AIL: Starting a New Student Organization

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UW-Eau Claire has nearly 240 student organizations on campus and the UW-Eau Claire Student Senate encourages all students to follow their passion. If you have an idea for a student organization and something similar doesn't already exist on campus, you can apply for official UWEC recognition.

The Campus Affairs Commission of the UW-Eau Claire Student Senate has the authority to recommend to the Student Senate the granting and suspension of recognition for all campus organizations, and to recommend policies governing the operation of all student organizations. Any group of students proposing to form a new campus organization must meet all of the Commission regulations and requirements.

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Request a New Student Organization

New Student Organization requests will be accepted from Sept. 1 - Nov. 30 each fall.

1. Sign into BluSync Engage - UWEC's online student engagement platform using
2. Click on the **Organizations** tab to review all currently recognized UWEC student organizations.

   *NOTE: Check to make sure that there isn't a student organization that already exists with the same purpose.*

3. If it is determined that another student organization does not exist with the same purpose, you will need to prepare the following items prior to moving on to step 4:
   a. Create your organization's constitution according to current UWEC Constitution Guidelines.

      *NOTE: You may use the new Constitution Form to make sure that all guidelines are included or create your own (ensuring all UWEC constitution guidelines are included.)*

   b. Secure a current UWEC Faculty/Staff member who has agreed to serve as the organization's advisor.

4. Sign back into BluSync Engage.

5. Click on the green **REGISTER NEW ORGANIZATION** button on the top right-hand corner of the page.

6. Complete all required registration fields.

7. Click **Submit**.

Your submission will automatically provide the organization with a portal within the BluSync Engage system where you will be updating and handling all of your student organization correspondence/business.

Upon receiving the completed request, the organization will be placed on **Provisional Status** for up to six weeks while the Campus Affairs Commission of the Student Senate reviews the request (and the organization's constitution) in its entirety to ensure all requirements have been met.

**During the Provisional Status Timeframe, the student organization will be allowed to do the following:**

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• Reserve meeting rooms - facilities may be used only for the purpose of forming the organization. Privileges of financial solicitation, presentation of speakers, social events (including the Blu’s Orgs Bash), etc. are reserved for fully RSO's (Recognized Student Organizations) only.

• Set up tables in the Davies Center for recruitment purposes only.

• Utilize bulletin board space (to display posters) and digital advertising to conduct membership drives.

• Utilize an assigned mail slot & workshop located within the Student Organizations & Leadership Center (220 Davies Center).

Any organization violating its provisional status will have their organization immediately revoked. The organization may start the New Organization Registration request process over again if it falls between September 1 - November 30. The decision to revoke status will be made by the Campus Affairs Commission of the Student Senate or the Student Organizations Coordinator. The decision of the Campus Affairs Commission may be appealed to the entire Student Senate.

**IF ALL NEW STUDENT ORGANIZATION REGISTRATION REQUIREMENTS ARE NOT MET:** The group shall be granted an additional time-period in which to revise the registration/constitution information and resubmit it for a second review via their BluSync Engage profile.

**IF ALL NEW STUDENT ORGANIZATION REGISTRATION REQUIREMENTS HAVE BEEN MET:** The organization shall be introduced to the full Student Senate. Upon approval by the Student Senate, the group shall be registered as an officially "recognized student organization" (RSO).

**Student Organization Annual Renewal Requirements (Fall Semester)**

In compliance with University regulations regarding student organizations, one executive board members from each organization must attend a mandatory conference (Kaleidoscope) and renew their
organizations' BluSync Engage profile information no later than October 15th of each fall semester. Organizations must also update their organizations' BluSync profile information any time there is a change of officers or advisors. The organization renewal process must be completed via BluSync Engage.

1. Organizations that fail to renew their organization registration by the October 15th deadline will automatically be deactivated.

2. Deactivated organizations lose all rights and privileges of an organization including, but not limited to:
   - The right to reserve rooms
   - Apply for student segregated fee funding
   - Participate in the bi-annual Blu's Organizations Bash
   - Set up tables in the Davies Center
   - Use bulletin board or digital monitor space to display information
   - Use mailboxes, lockers, or supplies in the Student Organizations and Leadership Center or Workshop
   - Use of the organization portal in BluSync Engage.

3. Deactivated organizations can reapply for active status by filling out a Petition for Reactivation of a Student Organization.

4. Deactivated organizations that have filled out a Petition for Reactivation are considered provisional and must adhere to guidelines outlined for provisional groups.

Organizations are required to review their constitutions annually in order to update any necessary information. Organizations must complete and upload their constitutions via their BluSync Engage portal profile information. All corrections and revisions must be approved by the Campus Affairs Commission to become valid.

The Campus Affairs Commission will review constitutional changes and decide by majority vote if they adhere to present requirements. If approved by the Campus Affairs Commission, the constitution will be approved within the organization’s BluSync Engage profile information. If changes are deemed necessary by the Campus Affairs Commission, the organization may do the following:
• Appeal to the Student Senate by informing the President, in writing, one week before the next scheduled Senate meeting that they feel their constitution is complete.
  ◦ If changes are deemed necessary by the Student Senate, the organization can make the necessary revisions to their constitution and resubmit the revised constitution form via BluSync Engage and begin the process again.
  ◦ If approved by the Student Senate, the constitution form will be approved within the organization's BluSync Engage portal profile information.

Student organizations wishing/needling to make changes regarding their officially recognized name must complete and submit a Petition for Student Organization Name Change.

At the time an organization disbands or becomes inactive, it is to notify the Coordinator for Student Organizations and the Campus Affairs Commission Director in writing.

Model Constitution

An organization’s constitution is a written document that incorporates the organization’s basic principles and rules, and defines the way in which it will be governed.

Please use the online constitution form to create or update your organizations' constitution. The items marked "required" are constitutional requirements (as of May 1, 2017) that must appear in your constitution - you will not be able to submit your constitution form until they are filled in.

The online constitution form - available by clicking on the link or within your organizations' BluSync portal (if you are an already recognized student organization - under the "Forms" module) should be completed and uploaded into your organizations' BluSync portal profile information after your constitution form has been approved by the Campus Affairs Commission (you must have administrative access to your organizations' BluSync portal to complete this step.)

If you have any questions regarding the importance of any of the following points, if you need help in formulating your constitution, or to obtain a sample
Constitution Requirements

1. The organization must have a name.
2. The organization must state specific purpose(s).
3. The constitution must state that control must rest with the student members of the organization.
4. A statement that all leadership positions in the organization must be held by students enrolled at the University of Wisconsin - Eau Claire for at least half-time.
   
   NOTE: Half-time is a minimum of six (6) credits for undergraduates and a minimum of three (3) credits for graduate students.

5. A statement that the organization will be responsible for the observance of the rules and regulations established by the University of Wisconsin - Eau Claire.
6. A statement that the organization will not use funds collected from member dues, fees, or fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.
7. A statement that the organization will hold all official meetings and events requiring attendance in facilities and establishments that allows persons of any age entry.
8. A statement that the organization will maintain a minimum of four members.
9. A statement that three-fourths of the organizations' membership, at any given time, must be enrolled as students at the University of Wisconsin -
10. The inclusion of the following statement verbatim (per UW System Regent Policy 30-6):

Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall 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 or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.

Per Regent Policy 30-6 — Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

11. Include a statement establishing quorum requirements for organization meetings. 

NOTE: Quorum is defined as the minimum number of members of an organization that must be present to conduct official business.

12. A statement outlining the percentage of votes that business must receive in order to pass.

13. A statement outlining the percentage of votes that a constitutional amendment must receive in order to pass (if different than above.)
The organization must outline procedures for conducting nomination and election procedures for executive board positions.

a. A statement that election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.

b. Time frame, specific dates, must be included in relation to elections and transition of officers.

Include recall and vacancy procedures for executive board as well as members.

A statement that all amendments will be submitted to the Campus Affairs Commission of the University of Wisconsin - Eau Claire Student Senate for approval before taking effect.

A statement that outlines the responsibilities of the organization advisor, who must be a current member of the University of Wisconsin - Eau Claire faculty or staff. Organizations are permitted to have multiple advisors, including off-campus advisors, but must maintain a University of Wisconsin - Eau Claire faculty or staff advisor at all times.

A statement that the organization will update their BluSync Engage profile (constitution form, officers, advisor consent forms, and membership roster) annually, by October 15th.

CONSTITUTION RECOMMENDATIONS: Groups or organizations needing to create or update their constitution should refer to the Requirements/Guidelines for Constitutions outlined above and then complete the online Constitution Form.

Enforcement Clause

The Campus Affairs Commission of Student Senate reserves the right to review and assess both organizations and their constitutions. In addition, should an organization’s national affiliate not reasonably comply with the requirements for UW-Eau Claire constitutions, the Campus Affairs Commission of the Student Senate reserves the right to revoke a campus organizations' recognition status.
Student Organization Reactivation Requests

1. Inactive organizations can reapply for active status by filling out a Petition for Reactivation of a Student organization.

   NOTE: You must retain a current UW-Eau Claire faculty/staff advisor prior to submitting this form (retired faculty/staff may not serve as primary advisors.) and student organizations who have become deactivated due to non-compliance with the Annual Student Organization Renewal requirements will not be able to reactivate until a minimum of ONE FULL SEMESTER has lapsed from the time that the deactivation occurred.

2. Inactive organizations that have filled out a Petition for Reactivation are considered provisional and must adhere to guidelines outlined for provisional groups until six weeks have passed or the organization has been approved by the Campus Affairs Commission.

3. A new or revised constitution/constitution form must then be uploaded and submitted via the petitioning organizations' online BluSync profile.

4. The Campus Affairs Commission will review the submitted constitution and decide by majority vote if it adheres to present requirements.

If approved by the Campus Affairs Commission, the constitution and organization will be approved within the organization’s BluSync profile information. If changes are deemed necessary by the Campus Affairs Commission, the organization may do the following:

a. Appeal to the Student Senate by informing the President, in writing, one week before the next scheduled Senate meeting that they feel their constitution is complete.

b. If changes are deemed necessary by the Student Senate, the organization can make the necessary revisions to their constitution and resubmit the revised
Student Organization Name Change Requests

1. Student organizations wishing to make changes regarding their officially recognized name must complete and submit a Petition for Student Organization Name Change.

2. A new or revised constitution/constitution form reflecting the new name must then be uploaded and submitted via the petitioning organizations' online BluSync profile.

3. The Campus Affairs Commission will then review the submitted constitution and decide by majority vote if it adheres to present requirements. If approved by the Campus Affairs Commission, the constitution and organizational name change will be approved within the organizations' BluSync profile information. If changes are deemed necessary by the Campus Affairs Commission, the organization will be notified by the Campus Affairs Commission Director.

Deactivation a UWEC Student Organization

If at any time a UWEC recognized student organization disbands or becomes inactive, it is to notify the Student Organizations Coordinator and the Campus Affairs Director in writing.