgeted for in the preceding budget cycle.

### **Managing RSO Funds (formerly Checking Accounts )**

As of July 1, 2008 Recognized Student Organizations will move to utilizing University-managed agency funds as opposed to off-campus private checking accounts to manage their funds.

The benefits of having University-managed agency funds are:

- The advisor can track the fund through Banner
- The fund does not require a tax id number (or social security number)
- RSOs can deposit money into this fund like a checking account
- Easier to utilize campus services (duplication, motor pool, etc.)

This list is not exhaustive.

### **Process for purchasing using the Agency Funds:**

The process\* for purchasing using agency funds will be a Requisition Request and then a Purchase Order or Check issued system.

The student petitioner will fill out the Requisition Request Form and submit it to the organization’s advisor. The advisor will review for accuracy and appropriateness in spending and approve (or deny) and submit it to the SAO.

The request will then be approved by the SAO if the proper paperwork (ROOE, Travel, etc) has been filed and the organization has the resources in their agency fund. After the request is approved the SAO will enter the requisition into Banner.



In the event of unforeseen expenses for the 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.

\*This process should be started at least two (2) to three (3) week prior to the event to ensure that everything is in order and approved in enough time to allow for publicity.

**Reimbursement policy:**

- The event must have been approved by the SAO through an ROOE form
- The petitioner must fill out a reimbursement form
- The amount must be less than \$500

## ***Raising Funds***

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

**Steps to Requesting Donations**

1. Organizations must submit a Registration of Organization Event Form with fundraising portion complete and a Donation Request Application (DRA) to the Student Activities Office a minimum of four (4) weeks prior to beginning the fundraising process.
2. The listing of prospects will be reviewed by the Student Activities Office if the total requested is less than \$500 or the Foundation Office if the total monies requested exceeds \$500.
3. The Registration of Organization Event will be accepted or denied. The organization will be notified via copies of the form being placed in the organization in-box and a copy sent to the organization advisor.
4. Fundraise if approved!
5. Write a receipt for each donor.
6. Complete and submit the Contribution Form to the Student Activities Office.
7. Send a thank-you note immediately, immediately, immediately!

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

Any correspondence from the student organization to the prospect must explicitly state that the group requesting the donations is a student organization of the University of Arkansas - Fort Smith. Organizations may request up to \$500.00 per prospect.

A draft of the donation request letter must be attached to the DRA. Please also 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.

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**

Recognized Student Organizations are 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 (Remember that collection and deposit procedures should be outlined in your by-laws.)
2. Charge admission to events sponsored by the organization.
3. Sell goods or products.

Raffles, lotteries and door-to-door sales of any sort are prohibited. Events involving solicitation are required to complete a "Registration of Organization Event" 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 a Recognized Student Organization, 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 Student Activities Office is happy to provide a letter stating that the organization is University recognized.

## **Fundraising Guidelines**

1. Sale of wares by Recognized Student Organizations must be conducted and staffed solely by members of the sponsoring organization.
2. Requests for all space to sell goods or products on campus must be submitted to the Student Activities Office a minimum of two (2) weeks in advance.
3. Space will be allocated for a maximum of five (5) days by Student Activities office to allow equal access to all organizations.
4. On-campus solicitations must take place behind the scheduled table.
5. Fundraisers may not be conducted for private gain of individuals or for-profit businesses.

6. All fundraisers or sale of wares with the University of Arkansas - Fort Smith logo shall be reviewed by the Student Activities Office. Please see licensing information as outlined in this manual.

### **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.

Requests for fundraisers may not be:

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

## ***Role of Advisors***

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 University of Arkansas - Fort Smith vision or values as outlined in the Course Catalog and Student Handbook, the advisor will be dismissed from serving as an advisor. The Student Activities Office and the Associate Dean of Students will review the actions of the advisor, meet with the advisor and decide the appropriate action including but not limited to dismissal.

All Recognized Student Organizations are required to have an 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 complete a mandatory 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 Student Activities Office.

### **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.
- 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 Student Activities office 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.
- 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, 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.

## ***Roles of Officers***

Officers are the leaders as well as the main representatives of the organization. Organization officers represent the group to faculty, staff, fellow students, and those in the community; therefore it is important that the elected officers represent the organization with integrity, character, honesty, and ethics.

Typical duties of the officers are outlined below. Please keep in mind that these are merely guidelines. The exact duties of the officers must meet the needs of the organization and must be outlined in the organization's constitution and bylaws.

### **President/Chair**

- Create agendas
- Schedule and conduct meetings
- Serve as a liaison with the Student Activities Office

- Recruit and retain membership
- Work with advisors
- Delegate club/organization responsibilities
- Be responsible for overall organization and coordination of events

### **Vice President**

- Work directly with the president on all organization projects
- Give leadership to committee chairs
- Attend all organization meetings
- Recruit and retain membership
- Register on-/off-campus events with the Student Activities Office

### **Treasurer**

- Develop budget with other officers and advisor
- Submit budget to the Student Activities Office
- Maintain an accurate record of expenditures
- Collect and deposit dues
- Work with auditors
- Co-sign all checks with advisor
- Recruit and retain membership

### **Secretary**

- Attend all meetings, including committee meetings
- Take minutes at all meetings
- Maintain complete, accurate and objective record-keeping
- Notify members of upcoming meetings/events
- Reserve meeting space
- File all changes and/or updates with constitution, bylaws and advisors with the Student Activities Office
- Have minutes of previous meeting viewed and approved at next meeting
- Help president facilitate meeting
- Ask for clarification during meetings
- Recruit and retain membership
- Maintain organization scrapbook
- Obtain approval to post information

### **Student Senate Representative**

- Represent the organization at all Student Senate meetings
- Keep organization members updated on Student Senate agenda items, proposals and bill submitted