

REGISTERED STUDENT ORGANIZATION MANUAL

This Registered Student Organization (RSO) Manual is a guide, and resource to help students involved in co-curricular activities get the most out of those activities. The information contained within this RSO Manual applies to different facets of the participation in, and the leadership of, Registered Student Organizations, clubs and other organizations that constitute a large part of the co-curricular programs at University of Arkansas Community College at Morrilton. As a means of experiencing the opportunities and benefits of co-curricular activities students are encouraged to form or join student organizations. An organization requesting status as a Registered Student Organization agrees to abide by all policies and conditions outlined in the Registered Student Organization Manual. UACCM provides benefits to student organizations (referred to as "RSOs") to assist them in conducting these activities; however, the provision of College benefits to RSOs should not be misinterpreted as meaning RSOs are part of, or controlled by the College, (exceptions: UACCM Student Government Association and UACCM Intramurals) that the College is responsible for the RSO's contracts or other acts or omissions, or that the College approves of the RSO's goals or activities. The RSOs are free to exist and operate either with or without College benefits.

This RSO manual describes the entire relationship between the College and RSOs, including all of the College benefits RSOs may receive, and all of the conditions for their receipt. The College will use this RSO manual in conjunction with the College's Code of Student Conduct, Responsibilities and Disciplinary Procedures to exercise control over the RSO or its activities, even to the extent, if any, the College chooses to exercise control over activities occurring on its property, or over matters covered by the College's Code of Student Conduct, Responsibilities and Disciplinary Procedures. The Office of Student Activities reserves the right to grant or deny RSO status.

A. What is a Registered Student Organization?

A Registered Student Organization (RSO) at UACCM is any group consisting primarily of students enrolled at UACCM, and formed to contribute to those students' educational growth, recreation, and/or personal development. Most importantly, a Registered Student Organization is registered with the Office of Student Activities (OSE).

B. How to Become a Registered Student Organization

The UACCM Student Government Association provides an excellent avenue for all interested in becoming a new student organization. The SGA Executive Committee will actively pursue the installation of New Student Organizations that promote the mission and scope of the University of Arkansas Community College at Morrilton.

This committee will work closely with the Director of Student Activities to secure proper forms for creation of the organization. Also, they will help the group to bring the request for the organization to become recognized at least one week prior to the next scheduled full Student Senate meeting. This committee will be the liaison between SGA and the organization before, during and after recognition status. Once this process is complete, SGA recognition and all forms are on file with the OSE, the organization will have become a Registered Student Organization.

For further explanation, please see section F below.

C. How to Continue a Registered Student Organization

Once a group has been registered with the Office of Student Organizations they are considered a RSO with all rights and privileges guaranteed. To continue this registered status, each organization must complete the UACCM RSO Registration/Renewal form, RSO membership report, provide or have on file in the OSE a copy of their up to date constitution, and a copy of Faculty/Staff Advisor Overview and Agreement form on file in the OSE. If the advisor has changed, a new agreement must be provided.

To help facilitate this process, a mandatory RSO meeting will be held at the beginning of the fall semester of each academic year. Either the RSO president or advisor must attend or be subject to a "Inactive" status. At this meeting all forms will be given out and information will be dispersed.

Upon completing this process and all forms are returned, the RSO will be placed in "Active" status.

D. What Happens if I Fail to Renew my Registration?

If a group is placed on "Inactive" status, the president and advisor of the respective group will need to meet with the Director of Student Activities. This meeting will be used to discuss possible ways of removing the "Inactive" status.

Once a group has been placed on "Inactive" status, they lose all Privileges of Registered Student Organizations. Please see section E below.

E. Privileges of Registered Student Organizations

Registration of student groups is a privilege and is not intended to restrict the free association of students in non-registered groups. Upon registering, student organizations gain several privileges, including:

1. The use of College facilities and services for meetings and approved activities when available.
2. The opportunity to conduct approved fund-raising projects on campus. This does include the availability of matching funds provided by SGA.

3. The opportunity to participate in and coordinate activities with other Registered Student Organizations.
4. The right to use of a mailing address at the University of Arkansas Community College at Morrilton.
5. The opportunity to apply for funding through the Student Government Association (SGA) for all campus projects and programs in accordance with the current SGA Constitution.
6. The opportunity for participation in new student orientation and the annual Student Activities Fairs (Fall Fest & Spring Fling).
7. The opportunity to participate in the student organizational leadership programs, when available.
8. The opportunity to have a mail box in the Student Center for correspondence between the UACCM, Office of Student Activities, and the RSO.
9. The opportunity for admissions to recognize the organization on tours and information dispersed to prospective students.

F. The Registration Process

In order to be eligible for the privileges and services available to student organizations, an organization must register with the Office of Student Activities (Student Center, KB 105, 501.354.7573).

1. The President must have a Current Student ID and UACCM E-mail address. This ID can be obtained from Admissions.
2. The name and UACCM E-mail address of the Advisor is required.
3. The RSO President completes the RSO application and/or renewal form.
4. Provide an up-to-date constitution and bylaws. The local constitution must contain the following information:
 - The name of the organization
 - The purpose(s) of the organization
 - Requirements for membership
 - Method of officer selection
 - Impeachment proceedings
 - A non-discrimination clause (see example of Sample Constitution)
5. The Advisor will receive an email asking for a confirmation of their status as the RSO's advisor. The confirmation is done electronically.
6. Officers of RSOs must be in good academic standing (minimum 2.0 GPA required), free of disciplinary probation, and be registered for at least six semester hours of credit at UACCM during their term in office. The Office of Student Services can access these records at any time. It is recommended that minimum standards for the membership of the RSOs should require that members have at least a 2.0 cumulative grade point average and be free of disciplinary probation. Organizations are encouraged to set membership standards higher than 2.0 in an effort to strive for academic excellence.

G. Sample Constitution (see attached)

H. Email, Website hosting, & Listservs

Any Registered Student Organization can request to have an RSO e-mail account, set up a listserv, or have their web site hosted on a University server. For more information, contact the Director of Student Activities.

Any RSO in good standing may request a link to the Registered Student Organization website. To do so, please see the web page link guidelines below.

These guidelines only apply to RSO's utilizing web space hosted by UACCM (personal, RSO servers). (ex. www.uaccm.edu/rso_name)

1. Make your web page polished and ready for people to see. We will not link pages that are not ready for the public to view.
2. Include the following on the 1st page that people see of your web page (NOT on a links page):
 - A link to UACCM's main homepage (www.uaccm.edu).
 - A link to Student Activities homepage (http://www.uaccm.edu/Current_Student/sga.htm).
 - Include NAME and EMAIL ADDRESS of someone who updates that web page. The email address must appear in the text of the page ... a "mailto:" link alone is unacceptable.
 - Include a LAST UPDATED notice with the calendar date of the last time the page was updated.
 - Include the AA/EO LINK OR Statement.
 - UACCM Web Policy link.
 - UACCM Privacy Policies link.
 - UACCM Copyright link.
 - UACCM home page link, if this link is not included as a text link in the body or main navigation areas of the page.
3. Complete the Web Link Approval Form through The Office of Student Activities.
4. You will be notified by the Office of Student Activities if and when your page is approved, and what (if any) changes need to be made for compliance.

Listserv Information

The purpose of this listserv is to allow all Registered Student Organization Presidents to raise questions, discuss problems, share programming ideas or talk about current topics concerning the RSO's they lead. To send information to other Presidents please send your message for the Presidents to the Office of Student Activities at studentactivities@uaccm.edu.

I. Registered Student Organization Mail

A mail box will be provided in the Student Center for each RSO. Please contact the Office of Student Activities for location in the Student Center. RSO's should pick up their mail at least twice a week.

J. Requesting Funds

The Student Government Association (SGA) will support Registered Student Organizations in their fundraising efforts in accordance with the current SGA Constitution as long as the organization is Actively Registered with the Office of Student Activities and the fundraising effort is approved for matching funds eligibility by the Office of Student Activities. All requests must be done in writing and presented to the SGA Officers no later than the SGA Officer's meeting prior to the SGA meeting of the month of the request. SGA meetings are held on the 1st Tuesday of the month. SGA Officer's meeting will be held prior to this meeting at the officer's discretion. Once the request has been made to the SGA officers, they will decide if the request is worthy to be placed on the SGA Agenda.

If and when the request is placed on the SGA Agenda you will be notified. If the request is granted, a member of the RSO must be in attendance to the SGA Meeting. Failure to be in attendance will automatically deny the request for funds.

K. Fundraising

What is a fundraiser?

A fundraiser is an event or campaign whose primary purpose is to raise money for a cause or a particular activity. All such events will have a particular start and end date.

All Registered Student Organization fundraising efforts must be approved by the Director of Student Activities. All fundraising activities by Registered Student Organizations must be registered with and approved by the Director of Student Activities at least one (1) week prior to the event. This approval process must take place before fundraising efforts begin. RSO's will find the fundraising approval form on the UACCM website at <http://www.uaccm.edu/employee/> under Student Activities heading.

L. Off Campus Travel

All off-campus travel in conjunction with academic instruction, registered student organizations, or other reasons must be registered and approved by your immediate supervisor and the Vice Chancellor for Student Services at least two (2) weeks prior to the event.

M. Money Matters

RSO Agency Accounts

In order to comply with the policies and regulations of the University of Arkansas Community College at Morrilton, all funds and allocations received by student organizations from the Student Government Association (SGA) will automatically be transferred into the RSO Agency account. All RSO Accounts are to be held on campus.

For further information on procedures and guidelines for using a RSO Agency Account, contact the Business Office.

Managing Organizational Accounts

With different types of funds available to organizations also comes the need to manage those funds.

Treasurers must give receipts to all members for monies received (including dues) and provide members with an accounting of expenditures on a weekly or monthly basis.

N. Chalking Policy

In an effort to aid UACCM Registered Student Organizations, the OSE is beginning "Chalk the Plaza and Union Square" in the promotion of their events and encouraging participation in meetings and activities.

Water-soluble chalk is temporary and usually is removed by the next rain, which is usually after the event or issue is no longer current. More permanent markers (spray chalk) can be in place for months and either defaces the surface and/or needs to be removed.

To make clear the UACCM Student Code of Conduct policy and to hopefully better ensure that no one unintentionally performs defacement of or damage to property or facilities the following clarification is provided:



STUDENT ACTIVITIES

1537 University Boulevard, Morrilton, AR 72110 | (501) 977-2142 | 1-800-264-1094 | stell@uaccm.edu | www.uaccm.edu

"The material used to mark a sidewalk (horizontal surface) must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or sprayable chalk or other products in aerosol containers is prohibited."

Chalking is prohibited:

- (1) On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, light posts, and trees.
- (2) Underneath any covering where chalk would not be washed away by rainfall.

O. Sign Posting Policy

Signs, posters and advertisements on campus may go on bulletin boards and interior doors. Signs may not go on outside entrances and painted, wallpapered, or glass walls.

RSOs may use chalk on paved surfaces. Note: Please refer to Section N Chalking Policy.

RSOs may use the table tents in the Student Center to advertise programs and meetings. Please show a copy of your advertisement to the Director of Student Activities prior to putting the advertisements in the table tents.

P. Movie Policy

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 "the copyright owner has the exclusive right, to perform the copyrighted work publicly." Hence, student organizations who wish to show a copyright motion picture or audiovisual must acquire a license. Please stop by the OSE with any questions.

Exceptions to the movie policy include movies shown for home use or teaching activities.