

OFFICE OF STUDENT INVOLVEMENT

Student Involvement partners with the larger University community, providing a wide array of opportunities and intentionally engaging students in practical experiences and inclusive excellence.

Over 60 recognized student organizations provide a variety of opportunities for student involvement and leadership. Participation in student organizations enhances the educational experience, provides professional growth, and encourages personal development.



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BECOMING A STUDENT ORGANIZATION

Student Involvement staff are available to meet with you to discuss your organization idea and to assist you with the required steps.

Overview of the Process:

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

1. Obtain 5 or more signatures from prospective members. (*Member List*)
2. Create an organization constitution. (*See example in this guide*)
3. Obtain a faculty or staff advisor, employed by UW-Superior. (*Student Organization/Advisor Agreement*).
4. Complete the online application:
<http://www.uwsuper.edu/studentorgs/forms/recognition-application.cfm>
5. Submit the following paperwork to the Yellowjacket Union Information Desk:
 - Member List
 - Student Organization/Advisor Agreement
 - Constitution (*also send electronically to involvement@uwsuper.edu*)
6. Send at least 1 student leader to the Student Organization Summit in September OR schedule a makeup training session with Allison Garver, Assistant Director of Student Involvement.

Minimum Requirements for Recognition:

Organizations **must adhere to the following** minimum requirements throughout the entire academic year in order to exist as a recognized student organization at the University of Wisconsin-Superior. These requirements are set and governed by the UW System in accordance with Financial Paper 50, UW-Superior Student Involvement, & UW-Superior Student Government Association.

1. Be student operated and directed.
2. Have a mission statement that compliments the mission of the University, and adhere to that mission statement during activities and events.
3. *Not* duplicate the service or purpose of another student organization.
4. Consist of at least five UW-Superior student members at all times (enrolled for a minimum of one semester hour of credit), unless granted a written exemption by the Internal/External Affairs Committee and the Chancellor.
 - If approved for an exemption, no more than twenty-five (25%) percent of the membership can be non-student.
 - SUF funds will *only* be used for UW-Superior students.
5. Maintain an updated Constitution and a set of Bylaws.
6. Obtain a faculty or staff advisor, employed by UW-Superior.
7. Require 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.
8. 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.
9. 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.
10. As a group, meet at least once a month during the academic year or during the competitive season, for those groups that compete.
11. Attend the Student Organization Summit at the beginning of the academic year. New organizations past the fall deadline must make alternate arrangements for training.
12. Meet all required deadlines.

Process:

Student Involvement staff will review your application materials to make sure all components of the application are complete. Your completed application materials will then be sent to the Internal External (I/E) Affairs Committee and Student Government Association for approval. The I/E Committee and SGA meet bi-monthly, so expect a response within four weeks.

The Internal/External Affairs Committee and the Student Government Association reserve the right to make final determination, consistent with university policy and Wisconsin law, on all requests for recognition.

CONSTITUTIONAL REQUIREMENTS

The student organization constitution must include as a minimum:

- Name of the organization
- Purpose/mission
- Composition of the membership
- List of officer duties, including responsibility for monitoring the budget
- How the advisor is chosen
- How the constitution is amended

Keep in mind that the constitution will define and govern the student organization as well as provide guidelines for order and operation. Adding additional information is acceptable, so long as they comply with the requirements imposed on all student organizations. Remember that any procedures for the student organizations that conflict with University or Student Government Association policy must receive the written exemption of the Internal/External Affairs Committee and the Chancellor.

EXAMPLE: CONSTITUTION

Constitution of the *Vespidae Society* of the University of Wisconsin-Superior

Article I: Name

The name of this organization shall be the ***Vespidae Society, UW-Superior Chapter.***

Article II: Purpose/Mission

The purpose/mission of the organization shall be to ***advocate for wasp rights, bring awareness of wasp issues to all those who interact with them and work to create a welcoming and inclusive environment for all wasps, especially Yellowjackets.***

Article III: Membership

Section 1: Membership shall be open to any student at the University of Wisconsin – Superior.

Section 2: Membership in the ***Vespidae Society of the University of Superior-Wisconsin*** is open to all UWS students without regard to age, ethnicity, gender, disability, color, national origin, religion, sexual orientation or veteran status.

Section 3: ***[The sections for this article will vary according to the particular needs of the organization.]***

Article IV: Officers

Section 1: The officers of this organization shall have the following titles: ***Queen Bee, Lead Worker Bee, Lead Drone, and Nest Keeper*** and shall serve ***one year terms or until their successors are elected.***

Section 2: Officers shall be elected during the ***second to last meeting of the semester*** by a ***simple majority vote of each member in attendance.***

Section 3: Officers must be in good academic standing at the institution.

Section 4: ***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 5: Vacancies shall be filled by ***open nomination and a vote by the membership.***

Section 5: The advisor shall be a member of the University of Wisconsin-Superior faculty or staff. The advisor has no vote in the organization. The advisor is selected by a ***majority vote of the officers.***

Article V: Meetings

Section 1: Regular meetings will be held ***[minimum of 1x/month]*** during the academic year at a time and location determined by the current membership.

Section 2: ***Special meetings may be called by an officer or upon the request of any active member.***

Section 3: ***Members must be notified at least 24 hours prior to special meetings. Notice will be sent out via the organization email list.***

Article VI: Quorum

Section 1: Quorum for this organization shall consist of ***40% voting members [define what constitutes a quorum].***

Article VII: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at a regular meeting following the meeting at which the proposed amendment is distributed.

Section 2: Amendments shall go into effect as specified in the amendment.

EXAMPLE: BY-LAWS

Article I: Dues

No dues shall be paid by members.

Article II: Duties of Officers

Section 1: **Queen Bee:** The **Queen Bee** shall be responsible for **running all meetings and meeting weekly with the organization advisor.** The **Queen Bee** shall not be a voting member of the organization except in the case of a tie.

Section 2: **Lead Worker Bee:** **The Lead Worker Bee will assume the responsibilities of the Queen Bee in his/her absence and will also serve as the recording secretary for the organization.**

Section 3: **Lead Drone:** **The Lead Drone will supervise The Drones. He/she 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.**

Section 4: **Nest Keeper:** The **Nest Keeper** shall be responsible for monitoring the budget and tracking all funds of the organization.

Article III: Committees

Section 1: The following stand committees will exist: **The Drones. [Have as many committees as you feel are appropriate. Make sure they have jobs and officers overseeing them].**

Section 2: **The Drones** shall be supervised by the **Lead Drone** and will be responsible for **the planning of all organization events.**

Section 3: Special committees may be formed at the discretion of the officers.

Article IV: Parliamentarian

Section 1: The **Lead Worker Bee** shall also serve as the parliamentarian for the organization.

Helpful Hints:

- Keep a copy of the constitution on file for easy revisions. Student Involvement will also keep a copy of all organization constitutions.
- You do not need to use all of the clauses suggested above. Use what you like and remove 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 UW-Superior . . . this is confusing in alphabetical lists. Instead, put the University at the end. (e.g. Instead of “UW-Superior Vespidae Society” make it the “Vespidae Society of UW-Superior”).