



NEW STUDENT ORGANIZATION GUIDE

**RECOGNIZED
STUDENT
ORGANIZATIONS**

UNIVERSITY OF WISCONSIN
RIVER FALLS
STUDENT INVOLVEMENT

BECOMING AN ORGANIZATION

OVERVIEW OF THE PROCESS

There are six basic steps in becoming a recognized student organization:

1. Meet with the Office of Student Involvement to discuss your organization idea. You can contact them at studentinvolvement@uwrf.edu
2. Create your organization's Constitution and set of Bylaws. (See example in this guide)
3. Obtain W#'s from at least three other students who are interested in your organization.
4. Obtain a faculty or staff Advisor, employed by UW-River Falls. *For Sport Clubs, contact campusrec@uwrf.edu
5. Complete the New Student Organization Application located on the UWRF Student Organization website.
6. Once you apply:
 - Fil out an Advisor Agreement Form.
 - The Office of Student Involvement will review your form to make sure all components of the application are complete. They will then pass this form to Student Senate for review.
 - You will receive a response within three academic weeks.
 - Once approved, you will be contacted by a Student Org Specialist in order to set up a New Student Organization Training meeting.

NEW STUDENT ORGANIZATION APPLICATION

The New Student Organization Application can be found on FalconsConnect at:
<https://falconsconnect.uwrf.edu/submitter/form/start/409688>

MINIMUM REQUIREMENTS

Student organizations must adhere to the following minimum requirements to maintain the recognized student organization status. These requirements were set by the Universities of Wisconsin and the UW-River Falls Student Senate.

1. It is required that all leadership positions in the organization be held by students enrolled on a fee-paying basis for at least half-time; as used in this policy, "half-time" status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student.
2. You must be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.
3. You must extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status, except those 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 leadership positions in the organization to students who affirm that they support the organization's goals and agree with its beliefs.
4. You must maintain an updated Constitution and a set of Bylaws.
5. You must obtain a faculty or staff Advisor, employed by UW-River Falls.
6. Your organization must consist of at least four members at all times, at least 3/4 (three-quarters) of whom are students enrolled for a minimum of one semester hour of credit at the UW-River Falls.

More information on the Universities of Wisconsin requirements can be found here:
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/segregated-university-fees/>
<https://www.wisconsin.edu/regents/policies/recognition-of-student-organizations/>

STAFF RESOURCES



AMY LLOYD

Director of Student
Involvement and Event
Services

amy.lloyd@uwrf.edu



**DEANNA
CAHOON-DRAUS**

University Center
Program Specialist -
Student Involvement
Administrator

Deanna.cahoondraus@uwrf.edu



**STEPH
KAMINSKI**

Budget & Operations
Coordinator

stephanie.kaminski@uwrf.edu

Additional professional staff resources:

PRINCESS KENT

Director of the Office of Diversity, Inclusion, and Belonging/Identity Organizations
Advisor

princess.kent@uwrf.edu

ALEX PENDAR

Competitive Sports Coordinator and Sports Club Advisor

alex.pendar@uwrf.edu

JESSICA KIELCHESKI

Sorority Advisor

jessica.kielcheski@uwrf.edu

HENRY WALLING

Fraternity Advisor

Henry.walling@uwrf.edu

ORGANIZATION CATEGORIES

OVERVIEW OF THE PROCESS

All recognized student organizations are categorized based on their fulfillment of the specific requirements outlined. The requirements for their appropriate category must align with the organization's Constitution and By-Laws. The categories are as follows: *Open Student Organization, Selective Student Organization.*

All funding allocated through Student Government Association Finance Committee will be based on the organization category to maintain consistency and the integrity of the University of Wisconsin System Policy 820. New Student Organizations must select the category based on the requirements on the next page. ***Sport Clubs are not funded through the Student Government Association Finance Committee.*

Benefits for all student organizations:

- Recognized student group at UWRF
- Access to the Involvement Center resources (supplies, storage, copies)
- Support from the Office of Student Involvement Staff
- Participation in the Involvement Fair
- Online portal designated for the organization
- Reserve space on campus
- Ability to advertise within Residence Halls and on Axis TV
- Ability to fundraise using the Office of Student Involvement food safety procedures and supplies
- Marketing and events support from the Student Involvement & Event Services staff
- Access to the RSO Catering menu

CATEGORY REQUIREMENTS

	Open Student Organizations	Selective Student Organizations
Recognition Process	Initially, must undergo the New Student Organization Application process. Must participate in the annual re-recognition process online.	Initially, must undergo the New Student Organization Application process. Must participate in the annual re-recognition process online.
Advising	Must maintain a UWRF Faculty or Staff Advisor.	Must maintain a UWRF Faculty or Staff Advisor.
Membership	Must have at least 4 active members, at least $\frac{3}{4}$ of whom are current students at UWRF. Extend membership and privileges, including voting and eligibility to hold office, to all students as long as they affirm that they support the organization's goals and agree.	Must have at least 4 active members, at least $\frac{3}{4}$ of whom are current students at UWRF. May institution GPA checks for members and officers.
Selection Process	Voting process for Officer positions must consist of a majority student as eligible voters.	May have a selection process to determine membership and officers.
Constitution & Bylaws	All Constitution and By-law changes must be reviewed by Student Senate Executive Board.	All Constitution and By-law changes must be reviewed by Student Senate Executive Board.
Public Information	Must have all meetings listed as "events" on online portal and visible on online calendar.	Must have all FC-funded events listed on online calendar.
Training	Must complete mandatory Student Organization Officer Training.	Must complete mandatory Student Organization Officer Training.
Funding	May request Annual Funding and Single Event Funding from FC.	May request Single Event Funding from FC for events that are open to all students.
820 Policies	Meet 820 requirements as applicable.	Meet 820 requirements as applicable.

LETTER OF INTENT (EXAMPLE)

September 1, 2024

Freddy Falcon

Spokesperson for Squirrel Watchers Society

freddy.falcon@uwrf.edu

715-715-7157

Dear Student Organizations Committee:

This letter is to inform you that the Squirrel Watchers Society is intending to seek official recognition at the University of Wisconsin-River Falls by the Student Organizations Committee. We understand that creating a student organization represents a commitment of time and resources and it is a responsibility that we take seriously. Our organization currently has 7 members and is organized in order to:

1. Advocate for squirrel rights on campus,
2. Inform the campus and community about squirrel-related issues, and
3. Work to create and maintain a squirrel-friendly habitat.

Dr. Flying Greysquirrel has agreed to serve as our faculty advisor. His office is located in 441 Kleinpell Fine Arts Building.

Please find attached our completed application packet for official recognition. Until we are officially recognized and can elect officers, I will serve as the temporary spokesperson for the group. I am happy to answer any questions that you might have about the organization or meet with you to give you a better understanding of our goals. I can be contacted by emailing freddy.falcon@uwrf.edu or calling 715-715-7157.

Thank you for your time and attention,

Freddy Falcon

CONSTITUTION (EXAMPLE)

Squirrel Watchers of the University of Wisconsin-River Falls Constitution and Bylaws

ARTICLE I. NAME

The name of this organization shall be the Squirrel Watchers of the University of Wisconsin-River Falls.

ARTICLE II. PURPOSE

The purpose of this organization shall be to advocate for squirrel rights on campus, bring awareness of squirrel issues to all those who interact with them and work to create a comfortable habitat for all squirrels.

ARTICLE III. MEMBERSHIP

Section 1. Membership shall be open to all students, staff, alumni and community members.

Section 2. No selection process for members shall be used. Only members who have attended a majority of meetings will be considered voting members.

Section 3. No member may be removed from membership without first having an open hearing and then by no less than a four-fifths vote at a regular meeting.

Section 4. Membership in the Squirrel Watchers of the University of Wisconsin-River Falls is open to all UWRF students without regard to race, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall have the following titles: Senior President, Junior President and Events Manager.

Section 2. Officers shall be elected during the second to last meeting of the spring semester.

Section 3. No officer may be removed from office without first having an open hearing and then by no less than a 2/3 vote at a regular meeting.

Section 4. Vacancies will be filled by open nomination and a vote by the membership.

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CONSTITUTION (EXAMPLE)

ARTICLE V. MEETINGS

- Section 1. Regular meetings will be held weekly during the academic year.
- Section 2. Special meetings may be called by the Chair or upon the request of any active member.
- Section 3. All members must be notified of a special meeting at least 24 hours prior to the meeting. Notice will be sent out via the organization email list.
- Section 4. Meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE VI. QUORUM

- Section 1. The quorum for this organization shall consist of 40% voting members.

ARTICLE VII. AMENDMENTS

- Section 1. Proposed amendments to this constitution or the by-laws of this constitution shall be presented at a regular meeting one meeting prior to being discussed and voted upon.
- Section 2. Having been properly presented, amendments may be adopted by two-thirds of the membership at a regular meeting.
- Section 3. Amendments shall go into effect as specified in the amendment.
- Section 4. Event Manager: The event manager will supervise the Events Committee. They shall be responsible for all aspects of planning and producing events for the organization including communicating with appropriate staff members, making reservation and coordinating promotions.

ARTICLE VIII. COMMITTEES

- Section 1. The following standing committees will exist: The Events Committee
- Section 2. The Events Committee shall be supervised by the Event Manager and will be responsible for the planning of all events of the organization.
- Section 3. Special committees may be formed at the discretion of the President, Vice President and Events Manager.

ARTICLE IX. PARLIAMENTARIAN

- Section 1. The President shall also serve as the parliamentarian for the organization.

BY-LAWS (EXAMPLE)

Squirrel Watchers of the University of Wisconsin-River Falls Constitution and Bylaws

ARTICLE X. DUES

No dues shall be paid by members.

ARTICLE XI. DUTIES OF OFFICERS

Section 1.

President: The president shall be responsible for running all meetings, meeting weekly with the advisor of the organization, liaising with the Student Organizations Coordinator, and tracking all funds of the organization. The president shall not be a voting member of the organization except in the case of a tie.

Section 2.

Vice President: The vice president will assume the responsibilities of the president in their absences and will also serve as the recording secretary for the organization. The vice president shall not be a voting member of the organization except in the case of the tie. Upon election, the vice president shall serve for a two-year term and will ascend to the role of president for the second year.

Section 3.

Event Manager: The event manager will supervise the Events Committee. They shall be responsible for all aspects of planning and producing events for the organization including communicating with appropriate staff members, making reservations, and coordinating promotions.

COMMITTEES

ARTICLE XII.

Section 1.

The following standing committees will exist: The Events Committee (your organization may have as many committees as you feel are appropriate. Make sure they have jobs and officers overseeing them).

Section 2.

The Events Committee shall be supervised by the Event Manager and will be responsible for the planning of all events of the organization.

Section 3.

Special committees may be formed at the discretion of the President, Vice President and Events Manager.

PARLIAMENTARIAN

ARTICLE XIII.

Section 1.

The Vice President shall also serve as the parliamentarian for the organization.

HELPFUL HINTS

- Keep Constitution saved for easy revisions.
- You do not need to use all of the clauses suggested above. Take what you like and leave what you do not.
- Use acronyms sparingly.
- Watch for typos.
- Allow all current members to review before submitting. You should also have it reviewed by your advisor.
- Do not start your name with UWRF...this is confusing in alphabetical lists. Instead, put the University at the end (e.g. Instead of "UW-River Falls Squirrel Watchers Club" make it the "Squirrel Watchers Club of UW-River Falls").



What's the difference between a Constitution and your Bylaws? The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner.