

# UPPER IOWA UNIVERSITY

## PROCEDURE FOR OFFICIAL RECOGNITION OF STUDENT CLUBS AND ORGANIZATIONS

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Upper Iowa University has many diverse student organizations to meet the needs and interests of our students. Students are allowed to start a new organization at any time to meet additional needs or interests. To become a recognized student organization at UIU, or to maintain recognition, the organization must fulfill the following expectations:

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Upper Iowa University, the City of Fayette, and the State of Iowa.

### **Application for Recognition**

In order to become a recognized student club or organization by Upper Iowa University, a group must:

- A.** Recruit and maintain seven full-time enrolled UIU students as active members. If a group has fewer than seven members, the organization will be put on probation and have one semester to recruit new members and bring their numbers to the required status. Full membership and involvement in UIU student organizations is limited to UIU students only. Non-UIU students can only be honorary members, and at this time, no center/extended university students are permitted to join UIU-Fayette campus student organizations. Center/Extended campus students may create their own clubs and organizations for their location.
- B.** Complete the annual recognition forms and submit them to the Office of Student Activities at the beginning of the academic year. If you are forming a new club, this paperwork may be turned in at any time.
  - Forms included are:
    - \* Organization Application Form (including names and contact information of members)
    - \* Hazing Policy Awareness Form
    - \* Organizational Handbook Agreement Form
    - \* Student Organization Advisor Agreement
    - \* Constitution
- C.** All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). Adjunct professors may be advisors at the discretion of the Director of Student Activities. The advisor serves as a counselor and guide to help facilitate growth within the organization. He/she assists the students individually and as a group in achieving their organizational goals. He/she also ensures that the group functions within all university guidelines and procedures.
- D.** Construct and maintain a current Microsoft Word copy of the organization's constitution and by-laws. To ensure continuity and consistency, your constitution must include the following:
  - a. The date of adoption.
  - b. A clear statement of purpose, as well as a list of objectives (outcomes) for the upcoming year that are consistent with the mission and educational goals of Upper Iowa University.
  - c. Democratic procedures for nominations, elections, and removal of officers.
  - d. Democratic provisions for policy making including amendments to the organization's constitution.
  - e. A clear statement of reasonable dues or other financial obligations of members.
  - f. A non-discrimination clause or statement (see item 4 below).
  - g. A statement of financial responsibility for any debts accumulated at Upper Iowa University.
  - h. A non-hazing statement (see page 23-24 and 39 for further information regarding the hazing policy).

- i. A statement of compliance with university policies, procedures, and campus regulations, as well as federal, state, and local laws (see item 5 below).
  - j. Assurance that the petitioning organization is willing to work in a democratic manner within the framework of UIU policies and procedures (If the petitioning organization is a member of a national or regional organization, the university reserves the right to examine the record of the parent organization or affiliates.).
  - k. A list of membership expectations.
- E.** Create an organizational policy statement that does not have any constitutional, ritualistic, or selective restrictions and include it in the organization's constitution. A non-discriminatory clause must be included in every student organization's constitution. **A student organization shall not deny membership to any student for reasons of race, religion, color, age, sex, national origin, disability, veteran status, or sexual orientation.**
- F.** Each officer of a recognized student organization must be enrolled in a minimum of six class hours per term and have **at least a 2.5 cumulative GPA** (organizations may have higher standards enumerated in their constitutions if they so choose). The students must also be in good judicial standing at the time of election and during the term of office. **The minimum GPA requirement for general membership is a minimum of a 2.0 cumulative GPA.**
- G.** Every event, social, or otherwise, held by an organization must adhere to the following regulations:
- a. It is the responsibility of each recognized student organization to see that their members, as well as those in attendance at their events and meetings, conduct themselves in accordance with UIU policies, procedures, and campus regulations, and their organization's national affiliation regulations, as well as federal, state, and local laws (Each recognized organization shall be held responsible, as an organization, for any violation of UIU regulations, local ordinances, state and federal laws, and the organization's affiliation regulations committed on any premises under its control).
  - b. **The organization's advisor or another authorized university official must be present at all programs and activities sponsored by the organization** (This does not include small group activities such as small group meetings, fundraising activities in the Student Center, etc.). Questions as to if the advisor should be present should be directed to the Director of Student Activities or the Graduate Assistant for Student Activities.
- H.** Submit details of initiation and member education procedures. A meeting with the Director of Student Activities to discuss pledging is required prior to each pledging period. An educational session on hazing must be included in the educational process of new and petitioning members (pledges). Additionally, a list of pledge names must be given to the Director of Student Activities during the pledge periods.

### **Responsibilities of Student Organizations**

1. Follow all Upper Iowa University recognition procedures (as listed above).
2. Abide by the Code of Student Responsibility found in the Student Handbook.
3. Follow their organization's constitution.
4. Follow all procedures for making outside purchases and ensure timely payment of any obligations made in the name of the organization.
5. Work with the Office of Student Activities when planning activities to ensure compliance with university procedures.
6. Represent the university by maintaining a professional atmosphere.

7. Not to obligate or commit the university in any way without first discussing the matter with the Director of Student Activities. The director will work with organizations to obtain the proper approvals when needed.
8. Make proper provisions to control the organization's activities. This includes provisions for advisors at activities and maintaining all college rules and regulations during the course of an activity.
9. Keep constitution and by-laws current.
10. Send a representative to Student Government Association Meetings.
11. Keep the Office of Student Activities informed of organizational meetings and activities.
12. Continue to enjoy full freedom to recruit and select members from among the student body as stated in its constitution or operating rules. The practice of excluding individuals from membership in a recognized organization on the basis of race, color, religion, sex, sexual orientation, or national origin will be subject to a warning, probation, suspension, and/or termination of the official organization.

\*\*Refer to the Club and Organization Handbook for additional information and expectations.