STUDENT LIFE

THE UNIVERSITY OF
ARKANSAS AT MONTICELLO

Recognized Student Organization 2026-2027 Handbook



COMMIT · COMMUNICATE · COMMUNITY

Office of Student Programs and Activities · SSC 103A · Ext. 1396

Purpose of the Recognized Student Organization Handbook

Welcome to the University of Arkansas at Monticello Recognized Student Organization (RSO) Handbook.
This handbook is the official guide for recognized student organizations and their leaders. It establishes clear expectations, provides helpful resources, and supports organizations as they contribute to the mission of the University while creating a positive and engaging student experience.

Whether you are starting a new organization, serving as an officer, advising a student group, or planning events, this handbook will help you understand university policies, procedures, and available resources. Use it to navigate university processes, lead your organization with confidence, and take advantage of the opportunities available to your members.

The Goal

This handbook is more than a collection of policies and procedures. It is a resource for success. Use this handbook to gain the knowledge, tools, and support needed to build a strong organization, create meaningful experiences, and make a lasting impact at UAM. It combines university expectations with practical guidance so you can confidently navigate processes, reduce risk, and focus on developing leaders and engaging students.

As a recognized student organization, you play an important role in shaping campus life. We encourage every organization to embrace The Weevil Way by living out the Three C's of UAM Student Life.

- **Commit** to your success by investing in your organization, your members, and your growth as a student leader.
- **Communicate** with purpose by leading with transparency, collaboration, and respect while building meaningful relationships across campus.
- **Community** starts with connection. Create a welcoming environment where every student can belong, contribute, and thrive.

Together, these principles provide a foundation for strong leadership, meaningful involvement, and a campus community where every Weevil has the opportunity to succeed.

Table of Contents

Purpose of the Handbook 1
Goal 1
Table of Contents 2
What is an RSO? 3
Privileges & Responsibilites 3-7
RSO Status 3
Privileges 3-4
Responsibilites 4
Membership & Title IX 4-5
Title IX 5
Maintaining RSO Status 5
Suspension of RSO Status 6-7
Affiliation 7
Funding & Finances 7-11
Financial Responsibilites 7-8
Budgeting 8-9
Fundrasing 9-10
On-Campus Agency Accounts 10-11
Off-Campus Accounts 11
Advisor 11-14
Role 11-12
Best Practices 12-13
Selection and Change of Advisor 13
Campus Security Authority 13-14
Event & Activity Planning 14-21
Event Planning 14-15
Low-Cost Events & Activities 15-16
Reservations 16-17
Facilities Use 17-18
Food 18-19
Lecturers/Performers 19
Sound Amplification 19
Films 20
Safety and Risk Mangement 20-21
Promotion and Publicity 22-33
General Posting Policy 22
Additional Approvals 22
Literature Distribution 22-23
Posting Guidelines 23
Posting Locations 23
Posting Violations 23-24
Yard Signs 24
Wooden Letters 24
Digital Signage 25
Campus Email 25
Promotional Table 25
Banners & T-Shirts 26
Copy Center 26-27
Alcohol & Other Drugs 27
Hazing 28-29
Travel 29-32
Discrimination 32
Public Assemblies 32-33
New RSO 34-38
Getting Started Checklist 34
Naming Your Organization 34
Recognition Process 35-36
Constitutions 36-38

What is a Recognized Student Organization?

A Recognized Student Organization (RSO) is defined as any officially recognized group that admits University of Arkansas at Monticello (UAM) students to its membership, whose programs and activities support the educational mission of the UAM, contribute to student welfare, and utilize campus facilities as part of its operations.

Privileges & Responsibilites

Recognized Student Organization Status

Recognized Student Organizations (RSOs) are active student organizations registered with Student Programs & Activities. Recognition is an agreement between the University and a student organization. The University agrees to grant recognition in order for the organization to operate within the University's framework and to grant it certain benefits.

All active student organizations at the University must be registered with, and recognized by, Student Programs & Activities in order to appear in University publications, publicize on University property, and reserve space in a University facility, among other privileges and responsibilities

Privileges

Recognized Student Organizations (RSOs) receive the following privileges:

1. Use of University Facilities
   - Use of rooms and space, subject to policies and procedures
   - Use of technology
   - Ability to invite off-campus speakers, performers, and guests to appear for meetings, events, and programs, subject to policies and procedures

2. Financial Support
   - Use of a non-campus agency account
   - Fundraising privileges, in accordance with policies, procedures, and applicable laws

3. Marketing and Promotion
   - The right to advertise as an RSO at UAM

- The right to distribute literature and promotional materials relating to the RSO's purpose and activities
- Use of the University's name in publicity and press releases, subject to the requirement that the RSO secure approval for use of the institutional name in off-campus fundraising
- Listing of the RSO in appropriate University publications
- Access to Copy Center services, subject to pricing and availability

4. Organizational Support
   - Required participation in Organization Fairs (Weevil Fest) and other campus-wide events
   - Receipt of leadership materials, trainings, and other informational publications
   - Receive USPS and campus mail through Student Programs & Activities

Responsibilites

It is the responsibility of every Recognized Student Organization (RSO) and/or its members to:

1. Register their RSO with the Director of Student Programs & Activities every year
2. Manage itself and carry out its activities listed within its constitution, as well as obeying all local, state, and federal laws, as well as University regulations and policies
3. Anticipate, provide for, and meet all legitimate financial obligations
4. Act in the best interest of its members and the University
5. Take reasonable precautions for the safety and comfort of participants at organization events
6. Notify the Director if Student Programs &Activities of any changes in the organization's representatives, addresses, telephone numbers, emails, or constitution within **one week** of changes
7. Utilize Student Programs & Activities for any questions or needs pertaining to all events and activities

Membership and Title IX

Members of Registered Student Organizations (RSOs) must be currently enrolled at the University of Arkansas at Monticello. In selecting its membership, no organization may discriminate on the basis of race, color, religion or non-religion, age, ability or disability, national origin, sexual identity, or sexual orientation, or sex, except as permitted by Title IX to restrict membership to one sex.

The following membership criteria must be met by all recognized student organizations:

1. Membership
   - Membership in RSOs is limited to currently enrolled students of the University. Accurate membership records must be maintained with Director of Student Programs & Activities.
   - A minimum of five (5) members is required to maintain RSO status. Any RSO which falls below this membership requirement will be placed on a probationary status (*see Suspension of RSO Status)* for one (1) academic year to increase membership. RSOs failing to increase membership by the conclusion of the probationary period will lose RSO status.

2. Officers
   a. Officers must be regularly-enrolled, degree seeking, full-time students. To be eligible to serve as an officer in an RSO, a student must have at least a 2.0 grade point average and must not be on Disciplinary Probation or Academic Conditional Standing at the time the student petitions for the office or during the student's term of office. It will be the responsibility of the RSO's advisor to validate its officer's eligibility.
   b. When an election is held in an RSO, the names of the new officers must be sent to Student Programs & Activities within one week.
   c. Officers must be full-time students enrolled in at least twelve hours each semester during their term of office.

3. Only associate, non-voting memberships in student organizations may be offered to UAM faculty and professional administrative staff.

4. RSOs may, at their discretion, and in writing through their constitution, limit membership to full-time enrolled students.

5. No RSO may offer any type of membership to persons not meeting the eligibility requirements stated in this section.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

Maintaining RSO Status

Recognition of a student organization is for an academic year and is subject to renewal through Student Programs & Activities. To keep recognition current, each year the Recognized Student Organization (RSO) must:

1. Adhere to the purposes, aims, and activities as stated in the recognition documents
2. Continue to meet all the requirements for initial recognition
3. Remain in compliance with all rules and regulations of the University, Student Handbook, and all federal, state and local laws
4. Submit any changes to its purpose statement, constitution, or recognition documents to Director of Student Programs &Activities with **one week** of changes
5. Submit the Membership, Officers, and Advisor Report (Roster) to Director of Student Programs & Activities within **one week** of first meeting each semester

Suspension of RSO Status

The Vice Chancellor for Student Engagement and Dean of Students have the authority to suspend the activities of a Recognized Student Organization (RSO). In certain instances, the Vice Chancellor for Student Engagement or Dean of Students may impose censure, temporary probation with conditional recommendations, or temporary or permanent suspension of recognition. Censure, probation, or suspension may be appealed to the Student Engagement Committee and the UAM Assembly.

The suspension of recognition is most likely to occur when:

1. The election of officers, specified in the constitution, has passed twice without any action having been reported to the Dean of Students
2. The RSO does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. RSOs are expected to comply when requested by Student Programs & Activities to provide a brief report of the year's activities
3. The RSO membership falls below the minimum of five (5)
4. The RSO is found in violation of the terms of Membership Criteria previously stated
5. The RSO reserves UAM facilities for outside groups or organizations under their organizations name

An RSO suspended for inactivity may be reactivated by application to Student Programs & Activities by a group of ten (10) or more students reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Active status may be

re-established if the RSO makes a request before four (4) regular semesters have passed. An RSO will lose recognition status after two consecutive years of inactivity or failure to submit the required officers roster when requested.

Affiliation

Recognized student organizations may only be affiliated with their respective national organizations. Affiliation must be:

1. Clearly stated, either by title or by its constitution at the time of recognition

2. Consistent with the purposes set forth in the constitution/purpose statement of the organization, and with university guidelines for student organizations.

Funding & Finances

Financial Responsibilites

The University expects each Recognized Student Organization (RSO) to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the Advisor. RSOs are urged to arrange for annual audits.

In the event of disbanding or inactivation of an RSO, the primary responsibility for properly providing the close-out of RSO-held accounts and disposition of remaining monies rests with the RSO itself. RSOs that have been inactive or not recognized for two (2) consecutive years will forfeit all monies in their on-campus agency accounts. This money will be placed in a general organization account. RSOs having a negative balance for two (2) or more semesters will be puton probationuntilbalanceis paid.

All RSOs receiving University funds for use in their operation will be required to maintain a non-campus agency account with the Office of Finance and Administration. Balance and inquiries regarding account information can be found in the Office of Finance and Administration, located on the second floor of the Babin Business Center.

Deposits and withdrawals are carried out in the Cashiers office, located on the second floor of Harris Hall. To make a withdrawal, an Agency Account Payment Request Form is to be submitted to the Office of Finance and Administration, this form can be found within that office or in of Student Programs & Activities in the Student Success Center

Office 103. Other RSOs that do not use University funds in their operation may keep their funds in the Office of Finance and Administration or off-campus bank accounts. However, it is highly advisable organizations take advantage of on campus accounts to ensure all funds spent benefit the student organization. In no way is it the University's responsibility if funds are falsely handled. If the RSO wishes to partake in student activities in which money will be awarded they must have established an on campus account.

Budgeting

When preparing budgets, consider the kinds of programs, events, and activities your RSO plans to host during the year. Research the cost of these activities by using the budget categories listed below. These budget categories include expenditures typically encountered by RSOs. Dividing your budgets into these categories will assist you in managing your RSO's money and in planning for upcoming events:

- Travel and transportation (van rental, going to a conference)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing including copying)
- Dining & foodservices (refreshments, socials, etc.)
- Personal services fee (any contracts for outside speakers or entertainment)
- Office supplies (tape, markers, poster, etc.)
- Miscellaneous

Budget management is an important function for RSOs. The RSO's treasurer should monitor the progress of expenditures throughout the year and provide regular reports to the RSO. The RSO membership should be provided with the opportunity to approve or disapprove of spending proposals. Always keep your Advisor informed on budgetary matters. Evaluate the RSO's expenditures. Your organization will spend money on a variety of different things over the course of the year, and it is important to be sure what you are spending money on aligns with your stated purpose and goals.

In addition to expenditures, revenue for RSOs is vitally important. Pay attention to how your RSO may be able to increase revenue and, likewise, increase your ability to host events and activities on campus. Potential sources of revenue include:

- Membership Dues
- Student ActivityFee Allocations

- SGA Appropriations
- Contributions/Sponsorship
- Cooperative Programming
- Fundraising

Fundraising

RSOs may hold fundraising activities that are reasonable and appropriate given the RSO's purpose. RSOs may be permitted to hold fundraising events on and off campus under the following conditions:

1. Fundraising activities shall be defined as:
   a. Requesting donations, without products or services being rendered or
   b. Activities which raise funds through the sale of merchandise or services for the benefit of the recognized organization, for the educational purpose of the UAM or for the selected philanthropic project of the organization

2. In order to ensure an equal distribution of usage of campus facilities RSOs may book no more than two events per semester in any one campus facility. Non-recognized and inactive organizations may not use campus facilities until recognized or active status is established. However, a facility may be scheduled for further use after the two advance dates have been scheduled provided scheduling is done thirty days prior to the event. Off-campus fundraising is not to occur more than three times per semester for each requesting RSO.

3. The president (event contact person)of an RSO will submit a Fundraising Form to Director of Student Programs & Activities at least five (5) working days prior to the requested date(s) of the fundraising. The Fundraising Form is available online and in person from Student Programs & Activities located on the upper level of the University Center. Student Programs & Activities will review the request for eligibility (recognized 5 student organization; number of previous events held during the academic year) and appropriateness (for benefit of the student organization rather than the benefit of an outside vendor; consistency with purpose of the organization).

4. The fundraiser will not conflict with the educational purposes of the University, University policy, another activity already approved, or any federal, state, or local law by including a drawing, raffle, lottery, or other games of chance.

5. The fundraiser will not involve door-to-door fundraising on campus.

6. The funds raised will be for philanthropic purposes and directed to a non-profit, tax-exempt organization and no funds will be made directly available to an individual or individuals.

7. The RSO may not have outside or external agencies visit campustoraisefundsfor theoutsideagency.

8. All funds must be deposited with the Cashier's Office in the RSO'sagencyaccount if theorganizationreceivesuniversity funds for operational use. The Cashier's Office, located on the second floor of Harris Hall, keeps records of income generatedby theactivity.

9. Only RSOs are permitted to fundraise on the UAM Campus. Organizations that are not officially recognized by the University may not fundraise on or off campus until official recognitionisbestoweduponthe group.

10. Once the fundraiser has been completed and monies have beenturnedintothe Cashier's Office, theorganization must submit a receipt to Student Programs & Activities. This receipt is proof that monies were handled correctly and depositedintothecorrectaccount.

On-Campus Agency Accounts

To deposit or withdrawal money, you must complete the Agency Account Payment Request Form. The RSO would then take the form and their deposit to the Cashier's Office.

Should your RSO become negative in your on-campus agency account, any deposits made into that account will revert to cover any balance owed. Only the authorized representatives on file with the Director of Student Programs & Activities will be allowed to authorize any withdrawals from an on campus agency account. In the event of a request for over $99, the Director of Student Programs & Activities will confirm the transaction with two other authorized representatives. In the event of a request for over $999, the Director of Student Programs & Activities will confirm the transaction with three other authorized representatives and the RSO's advisor.

The RSO may request the current balance in their on-campus agency account through

the Office of Finance and Administration. The balance is as of the date and time requested. It may not include any outstanding deposits or withdrawals. The RSO may also request an on campus agency account transaction report through the Office of Finance and Administration. Transaction reports will show an RSO's deposits and withdraws.

The RSO is responsible for maintaining financial records for the account. Funds must be in the account before charges can be made. If charges are made to the account without the appropriate funds being available, the RSO's privileges may be revoked until funds have been deposited.

Off-Campus Accounts

An RSO may choose to open a checking or savings account at a local bank or credit union. A bank account gives the RSO the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN.

Caution should be taken if a checking account is used. Systems should be put in place by the RSO to ensure that no member has the ability to withdraw funds from the account without approval from the RSO and/or the Advisor. Some suggestions are: have dual signers on all checks, not having a debit/credit card and not utilizing on-line banking.

The RSO should also determine from the outset what would happen with the funds if the RSO becomes defunct.

Advisor

Role

All RSOs must have at least one on-campus advisor. The advisor must be a full-time or part-time faculty/staff member at UAM or a campus of the University of Arkansas System. An RSO that does not have an advisor will immediately become inactive until one is obtained. Advisors are expected to be actively involved in the affairs of their RSO and assist the RSO in adhering to purposes, activities, and projects that are within the limits of the University policy. Advisors should be familiar with policies and procedures applicable to RSOs at the University, the constitution and purpose statement of the RSO they advise, and the activities and projects undertaken by their RSO. An advisor must sign the Advisor Agreement Form each year.

Each advisor must complete one Risk Management Training session. In addition, the advisor serves as the link between the RSO and the University; providing guidance to the organization in regards to University policies and procedures. While specific roles and responsibilities should be defined by the RSO and the advisor, an advisor should generally:

- Provide expert knowledge, guidance, and advice
- Be knowledgeable about activities and programs of the RSO
- Suggest and encourage new program ideas
- Help members apply principles and skills learned in and out of the classroom
- Point out new directions and options
- Provide insight into the RSO's problems and successes
- Teach leadership techniques and develop new leadership
- Assist in maintaining high standards of programming and individual performance
- Provide continuity with the history and tradition of past years
- Assist in the development of procedures and plans of action

An RSO is responsible for inviting the advisor to all of its forthcoming meetings, programs and social events. The advisor is encouraged to attend as many of these events as possible.

Best Practices

- The advisor may help students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and will overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs

- The advisor may discourage dominance of the (RSO) by any one individual and can encourage quieter students to take initiative

- The advisor may encourage each individual to participate in and plan events. Some students, if not effectively encouraged, will not reach their potential as an RSO member or leader. Being a member of an RSO can provide students with valuable interpersonal and/or leadership skills, but these will not develop to their highest potential if the student is not actively involved

- The advisor may assist the RSO in developing realistic goals for the academic year. Contributeing to the education and personal development of the students involved.

- The advisor may be aware of major events and activities of the RSO and inform the RSO of University policies and guidelinesthat may affect these programs.

- The advisor may assist the RSO in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year

- The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

- The advisor may encourage students to accept responsibility for specific roles within the RSO. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role(s).

Selection and Change of Advisor

Advisor selection is approved by the Office of Student Programs and Activities and the Executive Council member for the area in which the advisor works. An RSO may have more than one advisor.

Before an RSO makes the selection of an advisor, it should consider the following:
- someone who will take the role willingly and seriously; and
- someone who will commit the time

When approaching a potential advisor for the first time, the RSO should make sure that the faculty/staff member has a clear understanding of the RSO's purpose as well as what would be required pertaining to the duties and time involved.

To change advisors, an RSO will submit the name of the proposed advisor to the Director of Student Programs and Activities within **one week** of selection.

Campus Security Authority

In accordance with the Clery Act and University policy, each advisor is identified as a Campus Security Authority (CSA). The definition of Campus Security Authority includes UAM personnel beyond UAM University Police officers who have significant responsibility for student and campus activities, including but not limited to, student housing, student conduct, and student organizations.

A CSA has an obligation to report allegations of Clery Act-defined crimes that the CSA concludes are made in “good faith”. These crime allegations should be documented and reported to the University Police Depart mentor to the local police. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. All actions of an organization are subject to review by the advisor and/or the University.

Event & Activity Planning

Event Planning

Events and activities are central to a vibrant University community. Events take time and effort to host, but can be some of the most rewarding co-curricular learning experiences you will under take. The program model shown below illustrates six steps for planning an event:

1. Assess Needs
   - What kind of event or activity are people interested in attending?
   - What is your target audience? Who are they? What do you know about them?
   - How will you know if you are meeting the needs of your audience?

2. Determine Purpose
   - What are the intended goals of this event or activity?
   - How do you reach your goal with this particular audience?
   - How do these event goals match the goals of your organization?

3. Identify Resources
   - Keeping in mind the events and activities for the rest of the year, how much money can you realistically afford to spend on this event?
   - What people and/or services are available that can benefit your event?
   - What resources are available for financial assistance? (SGA, Student Activities, etc.)

4. Plan Event
   - Are the duties for this event outlined and delegated?
   - Are “all the bases covered?” (Room reservation on master calendar, contract, food, equipment such as lighting and sound, security, cleanup, and publicity…)

5. Implement Event
    - Will organization members be required to attend/participate? If so, how will this be tracked?
    - Do you have a plan for clean-up and properly ending the event?

6. Evaluate Event
    - What “follow-up” needs to be done? (Thank-you notes,surveys, payments,etc.)
    - Do you plan to repeat this event?
    - What changes can be made?

Low-Cost Events & Activities

RSOs often find themselves in the position of wanting to do some kind of unique program but they lack the funds to carry it out. In these circumstances,creativity can go a long way toward a successful event. The suggestions listed below are examples of activities that can be done on a minimal budget. RSOs are encouraged to use this as a guideforyour ideas.

1. Lecture/Demonstration
    - Utilize faculty or community members who have a particular hobby or area of interest. Many professionals are happy to speak in an area of interest they have outside their academic background.
    - Collaborate with other RSOs for programs.
    - Hold a First-Gen dinner where faculty, staff, and students who were the first in their family to go to college can share their experiences.
    - Hosting a Meet the Majors fair could give students a chance to talk with faculty and students about a major they are interested in.
    - Bring a local animal shelter to campus and talk about the importance of taking care of your mental health and how animals can lower stress.

2. Recreation
    - Tailgate at home football games/have a pep group.
    - Sponsor free foosball, pool, backgammon, etc., lessons in the University Center.
    - Hold a bike ride, fishing at Weevil Pond, ultimate Frisbee tournament, arts and craft fair, etc.
    - Provide materials and hold a Paint and Sip night.
    - Provide hammocks and hang out at the Hammock Hive.
    - Host an escape room and allow teams to signup for a time to participate.

3. Cultral Arts
    - Create a photo display from photography classes. Contact the instructors and students and reserve a gallery.
    - Art shows - aside from painting, sculpture, and photo exhibits - you would be amazed at what people collect.
    - Utilize the fine arts and music departments of other state/private colleges and universities. Many of them have musicians, artists, etc., willing to come for performances, demonstrations, master classes, etc.

4. Music
    - Capitalize on any student music recital.
    - Host a karaoke night in the Gallery Room.
    - Set up a student poetry reading with musical accompaniment.
    - Work with the music department staff for an evening program or showcase.
    - Attend a play, concert, or opera in the Fine Arts Center.

Reservations

When reserving University facilities for an on-campus event or activity, the following policies apply:

1. All facilities are reserved on a first come, first served basis. Priority is given to the University's organized educational programming andofficial functions.

2. Any facility use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated (i.e., classes, official University business).

3. All reservation requests must be submitted at least five (5) business days prior to the event.

4. Reservations for academic buildings and athletic facilities will require additional approval.

5. Recognized Student Organizations (RSOs) with regular meetings on campus can request a recurring reservation for the entire academic year. The dates and times of all the meetings must be included on the reservation request.

6. Non-recognized student organizations may not utilize campus facilities for any purpose other than to conduct interest meetings until recognition is granted by the University.

7. In order to maintain the academic environment needed at the end of a semester, RSOs may not host events after the last class day of a full semester. This will allow students to focus on preparing for the end of semester projects and exams.

8. All facility reservations must be concluded no later than 12:00 a.m., Sunday through Thursday, and 1:00 a.m., Friday and Saturday. Exceptions are granted by Student Programs & Activities.

9. Student Programs & Activities may impose a limitation on the number of major social events allowed per day on campus.

Facilities Use

Any recognized student organization may use University facilities for meetings performances, and other organized activities subject to campus policies governing such activities. A recognized student organization ("RSO") may not be denied use of a University facility for meeting or speaking purposes based solely upon the organization's expression. In addition, RSO use of a facility for meeting or speaking purposes may not be denied based solely on an RSO's requirements that members affirm and adhere to particular sincerely held beliefs or principles, that members comply with the RSO's standards of conduct, or that members further the organization's defined mission or purpose. Any restrictions must be reasonable time, place and manner restrictions and must other wise comply with Arkansas Code section 6-60-1005. Restrictions must advance a significant interest of the institution and must not restrict expressive activity more than is reasonably required to meet the institution's interest.

If an off-campus speaker or performer is to be invited to campus by a recognized student organization, the faculty advisor must give his or her approval prior to the time an invitation is extended and publicity is released. Approval or disapproval will not be based solely upon the content of the speaker or performer's protected speech. In the event the group does not currently have an official advisor, the approval of a faculty member or administrator is required. Whether to invite a particular speaker or performer is generally up to the student organization, but event details such as date, time, location, and security arrangements are subject to review and approval by campus officials.

Publicity and communications concerning any meetings shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. In all open meetings at which an off-campus speaker will speak, a faculty member or administrator shall be present, and there will be an opportunity for questions.

An invitation to a speaker does not necessarily imply approval or disapproval of the speaker or his or her views by either the University or the student organization.

In case a request for the use of a University facility by a recognized student organization cannot be granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request and state the reasons for the denial.

Speakers may be invited to the campus to discuss political issues, but they may not engage in political fundraising. Recognized student organizations may solicit membership and dues at meetings, and philanthropic events may be conducted by registered student organizations on their own behalf in compliance with campus policies. This policy shall be interpreted consistent with the University's educational mission of encouraging students to engage in expressive activity as part of their preparation for lifelong responsible citizenship.

Food

All food service for University activities is limited to services provided by Aramark Dining Services, who provides regular dining services to the University.

Aramark Dining Services is authorized to provide catering services at on-campus and off-campus locations for both University and private events. All activities for off-campus University events which involve food service should be scheduled through the appropriate department and/or unit head, as well as the campus food vendor.

If your organization would like to host an event involving food (snacks, meals, etc.) or drinks, Aramark Dining Services is your starting point. As a contracted partner of the University, Aramark has the first right of refusal; this means that they are the only ones providing food or snacks for all campus programing and events unless approval is granted by the Food Service Director.

Please follow the process outlined below or meet with Student Programs & Activities for guidance to order food or drinks:

1. Go through the process to have your event date, time, and location reserved.

2. Call or visit the Dining & Food Services office to speak with the Director of Food Services at least 2 weeks in advance. For this meeting, you will need:
   a. Your budget
   b. The estimated number of people you would like to serve
   c. An idea of what type of food you would like at your event
   d. The time the food needs to be set by

3. Dining & Food Services will provide you with options for food that fit your budget.

4. Fill out appropriate payment paperwork.

5. Bring this form to Dining & Food Services for payment of your food.

Lecturers/Performers

RSOs sponsoring outside lectures are encouraged to provide question and answer periods. However, all RSOs within the University who schedule lectures are free to decide whether or not a question-and answer period is necessary and act accordingly. The RSO's official advisor must give approval prior to the time that an invitation to an outside lecturer or performer is extended and publicity released. An invitation to a lecturer or performer does not necessarily imply approval or disapproval of the lecturer or performer or the lecturer's or performer's views by either the University or the RSO. Divergent points of view must be examined but at the same time kept within a frame work of orderly conduct.

Sound Amplification

RSOs may use amplified sound outdoors on campus if approved in advance by the Dean of Students or the Director or Student Programs and Activities. Any event or activity determined to be disruptive to any authorized university activity may be stopped or modified, notwithstanding theamplifiedsound provisionslistedinthe policy.

Films

RSOs may sponsor movie or film showings on campus. They must either receive (a) written permission from the copyright owner to hold a public viewing or (b) pay for the use of the public viewing rights using a distributor. Simply purchasing or renting a movie or film from a store, streaming, or checking one out from a library does not comply with copyright laws.

Distributors/Licensing Corporations:
Swank Motion Picture
800.876.5577
http://www.swank.com

Safety & Risk Management

Social events are defined as any function or activity, open or closed to the public, which is provided by an organization to meet the social needs of its members and/or guests. Such events include, but are not limited to, parties, gatherings, dances, movies, card games, casino nights, comedy nights, boxing, step shows, bowling parties, rodeos, sporting competitions, water competitions (fishing, boating, skiing, canoeing, etc), picnics, cookouts, campouts, mixers, membership recruitment activities, etc. The student organization, its officers and members acknowledge and agree that they will abide by the following guidelines for all social events and represent that they will take every effort to ensure that all attendees and guests of the organization are aware of and abide by these guidelines:

- A certified, off-duty police officer or officers must be employed by the organization to monitor the off campus social event and provide any necessary security.

- All members, attendees and guests attending the social event must sign-in prior to entering the event. All attendees must present a valid UAM student ID to enter a closed event. If the event is an open event, all attendees and guests must present a valid UAM student ID or a valid driver's license and be 18 years of age or older. A copy of the signed list is to be maintained by the organization's record keeper and a copy made available to the Office of Programs and Activities upon request.

- The on-campus faculty or staff advisor of a student organization (or his/her on-campus faculty/staff designee) must be present at the off campus social event, as well as all scheduled activities of the organization, whether occurring on or off-campus (alumni advisors or national advisors do not meet “on-campus advisor” status).

- The student organization, its officers and members pledge that they will not serve, consume or possess, or permit attendees or guests to serve, consume or possess alcoholic beverages or illegal substances at any time, by anyone, on University owned or controlled property, at any University sponsored function or at any social event hosted by the student organization.

- The student organization, its officers and members pledge that they will not possess or knowingly allow attendees or guests to carry or possess any knives, weapons, firearms, explosives and/or toxic substances at any social event hosted by the student organization.

- The student organization, its officers and members agree to abide by the UAM Code of Conduct, as well as all local, state, and federal laws when hosting any social events, and further agree to ensure that all attendees and guests do the same.

- The president or planner must complete and submit the Off Campus Social Event Registration Form to the Office of Programs and Activities one (1) week prior to hosting any off campus event. Copies of the form may be obtained from the Office of Student Programs and Activities located in the Student Success Center.

- Organizations affiliated with, or governed by, national groups must also follow any and all risk management policies as defined and established by their respective national charters, constitutions, and bylaws. Risk management includes, but is not limited to, policies that address: alcohol, illicit drugs, hazing, hosts/sponsor policies, and/or “open party” policies/guidelines, and social host restrictions or limitations.

- All Greek organizations must file a copy of their National Charter, By-laws, and Risk Management Policy with the Office of Student Programs and Activities. Greek Organizations, who have membership in FIPG (Fraternity Insurance Purchasing Group), must abide by FIPG Risk Management Policies.

Promotion & Publicity

The University supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the University community andareconsistent withthe University's values.

General Posting Policy

Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of 13 any type of material. All material must have an RSO responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive approval from Student Programs &Activities. Printed materials include flyers, posters, banners, announcements and advertisements. Bring one sample to the Student Programs & Activities Office for stamped approval and make copies from that sample. Allow 24 hours turn around time for approval.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content.

Additional Approvals

The Dean of Students (or designee) must approve all promotional material for any and all activities before being posted.

Academic and Administrative office posters do not need the approval of Student Programs & Activities but should be marked with department and date, (i.e., Admissions Office, September 10, 2026 , Do not remove until December 10, 2026).

The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmentalads.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the Dean of Students (or their designee).

Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas. Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on University property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

Posting Guidelines

A maximum of 50 posters, 150 flyers or announcements, and up to four banners are permitted per event. Refer to the list of approved flyers posting locations in the next section.

Masking tape or painter's tape are suitable for posting. Persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 14 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

Posting Locations

Non-Academic Bullentin Boards:

- Sorrells Hall 1st Floor
- Babin Business Center
- Science Center
- Music Building
- Memorial Classroom Building

Non-Academic Buildings:

- University Center
- Fine Arts Center
- Student Success Center
- Visual Performance Center
- Residence Life (Given to SSC 204)
- Wellness Center
- Harris Hall 2nd Floor Graphic Design
- Taylor Library, second floor

Posting Violations

- Posting materials without proper approval(s).
- Posting materials on painted pillars.
- Posters with alcohol as the primary emphasis.
- Use of two-sided, electrical or duct tape.

- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by Student Programs & Activities.

Yard Signs

H-Frame signs made from 8 or 9-guage steel and corrugated plastic may be placed by RSOs on campus. The Dean of Students (or designee) must approve all promotional material for any and all activities before being posted.

- Signs may not be placed in flowerbeds, next to fire hydrants, blocking other signs, or impeding the flow of traffic.

- Due to underground utilities and irrigation, any sign larger than 24x18 or with larger stakes than 8 or 9-gauge steel must be placed by the physical plant. A workorder will have to be submitted.

- Signs announcing a date specific event may be posted up to fourteen (14) days prior to event; signs must be removed within one business day after the event.

Wooden Letters

If an RSO wished to display large wooden letters on campus, they may do so following the guidelines below:

- Wooden letters may remain displayed for a maximum of 14 days or until the day after an announced event, whichever is sooner, and the sponsoring group is responsible for removal.

- Maintenance of the wooden letters while displayed is the responsibility of the RSO. Should the letters fall down or become broken or unsightly, the RSO must remedy the issue.

- Wooden letters, in order to be displayed, must be in good condition and add, not detract, from the overall aesthetic on campus. This means: Wood and hardware in good condition, no splinters or rusty hardware and paint in good condition.

Digital Signage

TV screens in the Student Success Center and other areas of campus may be used to advertise RSO events. The Dean of Students (or designee) will approve all materials to be posted on digital signage. General guidelines are as follows:

- Use of digital signage maybe requested for a maximum of fourteen (14) days prior to an event or awareness day sponsored by the RSO
- Image to be displayed must include the name of the sponsoring RSO, the date, time, location, and a contact for the event.
- Graphics mustbesubmittedin1920x1080 widescreen aspect ratio Acceptable file formats are.pdf, .jpg, .png, .ppt, .pptx
- Allow 24 hours turn around time for approval

Campus Email

RSO organizations can submit event announcements, flyers, and other graphics to the Office of Student Programs and Activities to distribute via campus email list. Any submitted graphics must comply with University advertising policies.

- Information to be included will be the name of the sponsoring RSO, the date, time, location, and a contact for the event
- You may submit a graphic or digital flyer to be included in the email
- Graphics will need to be high quality images that are clear, easy to read, and have the appropriate graphic fidelity. The office of student programs and activities will review and deny any images that fail to meet these standards.
- All graphics and event informaiton must be submitted by 12:30pm the Thursday prior to be included in the weekly email blast on Friday at 12:30pm.

Promotional Table

Tabling is a great way to be active on campus and interact with members of the campus community. Tables to be used outdoors may be reserved through a Physical Plant work order. Tables to be used indoors may be reserved through UAM Reservations.

Banners

The posting of banners or other exterior announcement materials on the campus must be approved through Student Programs & Activities. Approved banners may only be posted in designated areas which include banner sites at several locations throughout the campus and/or the chain link fence of the football field and tennis courts. No posting or display should take place until confirmation of approval has been made by the Dean of Students (or designee).

Banners announcing a date specific event may be posted up to fourteen (14) days prior to event; banners must be removed within one business day after the event. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately.

Review and approval of postings will be based on the time, place and manner of posting, not the posting's content. Institutional banner campaigns will take precedence over all university department/student organization banner campaigns. No banner shall be affixed to University building, exterior facilities, any other permanent structures, or vehicles. Exceptions will be made for University-sponsored functions that include, but are not limited to: Homecoming, Parent/family Appreciation Day, Scholars Day, Commencement or other events explicitly approved by the Executive Council. The University reserves the right to deny banner placements for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action.

T-Shirts

All RSOs should consult with Student Programs & Activities when purchasing t-shirts or other memorabilia when using the University name, logo, emblem, etc. to ensure that the necessary procedures and standards are followed.

Copy Center

The Graphic Design & Copy Center (GDCC) houses university printing and design services for students, faculty and staff. Located in Harris Hall Room 200, you can request copies of your RSO event or meeting flyers through the GDCC. Call the office at 870-460-1074 or visit the informational links below to find out about pricing and placing orders. You must have an account number and contact person for the RSO to place a printing order. Student Programs and Activities can provide your account number if you do not know it.

The GDCC can provide table tents, large and small flyers, color printing, black and white copies on color paper, and other various printed materials. Because of the number of materials printed on campus, it is best to give the GDCC at least a week's notice whenever possible.

Alcohol & Other Drugs

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of the University of Arkansas at Monticello are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on University property or as part of any University-sponsored activity unless event specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University sponsored activities.

The University of Arkansas at Monticello affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through University Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

For more information, see "Alcohol &Other Drug Policy" in the "Community Standards" section of the Student Handbook.

Hazing

The University of Arkansas at Monticello does not permit hazing of any nature by any student or student organization. The term 'hazing', for purposes of reporting statistics on hazing incidents...means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law." Source: Clerycenter.org

A **student organization** is defined as "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

Arkansas Hazing Law

Hazing is defined as, but not limited to, "any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities" as prohibited by Ark, Code Ann. 6-5-201 and Ark, Code Ann. 6-5-202.

Travel

Frequently students travel off-campus in order to represent the University. Travel may be in University vehicles, via commercial means, and/or in private cars. The University requires adequate protection for the students and that the University is protected from claims and liability which might arise from these occasions. In order to insure protection, the following will be observed as policy and regulations:

Official Representation

The University of Arkansas at Monticello recognizes that a student travels as its official representative only under the following conditions:

1. The appropriate administrative official authorizes a student or students to be “Official University Representatives” for the purpose of attending an event related to the accomplishment of the University’seducational purposes.

2. The University will benefit from the representation in a substantial manner.

3. The student(s) travels by University vehicle or by transportation selected for the m and approved by the appropriate administrative official.

4. Thestudent(s)meetscampusrequirementsfor participationin extracurricularactivities.

5. Before leaving the campus the student(s), and accompanying UAM faculty or staff member will register according to the procedures outlined in these regulations.

Procedures for designating students as Official University Representatives

The possibility of claims and liability arising from student travel makes necessary strict procedures for travel of enrolled students to off campus sites for University purposes. The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a Notification of Off-Campus Travel of Students form.

2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Student Engagement and to the administrative official authorizing the travel.

3. The faculty advisor will properly inform students of the responsibility of this status.

Travel Regulations

1. Students may travel on public carriers, in University vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.

2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted until all facts re known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.

3. Students will file reports with an Executive Council member and the UAM Business Manager's office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.

4. No student(s) will be allowed to operate University vehicles during off-campus trips as defined herein unless the University employs the student for this purpose.

5. When a University car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver's license for him/herself and for any individuals who will drive during the trip. Only employees of the University may operate University vehicles.

The above rules are inapplicable in the following cases:

1. Passengers riding in University-operated vehicles between portions of the campus.

2. UAM will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the University of Arkansas at Monticello as official travel.

3. Dispatching of a student for an errand in a city where he is regularly enrolled. A student dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the University.

Advisor

All student groups must have an advisor on University-sponsored trips. Advisors must be a full-time or professional employee (faculty or staff) of the University of Arkansas at Monticello or a campus of the Universityof Arkansas System.

Individual advisors who accompany a student or groups of students during off-campus trips assume responsibility for the conduct of their students to ensure the University is represented in an appropriate manner.

The responsible person may be liable, due to his/her own negligence, for any person or persons injured. In addition, his/her act may be attributed to or may reflect on the University where the acts occur as a result of something within his/her general authority. The advisor is responsible, as a University employee and the organization's university representative, to maintain reasonable order.

Conductof University Representatives

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of the "Standards of Conduct" provided in the *UAM Student Handbook*, as well as the breach of any local, state, or federal law in the states in which they are traveling. The accompanying advisor is authorized and required to maintain good order and maintain appropriate representation during the trip. Upon return to campus, disciplinary action maybe taken for violations of conduct codes during any trip.

Discrimination

The University of Arkansas at Monticello is committed to providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, gender identity, sexual orientation, ethnic or national origin, disability, age or any legally protected class. The Office of Student Special Services has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified disabled individuals as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries concerning the application of all federal laws and regulations regarding discrimination should be directed to the Human Relations Officer, Office of Finance and Administration, Babin Business Center, Monticello campus, (870) 460-1522.

The University releases information on the quality of its teacher preparation program according to the requirements of Section 207 of Title II of the Higher Education Act as a mended in 1998. Official Title II data is published in appropriate University publications. Inquiries concerning Title II data should be directed to the Dean, School of Education, and (870) 460-1062

Public Assemblies

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the University's operations or endanger the safety of others. Accordingly, large-scale events must receive prior permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or the Director of Student Services for UAM-CTM on the McGehee campus at least 3 business days in advance of the event or activity.

The University will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the University may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies. This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora. See UAM Operating Procedure 710.5 for more information.

###

New Recognized Student Organizations

Getting Started Checklist

Step 1: Obtain a copy of the Student Organization Handbook from the Director of Student Programs & Activities. Set up a meeting to review the process with the Director of Student Programs & Activities.
Step 2: Use the constitution outline and samples provided to develop a Constitution and By-Laws for you rorganization.
Step 3: The organization must have at least 10 members, of which at least 6, including two officers, will return the following year. This is required to ensure that there is sufficient, sustainable interest in the creation and longevity of a new organization.
Step 4: Submit the completed New Student Organization Recognition packet with all the required materials and forms to the Director of Student Programs & Activities.
Step 5: Completed pack will be submitted to the Dean of Students to review the material submitted.

Naming Your Organization

- The name and purpose of the student organization must be unique — the name and purpose cannot duplicate the name and purposeof anexisting RSO.

- Recognized Student Organizations who choose to use UAM in their title must use the following format: (Name of Organization) at UAM. Student organizations are not official entities of the University and may not represent themselves as such.

- RSOs cannot use the University trademarks, seal or logos (including mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission

- RSOs may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase “at The University of Arkansas at Monticello (or UAM)”.

Recognition Process

There are procedures that must be followed in forming a University of Arkansas at Monticello recognized student organization. A group wishing to be recognized by the University must submit to Student Programs & Activities a typed copy of a constitution stating the purposes for which the organization is to be formed. A sheet with the signatures of at least 10 qualified members and the faculty/staff advisor must also be submitted. The following information is required in the constitution:

1. Nameof theorganization(noorganizationshallusea name identical to or closely similar to the name of a previously recognizedorganization).

2. A declaration of the purposes, goals, activities (purpose statement) of the organization. The purpose must not violate human rights, discriminate against any group, or support any cause that may create emotional or physical endangerment.

3. A listing of officers by title and any specific functions of the officers. Officers must have at least a 2.00 cumulative grade point average and not be on disciplinary probation.

4. A statement of terms of the office and the time and methodof election.

5. Membership eligibilityrequirements.

6. Frequency of meetings. Specification for a special or calledmeeting and whatconstitutesaquorum mustbe stated.

7. Provisions for an advisor (full-time or part-time faculty/ staff at UAM or a campus of the University Of Arkansas System). Who will choose the advisor and the role of the advisor must be stated.

8. Arrangements for standing or other special committees must be specified.

9. Provisions for amendments to the constitution and what is a majority vote to amend must also be included.

Upon completion of its constitution, the organization must present its constitution to Student Programs & Activities. The Dean of Students will verify that all University requirements for recognition have been met. The Dean of Students will convene the Student Engagement committee to review the organization's constitution. Upon this committee's approval, the organization will be presented to the UAM Assembly to receive official recognition. During the time the application for recognition is being considered, a group may not sponsor speakers or other activities in the name of the proposed organization. The group will be permitted to conduct three informational or interest meetings while seeking recognition.

Constitutions

The Constitution of anorganizationcontains thefundamental principles which govern the organization. The By-Laws establish the specific rules of guidance by which the group is to function. All but the most informal groupsshouldhavetheirbasicstructureand methodsof operationin writing.

By definition, an organization is a "body of persons organized for some specific purpose; a club, union, or society. The purpose of writing a constitution will serve to:

- Clarify your purpose
- Define your basic structure
- Provide the cornerstone for building an effective group
- Allow members and potential members to have a better understanding of what the organization is all about and how it functions.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be much easier and more rewarding.

The following is an outline of the standard information to be included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

Article I
The name of the organization

Article II
Affiliation with other groups (local, state, national, etc.)

Article III
Purpose, aims, functions of the organization

Article IV
Membership requirements and limitations

Article V
Officers (titles, term of service, how selected)

Article VI
Advisor (term of service, how selected)

Article VII
Meetings (frequency, special meetings, who calls them)

Article VIII
Quorum (number of members required to transactbusiness.)

Article IX
Referendum and Recall (procedures and handling)

Article X
Amendments (means of proposal, notice required, voting requirements)

Article XI
Ratification(requirements for adopting this constitution)

Remember the reasons for having a Constitution and By-Laws. They articulate the purpose of your organization and spell out the procedure to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. Bi-Laws only require a simple majority vote for passage. Once you have developed your Constitution and By-Laws, review over them often. The needs of your group will change over time and it is important that the Constitution and By-Laws are updated to reflect the current state of affairs.

Make sure every member of the organization has a copy of them. This will help unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thoroughstudy of the Constitution and By-Laws should be a part of officer training and transition.