Guidelines for Becoming a Recognized Student Organization

701-777-4200
UND.studentinvolvement@UND.edu
http://UND.edu/student-life/student-involvement/
http://involvement.UND.edu
Guidelines for Becoming a Recognized Student Organization at UND

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QUESTIONS? Call the Student Involvement & Leadership Office at 777-4200.
Letter to All Student Organizations

RE: Update on Student Organization Re-Registration Process

Dear UND Student Organization Presidents & Advisors:

The Student Involvement & Leadership Office has changed the student organization recognition and re-registration process beginning in fall 2014. The goal, in part, is to improve student learning and streamline the process for students and advisors. The new process should shorten the length of time it takes a new student organization to receive “recognized” status and improve the process for Recognized Student Organizations to “re-register.”

Changes were made to the procedures in the Student Involvement & Leadership Office to work more efficiently with current student organizations. The most noticeable changes and new policies for Recognized Student Organizations are below.

- Recognized Student Organizations must “register” during the first six weeks of the fall semester on the https://involvement.und.edu website. (Previously, RSO’s were required to register each semester).
- RSO’s must update the https://involvement.und.edu website when elected officers change positions or advisors change.
- Only student officers (president, vice president, secretary, or treasurer) are allowed to register a student organization on the https://involvement.und.edu website.
- To complete the registration process the student officer will be asked to verify understanding of several university policies.
- Advisors who accept the responsibility to advise a RSO are required to complete Title IX and Clery training per federal law.
- RSO’s are asked to update their membership information once per year.
- RSO’s will be placed on a 3 year rotation to update their constitutions. Email notifications will be sent to RSO’s to update their constitutions. Three sample constitutions are available on the https://involvement.und.edu website.

We hope these new policies and procedures will help RSO’s understand all applicable University of North Dakota policies, provide valuable learning for members, and further enhance collaboration and services provided in the Student Involvement & Leadership Office. If you have any questions or concerns regarding these changes please do not hesitate to contact me.

Sincerely,

Sara Kaiser, Ph.D.
Coordinator of Student Organizations & Activities
Starting a New Student Organization at UND

There are over 275 student organizations at the University of North Dakota representing the spectrum of activity and interest. However, if you don’t find a student organization that aligns with your interests and there are several people that feel the same, you have the opportunity to start your own student organization. There is a lot of work in initiating and organizing a student organization but the staff in the Student Involvement & Leadership Office has streamlined the recognition process to make it as simple as possible. It is the belief of the staff of the Student Involvement & Leadership Office that involvement in co-curricular activities contributes to the overall success of a student while in and after college. Thus, we value and encourage the development and formation of new student organizations.

This packet contains much of the information that you need to start an organization. It also explains the policies and responsibilities that you agree to once you initiate this process. You must be committed to the organization as well as to upholding University policies when starting a student organization.

There are several benefits in becoming a Recognized Student Organization at UND. They include:

- Reservation and use of Memorial Union facilities for organizational meetings and activities.
- 100 free single-sided, black and white copies at Union Services per week, funded by Student Government.
- Access to partial funding for programs, travel, operating, and/or equipment needs.
- Organizational assistance from the Student Involvement & Leadership Office.
- Access to storage space in the Student Involvement & Leadership Office.
- Access to popcorn fund-raising opportunities through the Student Involvement & Leadership Office.
- A weekly e-mail containing valuable information for student organizations.

If you need any assistance in this process, stop by the Student Involvement & Leadership Office on the first floor of the Memorial Union or call at 777-4200. Good luck!
Steps to becoming a Recognized Student Organization

As a Recognized Student Organization (RSO) at the University of North Dakota, your organization will have access to meeting facilities, event planning assistance, audio-visual equipment, posting opportunities, student organization newsletters, leadership resources, as well as organizational and personal development workshops. A full list of the rights of student organizations may be found in Section 6 of the Code of Student Life.

The Student Involvement & Leadership Office (SILO) has developed a procedure for becoming an RSO that makes the process both simple and quick; the entire process should take no longer than one month. The steps outlined below should serve as a step-by-step guide for the process:

1. A student or group of students interested in starting a new student organization needs to meet with a professional staff member in SILO to discuss the intended organization, the process, and the associated benefits and responsibilities of being a Recognized Student Organization at UND.

2. Interested students should identify five (5) students willing to be a part of the organization, as well as a full-time UND faculty or staff advisor. Upon identifying five student members and a faculty/staff advisor, the students should submit an Intent to Organize form to SILO.

3. Representatives of the forming organization should meet with a professional staff member in the Student Involvement & Leadership Office to discuss the group’s constitution, important elements to include, questions to ask, and what the final document should look like.

4. The students should write their constitution, based off of the Model Constitution appropriate for their group, and submit the completed document to SILO for review and approval.
   a. If your group is going to be affiliated with an external organization, you must also obtain and attach a Letter of Affiliation from the external entity to the constitution.

5. SILO staff will review your completed constitution for compliance with institutional policy, and local, state, and federal laws and statutes.
   a. If your constitution is approved, you will receive an e-mail from a staff member indicating this approval and the next steps.
   b. If your constitution is not approved, your will receive an e-mail from a staff member indicating the reasons as well as necessary revisions to obtain approval.

6. Upon receiving your approval, your organization must:
   a. Register on Involvement@UND (http://involvement.und.edu)
   b. Submit a signed hard copy of the final constitution to SILO for filing.

If at any time during the process you have questions or concerns, please do not hesitate to contact or stop by the Student Involvement & Leadership Office for assistance.
   - E: UND.StudentInvolvement@UND.edu
   - P: 701.777.4200
Your Student Organization’s Constitution

In developing the Constitution for your new organization, there are some fundamental requirements that you need to keep in mind. The constitution, or basic regulations, adopted by an organization should be simple and workable. Too many restrictions in the constitution may hamper future operations. The purpose of the constitution is to set up an organization that will function smoothly and with the least amount of misunderstanding.

The Student Involvement & Leadership Office has developed three model constitutions of varying complexity that you may use to guide you in the creation of your own constitution. Due to the varying needs associated with Recognized Student Organizations, any students involved in the constitution creation process should schedule a meeting with a professional staff member in the office to discuss which version of a constitution is most applicable to their organization.

Some basic guidelines to know:

- Your constitution should be divided into major components called *articles*.
  - Each article should address a main idea, function, or operational area of your group.
- Articles may be subdivided into *sections*.
  - Sections are used to provide specific details about their respective articles. For example:

<table>
<thead>
<tr>
<th>ARTICLE I.</th>
<th>IDENTITY AND PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1.</td>
<td>Name</td>
</tr>
<tr>
<td>A.</td>
<td>The name of this organization shall be ________________, hereinafter “the Organization.”</td>
</tr>
<tr>
<td>Section 2.</td>
<td>Purpose</td>
</tr>
<tr>
<td>A.</td>
<td>The purpose of the Organization is to ______________.</td>
</tr>
<tr>
<td>B.</td>
<td>The Organization will enhance mission of the University of North Dakota, hereinafter “the University”, by __________.</td>
</tr>
<tr>
<td>Section 3.</td>
<td>Affiliations</td>
</tr>
<tr>
<td>A.</td>
<td>The Organization is affiliated with __________. A letter of affiliation is attached to this Constitution.</td>
</tr>
<tr>
<td>B.</td>
<td>The rules and regulations of the national constitution shall be followed when not in conflict with the rules and regulations of the University.</td>
</tr>
<tr>
<td>C.</td>
<td>At all times, the Organization shall abide by the policies of the Student Involvement &amp; Leadership Office and the Code of Student Life, hereinafter “the Code”, of the University.</td>
</tr>
<tr>
<td>D.</td>
<td>Furthermore, the Organization shall abide by and comply with all local, state, and federal laws and regulations.</td>
</tr>
</tbody>
</table>

- All constitutions should include
  - The name,
  - Purpose,
  - Any affiliations, and
  - Requirements for membership in the organization.

*Schedule your consultation appointment now by calling 701.777.4200 or e-mailing UND.studentinvolvement@UND.edu*
Advisor Agreement

A useful instrument for sharing expectations and clearly identifying an Advisor’s role is the Advisor’s Agreement. While completion of this document is not mandatory for obtaining or maintaining “Active” status, the Student Involvement & Leadership Office highly recommends the officers of student organizations meet with their advisor to discuss the items below.

The members of (organization)__________________________ request

(name)__________________________ to serve as Advisor of the organization

for the 20__ - 20__ academic year.

In addition to the duties outlined in the organization’s constitution, other duties, responsibilities, and expectations of the Advisor are as follows:

- 
- 
- 
- 
- 
- 
- 
- 

President’s Name: (print)____________________________

Signature:__________________________ Date: __________

I have met with the president of the above-named organization and discussed the duties and responsibilities of Advisor as listed above. I pledge to serve as Advisor to this organization and will fulfill these duties and responsibilities to the best of my abilities.

Advisor’s Name: ________________________________

Signature: ____________________________ Date: __________
Equal Access and Accommodation Statement
The University of North Dakota is committed to the policy of fostering a barrier-free environment (physical, programmatic, informational, attitudinal) for people with disabilities under the legal obligations of federal, and state statutes. The policy includes an agreement by the University to ensure that its organizations, programs, events, and other aspects of student life are accessible to disabled people by seeking to provide reasonable accommodations and auxiliary aids.

If organizations have questions concerning how to provide a barrier-free environment for those with disabilities, please contact Disability Support Services at 777-3425.

Student Organization Accounts
Student organization accounts are specific funds within the University accounting system established to service Recognized Student Organizations. The fund system operates similar to a checking account, but with some differences. Not unlike a checking account at a bank, an organization deposits its money into its fund at Student Account Services (Twamley Hall, 2nd floor). Money may be withdrawn from the organization's fund by completing a Voucher form. Establishing an on-campus fund will enable a student organization to provide accurate financial data to all organization members. In addition, the services provided by the University are free, thus providing more funds for the organization to achieve its stated mission. Finally, the transition of officers is facilitated due to the fact that the financial records of the organization are documented by Accounting Services.

A fund will be assigned to the organization after it has been approved. You will be notified via e-mail of your organization’s fund number.

Room Reservation Policy
Meeting and event space is furnished at no charge to Recognized Student Organizations. Reservations may be made by contacting the Memorial Union Administrative Office at 777-3928 or by stopping by their office on the third floor (Room 300) in the Memorial Union.

If the organization has a standard weekly meeting time, they may schedule rooms for up to four weeks in advance. When requesting a room for a meeting or event, remember to inform the Administrative Office of all your needs, including room arrangements and equipment. If your group will not be using the room reserved, be sure to notify the Administrative Office since meeting space on campus is limited.

Posting Policy
All posters, notices, brochures, pamphlets, and other literature must be placed on bulletin boards or brochure racks designated for that purpose. All bulletin boards and brochure racks are under the jurisdiction of the college, school, department, or administrative office that maintains them.

Sponsorship and/or the organization's name must appear on all posters. For additional posting policies, please refer to the Code of Student Life.
The items below are meant to be SUMMARIES of some of the policies which are relevant to UND student organizations. As this is an incomplete listing in summary format, those interested should read the full policy statement in the Code of Student Life.

Student Organizations must:
1. Register with the Student Involvement & Leadership Office within the first six weeks of the fall semester and whenever officer information (names, addresses) changes (Code; Section 6-6, I, A).
2. Maintain a full time UND faculty or staff advisor (Code; Section 6-6, I, E).
3. Keep a current copy of their constitution on file with the Student Involvement & Leadership Office (Code; Section 6-6, I, F).
4. Only post notices, posters, etc., on bulletin boards designated for that purpose (Code; Section 5-6); many areas around campus have special posting restrictions.
5. Only use organization funds or University services (reduced postage rates, duplicating, photocopy service, etc.) for official organization business; these services may not be used for personal benefit.
6. Follow Student Organization Funding Agency (SOFA) guidelines in the expenditures of Student Government funds (Code; Section 6-6, II).
7. Abide by the laws of the State of North Dakota, the policies of the State Board of Higher Education, the policies of the University of North Dakota, and city ordinances of Grand Forks. (Code; Section 6-6, I, J)

Other University Policies
In addition to the policies that directly address the operation and formation of student organizations, the following policies are important as well. For a complete summary of the specific policy, please refer to the Code of Student Life.

1. Equal Opportunity/Affirmative Action Policy Statement as it applies to Educational Programs and Activities (Code; Section 1-1).
2. Prohibition Against Harassment (Code; Section 1-3).
3. Hazing (Code; Section 2-4).
Notification of Policies: Student Involvement & Leadership Office

All Recognized Student Organizations (RSOs) at the University of North Dakota are required to register their student organization on the involvement@UND website during the first six weeks of the fall semester. During the registration process, an officer of the organization must read and verify understanding of several university policies. Failure to complete the “Notification of Policies” section during the registration process will result in the organization receiving a “frozen” status, thus limiting their ability to request funding, utilize copying services, and reserve room space in the Memorial Union. Please read each policy below and share the information with your organization members.

1. **Code of Student Life**
   In 1996, the University Senate passed a Community Values Statement on how to strengthen the UND Community. This statement affirms the following:
   1. That everyone be allowed to work, learn and live in a safe, caring environment.
   2. That everyone learn about, understand, appreciate and respect varied cultures.
   3. That everyone matters.
   4. That all individuals be respected and treated with dignity and civility.
   5. That everyone continue to share in the responsibility of making UND a better place.

2. **Sexual Violence Protocols & Harassment/Discrimination and Retaliation**
   Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university-sponsored programs or activities.
   
   Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy.

3. **UND Alcohol Policy**
   UND prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in university buildings, any public campus areas, in university housing units, in university vehicles, or at any university sponsored events held on or off campus, which are sponsored by students, faculty and/or staff and their respective campus organizations (including fraternities and sororities).

4. **Hazing Policy: Per the Code of Student Life**
   Hazing by individuals or University groups is prohibited on or off campus. Hazing is defined as:
   
   a) an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; or involves the consumption of alcohol, other drugs, or other substances. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule (see N.D.C.C. § 12.1-17-10); or
   
   b) any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule; or
   
   c) any action which may endanger the health of the individual, or demand of him or her undignified conduct, or in any way jeopardize his or her scholastic standing or general well-being.
Organization Status Definitions

After a group becomes a recognized organization, there are several terms that have been adopted to define the actual status of an organization. These terms are:

**Recognized Student Organization**
Defined when a group has completed all of the steps required in the formation process. A more complete definition may be found in Section 6-2 of the *Code of Student Life*.

**Active (Good Standing)**
An organization is designated active and in good standing when it does the following:
1. Registers with the Student Involvement and Leadership Office via [http://involvement.und.edu](http://involvement.und.edu) during the defined registration period in the fall semester.
2. Maintains a full-time UND Faculty of Staff Advisor.
3. Maintains updated contact information for officers and advisors with the Student Involvement and Leadership Office.
4. Maintains an up-to-date and approved constitution with the Student Involvement & Leadership Office.
5. For a more complete list of responsibilities, see Section 6-6 of the *Code of Student Life*.

Organizations in *Good Standing* may be allowed to:
- Reserve and use University facilities.
- Solicit and sponsor activities on campus.
- Collect dues and raise funds on campus.
- Apply for funding through SOFA, Student Government, and other established University sources.
- Apply for storage space in the Student Involvement & Leadership Office.
- Receive 100 free single-sided, black and white copies per week, courtesy of Student Government (this service is provided at Union Services in the Memorial Union).
- For a more complete list, see Section 6-2 in the *Code of Student Life*.

**Frozen**
An organization that fails to accomplish any of the requirements listed above or in Section 6-5 of the *Code of Student Life*.

**Inactive / Dissolved**
An organization is designated dissolved when its constitution is revoked by the Student Involvement & Leadership Office, or after failing to register two consecutive years.

**DISSOLVED organizations:**
1. Are no longer considered a Recognized Student Organization.
2. Have no access to funding sources (new or existing).
   a. Any funds remaining in the organization’s on-campus account are transferred into a general student leadership account.
3. Must go through the Recognition Process to become active once again.
   a. Dissolved student organizations that complete the recognition process within one year from dissolution may reclaim funds that were forfeited from their on-campus account.
Guidelines for Letters of Affiliation

Controls exercised by your parent organization may differ, but all letters of affiliation should address the following information:

Statement of Affiliation for the UND Chapter of (Name of your Organization)

The purpose of this statement is to determine the amount of control the (national) has over the University of North Dakota chapter of (name). This letter is requested by the UND Student Involvement & Leadership Office for the student organization recognition process.

1. Name and address of national affiliation.

2. Controls that (affiliate) exerts over the UND chapter:
   a. Control of Membership
      The (affiliate) requires that the potential members must meet the membership requirements as in keeping with the UND chapter constitution.
   b. Control of Activities
      The (affiliate) exerts no control over the activities of the UND chapter, as long as the activities are in keeping with the affiliate’s purpose.
   c. Control of Funds
      The members of the UND chapter of the (name) must pay dues to (affiliate), as listed in the UND chapter Bylaws. The (affiliate) can make no decisions regarding funds in the UND Chapter’s account.
   d. Approval of Constitution and Bylaws
      The UND Chapter of the (name) may adopt Bylaws not in conflict with the (affiliate) constitution. [The International Board of Directors shall have the right to revoke the charter of the UND chapter if their Constitution or Bylaws are in conflict with the (national).]

I, (individuals name), (affiliate office title) of (affiliate organization’s name), hereby approve the above statements concerning affiliation of the UND chapter of the (name) with (national name).

____________________________________
Signature

____________________________________
Date

(Name)
(Title)
(Affiliate Organization)

Note: We suggest that you write the statement and forward it to your headquarters or national officer for a signature. Doing so will facilitate the process.
Guidelines for Becoming a Recognized Student Organization at UND

Services and Resources for Recognized Student Organizations

**Student Involvement & Leadership Office**
1st Floor/777-4200

- Organization Resources & Supplies
- Dedicated Staff Members
- Leadership Programming
- Organization Mailboxes
- Organization Storage
- Organization Vouchers/Reimbursements

**Student Government / Student Organization Funding Agency**
1st Floor/777-4377

- Organization Funding
  - Travel
  - Programming
  - Operations
  - Equipment
- Vehicle Rental Agreement

**Memorial Union Administrative Office**
3rd Floor/777-3926

- Notary Public
- Room and AV Equipment Reservations
- Memorial Union Display Cases
- Table Space Rental

**Union Services**
1st Floor/777-3810

- Duplicating (colored ink & paper available)
  - Full Color Copier
  - Transparencies: Black/Full Color
  - Full Page Lamination
  - Fax Service
  - Binding Service
  - Buttons

**Sign and Design Studio**
1st Floor/777-3810

- Large Format Printing
- Lamination (up to 36" wide)
  - Posters
  - Banners

Revised 7/2014