



University of Arkansas
RICH MOUNTAIN

Student Organization Handbook

VISION UA Rich Mountain, as a gateway of opportunity, respects the worth and dignity of each person.

MISSION UA Rich Mountain provides transformative education to all learners.

**Student Handbook
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Dear Student,

Thank you for your interest in starting a University of Arkansas Rich Mountain student organization. Student organizations are an important part of a college campus, and we are pleased that you want to *Join In* and add to the student life at UA Rich Mountain.

The mission of student clubs/organizations at Rich Mountain is to complement the academic programs of study and to enrich and supplement the student learning experience outside the classroom. Experiences outside the classroom offer opportunities for social, cultural, and intellectual growth and for the development of leadership skills. Student clubs/organizations provide an environment in which students, faculty, staff, and community members are encouraged to explore self-directed organizational activities that provide opportunities for the development of decision-making skills and exposure to interdisciplinary experiences.

This packet contains the guidelines and forms for starting a student organization. Please review and determine if your organization fits with the educational mission of UA Rich Mountain. If so, you are ready to begin the chartering process. You will submit your completed forms and required documents to the Vice Chancellor of Student Affairs.

Use the enclosed checklist to help you keep track of your progress as you work through the chartering process. If you have any questions, please contact me. I look forward to working with you and your new organization.

- _____ Complete Student Organization Profile Form
- _____ Constitution including Statement of Purpose/Mission Statement
- _____ Advisor Consent Form
- _____ Member list form
- _____ Present paperwork to the Vice Chancellor of Student Affairs for approval
- _____ Process complete and all paperwork is sent to the President for final approval

Sincerely,

Chad Fielding, Vice President of Student Affairs
cfielding@uarichmountain.edu
479.394.7622 ext. 1400

STUDENT ORGANIZATION GUIDELINES

The **Vice Chancellor of Student Affairs** oversees student organizations and seeks to ensure their continued positive impact at UA Rich Mountain. The following guidelines shape the existence of student organizations at UA Rich Mountain. Each student organization will:

1. Seek to **reflect the educational mission of** UA Rich Mountain and provide benefit to UA Rich Mountain students or the campus as a whole. In addition, an organization's activities may, at times, be interesting or beneficial to the service area community.
2. The student organization must have **at least five active members**. The activities of the student organization should be of potential benefit to the entire student body or to a large enough extent of the student body to justify the expenditure of money for the activity.
3. **Welcome any interested** UA Rich Mountain **student**. In addition, faculty and staff may be invited to participate in the activities of the student organization.
4. Upon the approval of the organization's constitution the new student organization will meet with the VCSA about financial or other needs.
5. **Report its operation and activities** on a yearly basis to the **Vice Chancellor of Student Affairs (VCSA)** using the Year End Report form and the Self Evaluation form.

Final recognition and approval will be provided in writing. Student organizations will be reviewed annually based on compliance with College procedure and stated purpose. Organizations should submit each May the yearly report and self-evaluation form to VCSA. **Any changes in leadership must be submitted to the Vice Chancellor of Student Affairs.**

MEMBERSHIP ELIGIBILITY

All student organizations must allow all eligible UA Rich Mountain students to participate. Criteria for membership should be clearly communicated in the constitution. Student organizations must comply with the UA Rich Mountain non-discrimination policy.

Only UA Rich Mountain students who are currently enrolled or eligible to enroll are qualified to be a member.

The organization must comply with all College policies and procedures. Failure to comply may result in a loss of recognition status.

ROLE OF THE ADVISOR

All student organizations are required to have a faculty or staff advisor. This person must be a full-time member of the UA Rich Mountain faculty, staff, or administration. This individual must be selected prior to submitting the application form.

CONSTITUTION

The constitution of a club/organization contains the fundamental principles that govern its operation. All groups must have a basic structure and methods of operation in writing on file in the office of the Vice Chancellor for Student Affairs. The constitution articulates the purpose of the club/organization and spell out the procedures to be followed for its orderly function.

Once the constitution has been developed, review them often. The needs of the group will change over time, and it is important that the constitution reflects the current state of affairs. Make sure every new member of the club/organization has a copy of the Constitution. This will help unify the members by informing them about the opportunities that exist for participation and the procedures they should follow to be active, contributing members. A thorough study of the constitution should be a part of officer training and transition.

DEVELOPING A CONSTITUTION-See Constitution Template

ROLES OF OFFICERS-See also Constitution Template

Officers are advocates for the club/organization and should work with all levels of administration to promote good communication to achieve the club's/organization's goals. Officers need to be public relations officers for the College by having their clubs/organizations act in a responsible manner and by recruiting and welcoming new members.

Students considering officer positions should make a commitment to help better the club/organization and realize the time commitment that is requested. All officers should attend all meetings and functions of the club/organization. Below is a sample of officer positions and roles for each position. Each club/organization is responsible for determining what officer positions are needed and the roles of each expressed in the constitution.

Duties of the President

- Create agendas.
- Call and run meetings.
- Recruit and maintain membership.
- Work with advisors.
- Delegate club/organization responsibilities.
- Be responsible for overall club/organization involvement.

Duties of the Vice-President

- Work directly with the President on all club/organization projects.
- Provide leadership to committee chairs.
- Register new or off-campus events with VCSA
- Assume President's role if need arises.
- Conduct business when President is unable to.

Duties of the Treasurer

- Develop budget with officers, clubs/organization's advisor, and with its membership.
- File a Year End Report.
- Maintain accurate record of expenditures (receipts) and funding.
- Work with auditors.
- Cosign with advisor all checks.

Duties of the Secretary

- Attend all meetings, including committee meetings.
- Take minutes at all meetings
- Maintain complete, accurate, and objective record keeping.
- Notify members of upcoming meetings/events.
- Reserve meeting space with the proper office.
- File all changes/updates in constitution, bylaws, and advisors with AVPSA
- Turn in the Year-End Report by assigned deadlines.
- Maintain a scrapbook/notebook of agendas, minutes, events, and pictures.
- Have minutes of previous meeting viewed and approved at next meeting.
- Obtain approval from the AVPSA office before hanging all posters, flyers and other publications.
- Help the president/facilitator of meeting stay on track.
- Ask for clarification during meetings.

TAKING MINUTES

The secretary should be prepared for each meeting and should be present at all meetings. If the secretary is unable to attend, a substitute should be appointed. The secretary should read the minutes of the previous meeting, paying attention to style and format, and review the agenda and any attached documents.

The secretary's records will be referred to by current members to determine what is finished and unfinished business, what requires follow-up, and what actions were taken. These records are kept for future members to read and gain an understanding of where the club/organization has been and why.

Use the following helpful hints on format and final preparation:

- Use good quality paper of standard size.
- Type only on one side of the paper.
- Use a standard format:
- Capitalize and center the heading designating the meeting.
- Indent paragraphs five spaces.
- List names of those present and absent.
- Double-space the text.

- Double-space between paragraphs and triple-space between each item in order of business.
- If you use captions, put them in the margins in capitals.
- When recording sums of money, write the amount in word form first, then in numeric form.
- Number each page at bottom center.

These notes should be checked for the following information:

- Type of meeting (executive, standing committee, etc.)
- Date, time and place.
- List of those present and absent.
- Time meeting called to order.
- Approval and/or amendments to previous meeting minutes.
- Record of reports from standing and special committees.
- General matters.
- Record of proposals, resolutions, motions, seconding, final dispositions, summary of discussion, and record of vote.
- Time of adjournment.
- Nomination of submission and transcriber's name.

There are different ways to take meeting minutes, and clubs/organizations should choose the most appropriate method for them. Minutes can be recorded in writing, which is the most common practice. Make note of the following: the names of the people proposing any actions, stating an opinion, or making a motion; any motions, resolutions, amendments, decisions, or conclusions (all recorded word-of-mouth); and whether or not a motion was withdrawn and what assignments were made to whom.

It is often helpful, for both minute taking and for those attending the meeting, if the president or the secretary summarizes decisions that are reached. The summary should carefully clarify those points of greatest controversy. It is the secretary's responsibility to signal the president and ask questions regarding the subject being discussed if the president becomes lost or unsure. A secretary should not wait until the meeting has been adjourned to get clarification; people can lose their perspective, issues can become less important, and people can forget later what actually occurred.

Once the minutes have been transcribed into draft form, they should be submitted to the president for review and/or correction. Finally, once they are returned, they need to be prepared in a formal form-preferably agreed upon before-hand-for final approval at the next meeting. These minutes may be sent out to all members within three or four days of the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in mind. After approval, the advisor will file the minutes along with any agendas or other club items.

PARLIAMENTARY PROCEDURES

The following are some of the more common parliamentary procedures that should be followed when conducting a meeting:

1. Convening the meeting: “The meeting will come to order.”
2. Making a motion: “Mr./Ms. President, I make a motion that ____.”
3. Seconding a motion: “Mr./Ms. President, I second the motion”. If a motion does not have a second, it is lost.
4. Discussion: “A motion has been made and seconded that _____. Is there any discussion on the motion?”
5. The vote: The president asks, “Are you ready for the question?” The vote is taken. This may be done by secret ballot, show of hands, or oral vote.
6. The result: “The ayes/nays have it and the motion is/is not carried.” The president has the deciding vote in the case of a tie.
7. Making a nomination: Nominations are made the same way a motion is made except they do not require a second. “Mr./Ms. President, I nominate ____.” A motion to close nominations must be made and seconded before the vote is taken.
7. Adjournment: “Mr./Ms. President, I move that we adjourn.” A motion to adjourn takes precedence over all other motions and cannot be amended or debated.

It is very important that the president of each club/organization has a sound understanding of parliamentary procedures.

RUNNING EFFECTIVE MEETINGS

Meetings have several functions. They give members the chance to discuss and evaluate goals and objectives, remain updated on current events, provide an opportunity to communicate, and keep the group cohesive. Most of all, meetings allow groups to pull resources together for decision-making. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will “run itself.” Here are some tips to help make a meeting more successful, productive, and even fun.

Before the meeting

- Define the purpose of the meeting: no purpose-no meeting.
- Develop an agenda with the officers and advisors. Below is a sample agenda.
 - I. Call to order
 - II. Approval of agenda
 - III. Approval of minutes
 - IV. Announcements
 - V. Treasurer’s report
 - VI. Committee reports
 - VII. Unfinished business
 - VIII. New business
 - IX. Adjournment

- Define the agenda and circulate background material and lengthy documents or articles prior to the meeting so that members will be prepared and feel involved and up-to-date.
- Choose an appropriate meeting time. Set a time limit and stick to it. Remember, members have other commitments. They will be more likely to attend meetings which are productive, predictable, and as short as possible.
- If possible, arrange the room so that members face each other, such as a circle or semicircle. For large groups, try U-shaped rows. A leader has better control when he/she is centrally located.
- Choose a location suitable to the group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.
- Use visual aids for interest, like posters, diagrams, etc. Post a large agenda up front for members to refer to.
- If possible, vary meeting places to accommodate different members.

During the meeting

- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Start on time. End on time.
- Greet members and make them feel welcome, even late ones when appropriate.
- If possible, serve light refreshments. They are good ice breakers and make the members feel special and comfortable.
- Encourage group discussion to get all points of view and ideas. This will produce better quality decisions as well as highly motivated members. Members will feel attending meetings is worthwhile.
- Encourage feedback. Ideas, activities, and commitment to the club/organization improve when members see their impact in the decision-making process.
- Keep conversation on the topic, proceeding to an eventual decision. Feel free to ask for only constructive and non-repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.
- Motions and resolutions must be taken verbatim and should be read back during the meeting to verify accurate recording.
- Summarize agreements reached and end the meeting on a unifying or positive note.
- Give recognition and appreciation to individuals for excellent and timely progress.
- Set a date, time, and place of the next meeting.

After the meeting

- Write up and distribute minutes within three or four days. Quick action reinforces importance of meetings and reduces error of memory.
- Discuss any problems during the meeting with other officers; come up with ways improvements can be made.
- Follow up on delegation decisions. See that all members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.

- Conduct a periodic evaluation of the meetings. Weak areas can be analyzed and improved for more productive meetings.

PUBLICITY/PUBLICATIONS

News Media

All contact with the news media must go through the VCSA.

DISTRIBUTION OF MATERIALS

The VCSA has the right to clear any materials from all campus locations including handbills, pamphlets, and other literature on the grounds or in the buildings of the College. The office may also restrict the time and location of any such distribution and require distributors to collect all discarded literature through written “cleanup” agreement.

Para Español porfavor contacte a Yanel Rios Tel: 479-394-7622 Ext: 1210 o Correo Electronico: yrios@uarichmountain.edu. UA Rich Mountain is an equal educational and employment opportunity institution. Disability Services available 479-394-7622 ext. 1400.

FORMS

STUDENT ORGANIZATION APPLICATION FORM

Date _____

CONTACT INFORMATION

Contact #1 Information for President

Name

Address

City *State* *Zip*

Home Phone *Work Phone* *Cell Phone* *E-mail*

Contact #2 Information

Name

Address

City *State* *Zip*

Home Phone *Work Phone* *Cell Phone* *E-mail*

CLUB INFORMATION

Proposed Club *Proposed Club Name*

Advisor Name and Title (must be an UA Rich Mountain faculty or full-time staff member)

Please provide a one sentence purpose statement about the organization.

What are some of the activities/events your group plans to coordinate?

Who will be eligible for membership (i.e. current UA Rich Mountain students, UA Rich Mountain alumni, etc.)?

How many students will be participating in this organization?

*List the names and contact information of **all** participants. Must be at least 5.*

Name *Contact Number*

Name *Contact Number*

Name *Contact Number*

Name *Contact Number*

Name *Contact Number*

SIGNATURES

President or Representative *Date*

Advisor *Date*

RETURN THIS COMPLETED FORM WITH ATTACHED THE CONSTITUTION TO:
The Vice Chancellor for Student Affairs

ADVISOR FORM

This is to certify that I agree to serve as faculty/staff advisor to
(name of organization)_____.
for the school year of _____.

I am familiar with the responsibilities of an organization advisor
as discussed in the University of Arkansas Rich Mountain
Organization Advisor Handbook and the *Student Organization
Handbook*, and College policies regarding acceptable student
conduct at College sponsored events.

Name: (print)_____

Position at UA Rich Mountain_____

Phone and extension_____

Signature_____ Date_____

ROSTER OF MEMBERSHIP

Club/Organization _____ Date _____

Is this the charter membership for a new club/organization? Yes _____ No _____

Name	Address	Phone Number	Email
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YEAR-END REPORT

This report must be filed with the Vice Chancellor for Student Affairs in May to ensure your club's/organization's funding will not be altered for the coming year.

Club/Organization_____

Total Membership_____

Funding received from Student Activities \$_____

Funding received from all other sources \$_____

Less total expenses \$_____

Your account(s) and receipts should be in order in case you are asked for detailed accounting.

Total monies remaining \$_____

List of programs/events this club/organization advised/participated in

Student Organization Self-Evaluation

Semester: _____

Please type brief, yet thorough, responses to the following questions. These answers will be used by the Vice Chancellor of Student Affairs in the reapplication process and will be considered as a good review of each organization.

- 1) What were some of the successes or strengths of your organization this year?

- 2) What challenges, if any, has your organization encountered this year? How, as a leader, did you deal with them?

- 3) Evaluate your organizational budget in relation to the accomplishment of organizational goals.

- 4) How successful has your organization been in accomplishing its goals this year?

- 5) Did your organization's advisor meet your expectations for involvement? Why or why not? What else would you have appreciated from your advisor?

- 6) What opportunities for involvement has your organization presented to the UA RICH MOUNTAIN community?

- 7) How might your organization improve its operations?

- 8) What kinds of information/advice would be helpful to your organization during the course of the school year?