

**PROCEDURES AND CRITERIA FOR PERMANENT RECOGNITION
OF STUDENT ORGANIZATIONS**

University of Wisconsin - Stevens Point

THE MATERIALS LISTED BELOW MUST BE SUBMITTED TO THE STUDENT INVOLVEMENT AND EMPLOYMENT OFFICE BY ORGANIZATIONS SEEKING PERMANENT RECOGNITION:

1. Two copies of a constitution (and by-laws, if formulated) following the basic outline on page 4. The minimal requirements must be included. If the local organization is affiliated with a state/national organization, a copy of the state/national constitution and local by-laws must also be submitted. (NOTE: A constitution needs to be updated a minimum of at least once every three years.)

If your organization has non-student members, the following risk management statement MUST be included in your constitution under membership:

Non-students may join our organization. However, they may not hold office in it, nor may they handle our finances, ride in university vehicles, or act as agents of the state for our organization. Because the university's self-funded insurance covers only UWSP students, our non-student members may wish to arrange for their own liability insurance to cover them for any activities they engage in as members of our organization

2. A list of officers with their current addresses and phone numbers, and an indication of how many members will be in the organization (membership must include at least five (5) students) must be submitted at the beginning of each academic year and any time thereafter when officer changes occur.
3. A signed Advisor Contract Form from a full-time member of the faculty or staff indicating his/her willingness to serve as an advisor for the group must be submitted at the beginning of each academic year. (Exceptions to this may be granted by the Student Involvement and Employment Office.) All advisors must attend a Risk Management session sponsored by the Student Involvement and Employment Office at the beginning of advisorship.
4. An outline of pledging or initiation procedures, if applicable. (Any organization which requires pledging or initiation procedures as a prerequisite of membership must submit in writing an outline of those basic requirements.)
5. A completed Risk Management Assessment.

Based on its review of the required material, the Student Involvement and Employment Office will recommend recognition or non-recognition, and will notify appropriate university offices.

If the Student Involvement and Employment Office finds that the organization applying has not complied with the above criteria, or if other major questions or problems arise during the review process, a letter shall be sent (within one week of the date materials are submitted for review) to the person filing the application for the group. Detailed reasons for postponing the recognition process and suggestions for necessary revisions will be included in the letter. If changes are made and additional information presented within two weeks of the date that materials were returned to the organization, the Student Involvement and Employment Office will act on the revisions immediately and recognition may still be achieved within that semester.

Applications for official recognition as a student organization will be considered inactive if required material is not submitted within 30 days after filing for temporary recognition.

PRIVILEGES OF RECOGNITION

1. Use of the University of Wisconsin-Stevens Point name at the end of the title of the organization.

2. Listing of the organization name in the University Catalog and the name, officers and advisor in the Student Involvement and Employment Office roster to ensure an accurate communication flow to organizations.
3. Use of an organization mailbox in the Student Involvement and Employment complex and use of the university mail service.
4. Access to university facilities, available office space, technical equipment and assistance for activities of the organization.
5. Campus advertising privileges according to university posting policies (hanging posters, campus radio, campus newspaper, etc.). Access to duplicating and publicity services.
6. Access to Accounting Office service (bookkeeping advice, SFO accounts, and budget statements).
7. Access to use of university vehicles.
8. Eligibility to request Student Group Monies and submit an annual budget application to the Student Government Association's Finance Committee.

Exceptions:

- A. Organizations with closed membership such as fraternities and sororities open to one sex only, residence halls, and organizations that require excessive dues (amount to be decided on by current Senate) will have access to programming funds only. Applications for funds made by these organizations to the Finance Committee will be accepted only for programs that are open to the entire university population.
- B. Religious organizations (as defined in the Student Government Association by-laws) will have access to programming funds only. These funds are to be used for programs of a non-denominational nature that are open to the entire university population.

OBLIGATIONS OF RECOGNITION

Student organizations accept the following obligations as conditions under which they must operate in order to be recognized. Recognized student organizations shall:

1. conduct their activities according to state, municipal and university regulations;
2. not allow instances of reckless conduct to occur during activities sponsored by the organization. Reckless conduct is defined as an act which
 - creates a situation of unreasonable risk,
 - carries a high probability of causing bodily harm to another,
 - demonstrates a conscious disregard for the safety of another and a willingness to take risks recognized as having a high probability of causing an injury, and
 - is otherwise considered as reckless conduct by the Student Involvement and Employment Office and/or the Policy and Advisory Committee for Student Organizations;
3. have one (or more) faculty or staff member as an advisor; (NOTE: Student organizations may select advisors who are not employed by the university IF the individual has special competencies in the organization's area of interest and IF the individual is approved by the Student Involvement and Employment Office.)
4. develop bookkeeping and budgeting procedures to assure fiscal responsibility. Financial statements must be provided to the Student Government Association or the Student Involvement and Employment Office upon request. All groups must develop a written statement of the procedure for the disbursement of SFO funds

in the event the organization is dissolved. Any Student Government Association allocated funds of a dissolved group will be transferred to the Student Government Association carry-over reserve account. Established groups that lose recognition become inactive and will be kept in an inactive file for three (3) consecutive semesters (or a partial semester followed by two (2) complete, consecutive semesters) at which time the group will be considered dissolved;

5. present on request a written annual report of the group's accomplishments to the Student Involvement and Employment Office;
6. be reviewed periodically by the Policy and Advisory Committee for Student Organizations for the purpose of
 - gaining information about the status of each recognized organization.
 - helping organizations increase their potential for success and contributions to the university,
 - allowing the Student Government Association to review annual budget plans and materials submitted to the Student Government Association to determine whether they are current, and
 - determining whether material submitted for initial recognition is still valid for the activities, structure and purpose of the organization;
7. attend re-recognition meetings at the beginning of each academic year and any other special meetings as required by the Student Involvement and Employment Office; and
8. establish an on-campus mailing address.

TO MAINTAIN RECOGNIZED STATUS (YEARLY RE-RECOGNITION)

Each organization president or head officer is required to submit the following materials to the Student Involvement and Employment Office by the third week in September of each academic year, and at any other time during the year (such as when officers are elected) when such information becomes outdated:

1. a list of officers (in good academic standing- Cum. GPA of 2.0 or better) with current addresses and phone numbers,
2. the number of students who are active members of the organization (at least five students),
3. a signed Advisor Contract Form from a faculty or staff member indicating his/her willingness to act as an advisor to the group for the current year,
4. an updated organizational constitution at least once every three years,
5. a completed Risk Management Assessment, and
6. completion of a Risk Management session by the advisor(s).

IT IS ALSO MANDATORY THAT EACH ORGANIZATION PRESIDENT OR HEAD OFFICER ATTEND THE ANNUAL RE-RECOGNITION MEETING HELD DURING THE THIRD WEEK OF THE FALL SEMESTER.

Student organizations who do not comply with the yearly re-recognition process as required may lose their official recognition upon the recommendation of the Student Involvement and Employment Office. Exceptions to or extensions of stated deadlines may be granted by the Student Involvement and Employment Office.