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STUDENT LIFE AND LEADERSHIP:

The Office of Student Life and Leadership provides oversight and direction to all Registered Student Organizations (RSO) at UA-Pulaski Technical College. The Registered Student Organization Handbook has been developed as a resource and guide for UA-PTC RSO advisors and members. It is the responsibility of each member/advisor to be familiar with the policies and procedures listed in the Handbook as well as the UA-PTC Academic Catalog. The policies and procedures of the RSO Handbook govern each RSO at UA-PTC. All UA-PTC registered student organizations must be in compliance with the policies and procedures outlined in the RSO Handbook. We are committed to the success of each organization at UA-Pulaski Technical College. If we can ever be of help or assistance, please do not hesitate to contact us.

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STUDENT LIFE AND LEADERSHIP MISSION

It is the mission of the Office of Student Life and Leadership to complement the academic programs of study at the college and to enrich and supplement student-learning experiences outside the classroom.

Student Life and Leadership events and student organizations offer opportunities for social, cultural, and intellectual growth and development as well as providing opportunities for not only learning, but leadership development, community building, creative expression, and volunteerism.

Disclaimer

This handbook presents policies and procedures current at the time that the handbook went to press. Because all policies and procedures are subject to a continuing evaluation process, the college reserves the right to make revisions at any time. Changes will be posted within the electronic version of the Registered Student Organization Handbook which is posted online. The provisions of this publication do not represent, in any way, a contract between the student, prospective or otherwise, and should not be regarded as such. This handbook does not take the place of the academic catalog. The academic catalog may be found on UA-Pulaski Technical College’s website.
Amicus Curiae Paralegal Club
Paralegal Club introduces students to the field of legal studies and related subjects at UA-Pulaski Technical College. Members are offered an opportunity to expand their legal knowledge and develop a greater understanding of the legal field. The club regularly holds meetings and events in which Paralegal Club members may network with members of the legal field and other UA-UA-PTC students, faculty, and staff. Any students who is enrolled at UA-UA-PTC as a student and has at least a 2.5 grade point average is eligible for membership.

Anthropology Club
Anthropology Club introduces students to the study of man and prehistoric man. This includes all aspects of human life such as culture, lifestyle, and history. Club members have opportunities to participate in activities and field trips that enhance one’s understanding of the field. Activities may include touring active archeological dig sites as well as being exposed to professionals in the field through in-state and out-of-state field trips.

Art Club
Art Club aims to promote, educate, and appreciate all avenues of the Fine Arts including, but not limited to: Visual Arts, Performing Arts, and Creative Writing.

Building Cultural Connections
Building Cultural Connections provides a social environment that allows students to experience in-depth interactions with a diverse group of students and community members. The BCC experience is enhanced through conversation opportunities with students of various international and domestic backgrounds. Membership is open to all UA-PTC students.

Metro Student Ministries
UA-PTC is a state-supported institution and therefore non-denominational. The purposes of Metro Student Ministries are to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of Bible and to practice its teachings, to organize students for service and ministry projects, to assist students in communicating the meaning of their faith in significant ways, and to offer guidance as students face crises and critical choices in life. Membership is open.

Phi Beta Lambda
Phi Beta Lambda is the college business professional organization and is the college component of Future Business Leaders of America. While the organization primarily emphasizes business and business-related topics, students of various programs of study may join the organization. Community activities may include various fundraisers and community service projects. Professional activities may include guest speakers, networking opportunities, and state and national competitive events.
Phi Theta Kappa

Phi Theta Kappa is an international honor society that promotes academic excellence. Members are eligible to compete for scholarships, to participate in regional, national, and international meetings and institutes, and to attend workshops on leadership and scholarship. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protects academic integrity, and develops leadership.

Each fall and spring semester invitation to membership is extended by the chapter to students who have completed a minimum of 18 credit hours at UA-UA-PTC that are clearly applicable to an associate degree with a minimum 3.50 cumulative grade-point average. The minimum 18 credit hours must include at least three credit hours of general education courses applicable to the associate degree being pursued.

Political Science/History Club

The purpose of the Political Science/History Club is to promote and educate the campus community about history and political science. Members explore how politics and history influences everyday life. Club activities include visits to local historical sites and museums.

Sigma Kappa Delta – English Honor Society

Sigma Kappa Delta is the National English Honors Society for Two-Year Colleges. SKD strives to create cultural stimulation, promote interest in literature and the English language, and exhibit high standards of academic excellence among its members. Each fall semester, invitation to membership is extended by the chapter to students who have completed a minimum of one college course in English language or literature and who have also completed a minimum of 12 credit hours at UA-PTC. The candidate shall have no grade lower than a B in English and must have a 3.30 cumulative grade point average.

Student Ambassadors

Membership in the UA-Pulaski Technical College Student Ambassadors organization is based on academic achievement, involvement in extracurricular activities, leadership abilities and recommendation of faculty and professional staff. Student Ambassadors represent UA-Pulaski Technical College at various functions such as orientations, campus tours, school visits, speaking engagements and other special events. Ambassadors also perform community service, assist in student recruitment and support development efforts. Ambassadors participate in college activities and represent Pulaski Tech both on and off campus.

Student Government Association

The membership of the Student Government Association (SGA) consists of eligible student representatives. Elections are held each fall for president, vice-president, secretary, and treasurer from within the membership. The Student Government Association’s main objectives are: to serve as student representatives and act as a liaison between administration/faculty/staff and students, campus activities, community service, fundraising, and advocacy.
Skills USA

Membership in Skills USA is open to students and other persons interested in the various career fields represented. The purpose of Skills USA is to help the student develop social and leadership skills. Organization members and advisors will conduct activities that enhance the development of these skills. The activities may include events between vocational technical institutions and between students, such as parliamentary procedure contests, troubleshooting contests for mechanics, etc.

Membership to all UA-PTC registered student organizations is open to currently enrolled students. Some organizations may have additional requirements for membership such as a minimum GPA, stipulations regarding past student conduct, and/or interview and community service prerequisites.
Current Registered Student Organizations

RENEWING A REGISTERED STUDENT ORGANIZATION

Each fall and spring semester each RSO should decide if it wants to continue to remain active. If the organization wants to continue, then the Registered Student Organization Renewal Form and Roster of Membership must be filed with the Student Life Office. The renewal deadline for fall semester is October 15. The renewal deadline for spring semester is February 15.

Should an organization decide to disband, a statement disbanding the organization, with the signatures of current members and advisor, should be submitted with all remaining funds to the Associate Dean of Students.

An organization that does not have an advisor is not eligible to continue as an RSO. Any student organization who finds themselves without an advisor should immediately contact the Associate Dean of Students for assistance in finding a new campus advisor.

ANNUAL REPORT

Each RSO must file A Year End Report by May 1st of each academic year in order to be considered in good standing with the Student Life Office.

ADMINISTRATIVE TERMINATION

Organizations failing to submit all renewal materials for two consecutive years will be administratively terminated by the Student Affairs Office. Once terminated, the organization must re-apply to be recognized as a registered student organization.

CONSTITUTION AND BY-LAWS

The constitution of an organization contains the fundamental principles that govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All groups must have a constitution and by-laws in writing on file in the Student Life Office.

The reasons for having a constitution and by-laws are they articulate the purpose of the organization and spell out the procedures to be followed for its orderly function. While each organization may set guidelines, constitutions usually require a two-thirds vote of the membership for adoption. By-laws require a simple majority for passage.

Once the constitution and by-laws have been developed, organizations should review them often. The needs of the group will change over time, and it is important that the constitution and by-laws be kept up-to-date to reflect the current state of affairs. If an organization makes changes to the constitution or amendments, then an updated electronic copy of the constitution/amendments must be submitted to the Student Affairs Office. This review is done in conjunction with the organization advisor and organizational officers and ratified by membership vote.

Advisors should ensure every new member of the organization has a copy of the constitution and by-laws. 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 and by-laws should be a part of officer training and transition.

ADVISOR FORM

Any time an organization has a change in advisor(s), a new Advisor Form must be turned in to the Student Affairs Office. The advisor should obtain their supervisor’s permission before agreeing to advise a student club. The signature of the advisor’s immediate supervisor is required on the Advisor Form.

RESPONSIBILITIES OF ORGANIZATION ADVISORS

1. Fill out the Advisor Form and return it to the Student Affairs Office.
2. Be familiar with the UA-PTC Student Organization Handbook concerning policies governing the student organizations and the UA-PTC Academic Catalog.
3. Attend all student organization meetings and events, executive and regular meetings of the organization. A meeting/event may not be held if the advisor is not present.
4. Ensure that meetings and events are properly scheduled, by using the UA-PTC Events Form.
5. Assist with the development of training and orientation programs for members of the organization.
6. Assist with the formation/revision of the organization’s constitution and by-laws.
7. The advisor is the final authority in matters of meeting conduct, meeting management, and parliamentary procedure. Persons who disrupt the running of a meeting or event may be asked to leave the meeting or event by the organization advisor. The organization advisor must report and document the incident to the Associate Dean of Students.
8. Maintain an accurate account of the organization’s financial transactions throughout the year, and complete a Year-End Report. The treasurer of the organization may perform the fiscal transactions of the organization, but the advisor must review the financial status of the organization, as well as approve all expenditures.
9. Assume responsibility for ensuring that all College policies and procedures are followed when conducting club/organization business.
10. Take appropriate action to prevent and correct detrimental incidents or objectionable situations which may arise during a meeting/event/function.
11. Identify yourself to police officers, custodial staff, and other College personnel when reporting for duty at the event.
12. Understand that the advisor is the principal contact for the school in all matters related to the organization.
13. File student liability waivers for each trip and/or off-campus event with the Student Affairs Office prior to travel.
14. Make students aware of all travel/business office policies related to travel and expenditures.

Advisors are subject to all rules and expectations set forth by the RSO Handbook and the Office of Human Resources. Advisors exhibiting behavior that violates UA-PTC policy will be removed as the advisor of the RSO, and possibly disciplined for their actions.
ORGANIZATION FUNDS AND ACCOUNTS

Each organization is eligible for an organization account through the UA-PTC Business Office. Any organization that collects dues or fundraises is required to open an account with the UA-PTC Business Office. All organization funds and disbursement transactions must go through the Business Office.

Organization funds may be deposited into the organization account at the Cashier window between 8am and 4pm Monday-Friday. The Cashier will give a deposit receipt to the person making the deposit. Retain the deposit receipt for the organization’s financial records. The organization advisor may obtain the balance from Accounts Payable.

Organization funds may be withdrawn from the account by completing a Request for Funds/Fund Transfer Form. This form may be obtained from the Business Office or printed off the UA-PTC Portal by the organization advisor. An invoice or receipt for reimbursement should accompany the Request for Funds/Fund Transfer Form.

REGISTRATION OF EVENTS/MEETINGS

All events, both on and off campus, must be approved by the Associate Dean of Students

1. Complete the Registration of Organization Event form and return it to the Associate Dean of Students.
2. On-campus events requiring use of campus facilities must be reserved with the Catering Coordinator. Use of classrooms must be approved by the Office of the Registrar. If for any reason the event is canceled, the advisor should cancel the facility reservation immediately.
3. Organizations may not sign contracts or agreements with off-campus facilities. All off-campus facilities use must be approved by the Associate Dean of Students.
4. All orders for chairs, tables, and other equipment must be submitted at least one week prior to the event. This may be done through schooldude or the Registration of Organization Event form.
5. Depending on the nature of the event, additional campus security may be required. Cost for additional campus security staff will be the responsibility of the organization. Events requiring additional security must be scheduled with the Director of Police and Public Safety at least 2 weeks prior to the event.
6. Keep within the time schedule! Events should start and end on time.
7. Events may not be scheduled for times that the College is closed or during Finals Week.
8. The College is not responsible for any lost or damaged personal equipment or personal property, nor is it responsible for any cleanup. Please leave the facility as it was found. If damage occurs to any college facility or off-campus facility, the organization will be responsible for the cost to rectify the damage.
9. The organization advisor is required to attend all organization events/activities/trips for the duration of the event. This includes supervising set-up and clean-up. If the organization advisor is not present, then the organization must cancel the event/meeting/trip. If the organization advisor is unable to attend, the advisor may appoint a designee. The designee must be approved by the Associate Dean of Students prior to the start of the event/meeting.
10. Smoking and alcohol/drug use is not permitted on campus or at any campus sponsored student event. The event must comply with all policies and procedures of UA-Pulaski Technical College and the UA-PTC Academic Catalog.
FUND-RAISING

Organizations desiring to conduct fundraising activities on or off-campus must complete a Registration of Organization Event Form two weeks prior to the scheduled activity. The Associate Dean of Students and UA-PTC Foundation Office must approve all fund-raising or donation activities. Remember, all raffles or gambling activities of any kind, are forbidden.

Student Organizations must have a UA-PTC 90000 account established with the business office before fundraising activities may be approved. All funds that are raised through a fundraiser must be deposited into the UA-PTC account.

The club advisor is responsible for approving club expenditures and ensuring that all expenditures follow UA-PTC policies and procedures.

HAZING

Any requirement imposed upon prospective, new, or current members, that is not related to the organizations purpose is prohibited and will become the subject of a College investigation once the practice is brought to the attention of the Office of Student Life and Leadership. If you have questions or concerns related to hazing, or activities that could constitute hazing, please do not hesitate to report those concerns to the Associate Dean of Students at 501-812-2756.

Arkansas Hazing Law

Hazing, defined but not limited, to any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by Ark. Code 6-5-210 and Ark. Code Ann. 6-5-204.

Arkansas Code Ann. 6-5-210

Definition.
(1) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;

(2) The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her;

(3) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against
any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or

(4) Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.

(B) The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.


Nothing in the subchapter shall be construed as in any manner affecting or repealing any law of this state respecting any other criminal offense.

TRAVEL

Travel Request

Organization advisor should complete the Organization Event Form and Travel Authorization Form. All travel, both in-state and out-of-state, must be registered and approved with the Associate Dean of Students at least six weeks prior to travel. This will allow the travel request to move through the appropriate channels for approval. Approval must be received prior to the trip.

Waiver of Liability

A Waiver of Liability Form must be filled out and a copy must be filed in the Student Affairs Office and submitted to the Travel Coordinator prior to each trip. All individuals going on the trip must sign, or they are not allowed to attend. Forms are available online.

Travel Reservations and Registration

Organizations are required to book travel arrangements (hotel, airfare, shuttles, vehicle rentals, etc.) through the UA-PTC Travel Coordinator. For overnight travel, Travel Authorization Forms are required. These should be coordinated with the department/organization requesting travel.

Usage of UA-PTC Vehicles

UA-PTC vehicles should be used for all travel unless prior approval for rental vehicle, or different method of travel, has been received. UA-PTC vehicles may only be driven by approved faculty/staff. Approval of drivers is done by Human Resources. Students may not drive UA-PTC vehicles.

Travel Expense Reimbursement Form

Travelers must keep receipts for reimbursement of travel. All receipts and any remaining travel advance funds should be turned in to student accounts within 24 hours of a trip. You must attach a detailed receipt for meals, hotel/motel, taxi, parking (self only), vehicle and gasoline for rented vehicle. Tips, flowers, and valet services of any kind including valet parking, laundry, etc. are not permissible and will not be reimbursed.

Meals are allowed only in connection with overnight travel. Reimbursement for meals is limited to the actual cost of meals or maximum stated in the federal travel directory for that location, whichever is less. Lodging is limited to the Federal Per Diem Rate listed in the Federal Travel Directory. Your advisor will provide you with this information prior to the trip.

Travel expenses without receipts will not be reimbursed. The organization advisor will complete a TR-1 and Travel Reconciliation Form for all students who attended. Forms are due to the Travel Coordinator within three business days from the last day of travel. Travel forms are on the Purchasing, Inventory, and Travel webpage on the UA-PTC website.

Training will be provided to student groups prior to traveling overnight.
PUBLICITY/PUBLICATIONS

News Media
All contact with the news media must go through the Office of Public Relations and Marketing. This includes all contact with radio, television, and print media, including online entities and blogs. Organization advisors and members should not contact any of the above mentioned outlets, nor should they represent the college or organization in any capacity via the above mentioned outlets, without permission of the Office of Public Relations and Marketing. Organizations wishing to publicize or notify any media outlet must work with the Office of Public Relations and Marketing.

UA-PTC Logo
Use of the UA-PTC logo has to be approved by the Director of Public Relations and Marketing or the Creative Services Manager in the Office of Public Relations and Marketing. Request to use the logo may be made to this office at 812-2760 or 812-2245. The logo must remain as it appears. It cannot be distorted, stretched, colorized or have an effect added unless approved by this office prior to publication. The logo may not be rearranged in any way or have graphics or words added to it. Logos must be approved for any and all uses as it is the symbol of the college and must remain as a set graphic standard.

Business Cards
Business cards are not authorized for use by registered student organizations. Individuals within the organization, including the advisor, may not order or print business cards that display a UA-PTC organization name, UA-PTC organization title, UA-PTC logo, or the name “UA-UA-Pulaski Technical College”, “UA-PTC”, or “Pulaski Tech”. Production of unofficial business cards by any organization member or advisor is a violation of the RSO Handbook, and violators will be subject to disciplinary action.

T-Shirt/Polo/Promotional Items
The Office of Public Relations and Marketing, the Associate Dean of Students, and the club advisor, must approve all t-shirt/polo/promotional items before they are ordered. This applies to all orders that require the use of college funds or agency accounts. It also applies to all items that will display the UA-PTC logo or UA-PTC name.

Printing/Duplicating
The advisor may make a request for printing or duplicating programs, flyers, brochures, and other materials to the PR and Marketing Office. Final approval may need to take place with the Office of Public Relations and Marketing. Please allow plenty of time for rewrites and review. Members may not use college resources, including copy machines and paper, for organizational business without approval from the club advisor.
AUTHORIZED COLLEGE REPRESENTATION

Membership in an RSO does not give members or advisors authority to speak for, or on behalf of, UA-Pulaski Technical College. Registered student organization members and advisors will not, at any time, represent the organization or UA-Pulaski Technical College at any event without the written consent of the Associate Dean of Students. This includes, but is not limited to, school or resource fairs, local fundraisers and charity events, political meetings, religious gatherings, and places of business. Organizations seeking to represent themselves or the college at any event must have consent from the Associate Dean of Students one week prior to the event.

REQUESTING FUNDING

The Student Affairs Office offers organizations an opportunity to apply for funding for travel, conferences, programs/events, and supplies when funds available. An organization must be an active Registered Student Organization and be in good standing with the Student Affairs Office to be eligible for funding opportunities.

Good Standing:

1. Current Constitution and By-Laws on file with the Associate Dean of Students
2. Organization Renewal Form on file for current semester
3. Annual Report submitted for previous academic year
4. Current membership roster on file
5. Current Advisor Form on file and active advisor
6. Regular attendance of a student representative from each RSO at the Student Organization Funding Committee. Regular attendance, in this instance, means that an organization will miss no more than one Student Organization Funding Committee meeting per semester.

Eligible organizations start the funding process by filling out the Student Organization Funding Request Application (SOFC). The completed applications are to be returned to the Student Affairs Office at least one week prior to the monthly SOFC meeting. Filling out an application does not guarantee funding will be awarded.

Student organization funds are not available for the payment of individual membership dues to national, regional and campus organizations. Additionally, funding is not available for the payment of organizational dues to affiliate campus organizations with national, state and regional chapters.

SOFC meets once a month from September to April to review organization funding requests, when funds are available. Funding decisions are made by SOFC, which consists of one voting member from each Registered Student Organization. The Associate Dean of Students or his/her designee will communicate funding decisions to the advisors of the organizations that made the requests. Incomplete applications will not be reviewed and will be returned to the organization advisor. All decisions made by the SOFC are considered final.

If awarded, the organization must follow all UA-PTC and State of Arkansas purchasing/travel guidelines. All receipts and forms must be turned in to the appropriate channels within three days of event/trip. Failure to follow travel/purchasing/state guidelines or to meet deadlines may result in the denial of funds in the future.
IMPORTANT DATES TO REMEMBER- RSO REGISTRATION DATES

October 15  Fall Semester Organization Roster & Renewal Form
           New Organization Application Deadline

February 15 Spring Semester Organization Roster & Renewal Form
           New Organization Application Deadline

May 1       Year-End Report

INCLUSION
All registered student organizations should strive to include and accept a multitude of members from diverse backgrounds. No student should be excluded from the participation of or acceptance in any organization for reasons based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated.

MEMBER CODE OF CONDUCT

1. All members and advisors of a UA-PTC registered student organization will adhere to the rules and regulations set forth by the College in the Academic Catalog and the Registered Student Organization Handbook.

2. All members and advisors of a UA-PTC RSO will follow the laws of the United States of America, State of Arkansas, Pulaski/Saline County, and all local city/municipality laws and ordinances.

3. All members and advisors of a UA-PTC RSO will present and distribute information to the college and student body that has not been falsified, distorted or misrepresented. Distribution of information and materials must be approved by the Associate Dean of Students and may not be distributed in the classroom and may not disrupt the learning environment of UA-PTC.

4. All members and advisors of a UA-PTC RSO will maintain high ethical standards and are prohibited from bestowing favors, making undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.

5. All members and advisors of a UA-PTC RSO will refrain from hazing as set forth in the section above.

6. All members and advisors of a UA-PTC RSO will practice appropriate meeting etiquette during meetings, college committee/sub-committee meetings and Board of Trustee meetings. This includes, but is not limited to, being on time, waiting to be recognized by
the chair before speaking, turning your cell phone/electronic device off or the ringer to silent, and remaining present and attentive for the entire length of the meeting.

7. All members and advisors of a UA-PTC RSO will conduct themselves in a manner becoming of a student leader or employee of the College.

8. All members and advisors of a UA-PTC RSO will oppose discrimination and harassment by treating each student on the UA-PTC campus with equal respect and interest.

9. All members of a UA-PTC RSO will maintain a 2.0 cumulative GPA. Organizations having higher GPA standards may set forth the expectation in the organizational constitution.

10. All members of a UA-PTC RSO will refrain from using the organization as an excuse for missing class, tardiness, or incomplete/missed assignments. Members are expected to complete all class requirements as required by the instructor.

11. All members and advisors of a UA-PTC RSO will conduct business openly and will only close a meeting for matters related to the removal of a member or officer if specified by the organizational constitution.

12. All members and advisors of a UA-PTC RSO will refrain from making business cards, name tags, or other materials and publications without permission from the Office of Public Relations and Marketing.

13. All members and advisors of a UA-PTC RSO will obtain approval from the Associate Dean of Students before conducting any student surveys or polls. This excludes surveys and polls conducted in the classroom by the advisor within their role as a UA-PTC instructor.

14. All members and advisors of a UA-PTC RSO will heed the advice of the Associate Dean of Students and college administration, as it relates to the organization’s business. The advisor for the RSO must approve all events, meetings, activities, and expenditures in accordance with the Registered Student Organization Handbook. The advisor is the final authority in matters of meeting conduct, meeting management, and parliamentary procedure.

**TERMINATION OF A REGISTERED STUDENT ORGANIZATION**

Violations of any written UA-PTC policy will be dealt with on an individual basis using the student and/or employee disciplinary process and procedures. In cases where inappropriate conduct by an organization is so severe that it becomes disruptive to the College community, inhibits the proceedings of the College community, or becomes threatening to other persons and organizations, College Administration has the authority to suspend the rights of the RSO pending employee or student disciplinary actions. The College Administration reserves the right to terminate any RSO proceedings at which time the Administration feels the actions of the RSO are so egregious that they endanger the welfare and/or reputation of UA-Pulaski Technical College.
Forming a Registered Student Organization

INITIAL STEPS
These guidelines must be followed in order to form a new UA-PTC registered student organization.

1. Obtain a copy of the UA-PTC Registered Student Organization Handbook from the Student Life Office or the UA-PTC Student Life website.
2. Find full-time staff/faculty members, preferably two, to commit to serve as the organization advisor. Make sure the advisor(s) receives a copy of the RSO Handbook.
3. The following criteria must be met for your application to be reviewed. When the following criteria have been satisfied, return all information to the Student Affairs Office.
   a. Completed Organization Advisor Form
   b. Completed Roster of Membership: Must have 15 charter members who are currently enrolled students at UA-PTC. The name, address, phone number and full student ID number must be legibly written on the form by each student.
   c. Proposed Constitution and By-Laws
4. Deadlines for submitting new registered student organization application materials are October 15 for the fall semester and February 15 for the spring semester.
5. The Associate Dean of Students will contact the advisor(s) when an approval decision has been made or if additional information is required.

CONSTITUTION AND BY-LAWS
The constitution of an organization contains the fundamental principles that govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All groups must have a constitution and by-laws in writing on file in the Student Life Office. The reasons for having a constitution and by-laws are they articulate the purpose of the organization and spell out the procedures to be followed for its orderly function.

The Constitution and By-Laws must adhere to the policies and procedures outlined in the Student Organization Handbook and the UA-PTC Academic Catalog.

DEVELOPING A CONSTITUTION
The following is an outline of the information to be included in a constitution.

Article I The name of the organization
Article II Affiliation with other groups (local, state, national)
Article III Purpose, aims, and functions of the organization
Article IV Membership requirements and limitations
   - Section A Types of membership
   - Section B Eligibility for membership
Article V  Officers (minimum requirement is president, vice president, secretary, treasurer; see Role of Officers (page 7)
-Section A  Eligibility of officers
-Section B  Timetable of elections

Article VI  Meetings (frequency, special meetings, and who calls them)

Article VII  Quorum (number necessary to transact business)

Article VIII  Amendments (notice and voting requirements)

CREATING BY-LAWS

By-laws set forth detailed procedures a group must follow to conduct business in an orderly manner. They provide further definition to the articles of the constitution and can be changed more easily as the needs of the organization change. By-laws must not contradict provisions in the constitution. They generally contain specific information on the following topics:

1. Membership (selection requirements, resignations, expulsions, rights, duties).
2. Dues (amount, collection procedures, any special fees, when payable).
3. Duties of officers (powers, responsibilities, specific descriptions, procedures for filling unexpired terms of office, removal from office).
4. Order of business (standard agenda for conducting meetings).
6. Amendment procedures (means of proposals, notice required, voting requirements).

ROLES OF OFFICERS

Officers are advocates for the organization and should work with all levels of administration to promote good communication to achieve the organization’s goals. Students considering officer positions should make a commitment to help better the organization and realize the time commitment that is requested. All officers should attend all meetings and functions of the organization.

Suggested Duties of the president
-Create agendas.
-Call and run meetings.
--Recruit and maintain membership.
-Work with advisors.
-Delegate organization responsibilities.
-Be responsible for overall organization involvement.
-Serve as an example for other members by exhibiting positive behavior becoming of a student leader.

Suggested Duties of the vice-president
-Work directly with the president on all organization projects.
-Give leadership to committee chairs.
-Register events on/-off-campus with Associate Dean of Students.
-Assume president’s role if need arises.
-Conduct business when president is unable to.
-Help the president/facilitator of meeting stay on track.
Suggested Duties of the treasurer
- Develop budget with officers, organization’s/organization’s advisor, and membership.
- File a Year-End Report.
- Maintain accurate record of expenditures (receipts) and funding.
-- Cosign with advisor on funding request

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, by-laws, and advisors with the Student Affairs Office.
- Turn in the Year-End Report by assigned deadlines.
- Maintain a notebook of agendas, minutes, events, and pictures.
- Have minutes of previous meeting viewed and approved at next meeting.
- Obtain approval from the Student Affairs Office before hanging all posters, flyers and other publications.

* 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 organization has been and why.

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. If the organization has agreed upon a standard format for minutes, the secretary can use a standardized form and fill in preliminary rough draft information before the meeting in order to fill in discussions, etc. as they occur.

Helpful hints on format and final preparation are:
- Use good quality paper of standard size.
- Type only on one side of the paper.
- Use a standard format:
  List names of those present and absent.
  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, motions, summary of discussion, and record of vote.
-Time of adjournment.

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; individuals 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 and advisor 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.

PARLIMENTARY 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 move 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. 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 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.

It is suggested that meetings should be scheduled with at least 48 hours’ notice and that agenda items be sent to all members in advance of the meeting.

**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.
  
  Call to order  
  Correction and approval of minutes  
  Officer Reports  
  Committee report  
  Old business  
  New business  
  Special issues  
  Announcements  
  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**
- Stick to the agenda.
- Start on time. End on time.
- Greet members and make them feel welcome.
- Encourage group discussion to get all points of view and ideas. This will produce better quality decisions as well as highly motivated members. Members attending meetings will feel their participation is worthwhile.
- Encourage feedback. Ideas, activities, and commitment to the 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 accomplishments/contributions to the organization.
- 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.
ORGANIZATION RENEWAL FORM

Date_____________________

Organization___________________________________________________________

_______ Semester (Fall or Spring)

President______________________ Phone:________ E-mail______________________

Vice President__________________ Phone:_______ E-mail______________________

Secretary______________________ Phone:_______ E-mail______________________

Treasurer______________________ Phone:_______ E-mail______________________

Advisor_______________________

1. Describe the organization’s goals for this semester.

2. What activities do you have planned for this semester?

Signatures:

President_______________________________________
Vice President __________________________________
Secretary_______________________________________
Treasurer_______________________________________

Note: If advisor is changing from previous one or if one is being added, please file an Advisor Form.
YEAR-END REPORT

This report must be filed with the Student Affairs Office by May 1st.

Organization___________________________________________________________

Total Membership (attach roster) __________________________________________

Funding received from Student Life $___________________________

Funding received from all other sources $___________________________

Funds in your agency account $___________________________

Name, Phone Number, and E-mail of Officers for next academic year (if known).

______________________________________________________________________

List of club meetings/ programs/event/trips/activities for the year, with attendance numbers and program description for each event, copy of advertising, and pictures. Please submit meeting minutes and agendas where applicable.

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24
ADVISOR FORM

This is to certify that I agree to serve as faculty/staff advisor to (name of organization) for the school year of 20_______.

I have read and understand the responsibilities of an organization advisor, the UA-Pulaski Technical College Student Organization Handbook (rules and regulations governing campus-approved organizations), and the Student Handbook section of the Academic Catalog.

Name (please print)___________________________________________
Office (building and room number)_______________________________
Office phone number__________________________________________
Alternate phone number________________________________________
Advisor Signature__________________________________________ Date__________________
Supervisor Signature_______________________________________ Date__________________
ROSTER OF MEMBERSHIP

Organization_____________________________ Date_____________

Is this the charter membership for a new organization? Yes_____ No_____

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Student ID No.</th>
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</table>
REGISTRATION OF ORGANIZATION EVENT

Organization_________________________________________________________

Date of event______________________________ Time of event______________

Location of event

     ______On-campus—where?_____________________________________________
     ______Off-campus—where?____________________________________________

Type of event planned_________________________________________________

Advisor _________________________ Phone _________________________________

Activities to take place_________________________________________________

     ___________________________________________________________________

     ___________________________________________________________________

     ___________________________________________________________________

Refreshments to be served________________________________________________

     ___________________________________________________________________

     ___________________________________________________________________

     ___________________________________________________________________

Advertising/publicity to be used___________________________________________

Signature of advisor____________________________________________________

Signature of organization president_______________________________________

Date of request________________________________________________________

________________________________________________________________________

________Approved  ________Disapproved

Signature of College representative________________________________________

27
STUDENT ORGANIZATION FUNDING REQUEST APPLICATION

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Number of Members:</th>
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<thead>
<tr>
<th>Event/Conference/Trip Name:</th>
<th>Date(s) of Event</th>
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<table>
<thead>
<tr>
<th>Location of Event/Conference/Trip</th>
<th>Time:</th>
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<tr>
<th>Semester Money Will Be Used:</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<th>Description of Event/Travel/Conference/Recruitment Activity: (Attach Conference/Event Brochure)</th>
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<th>Desired Outcomes: (Attach your method of evaluation-if applicable)</th>
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<th>Target Audience: (Attach advertising if applicable)</th>
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We understand that this is an application request for funding. Funding is not guaranteed. Funding decisions are made by SOFC, which will consist of one member for each Registered Student Organization. If awarded we agree to turn in all receipts & forms within 3 days of an event/trip to the Business Office. Failure to meet the above deadline or to follow travel/purchasing guidelines may result in denial of funds in the future.

<table>
<thead>
<tr>
<th>President:</th>
<th>Signature:</th>
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<tbody>
<tr>
<td>Phone Number/E-mail:</td>
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<tr>
<td>Treasurer:</td>
<td>Signature:</td>
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<td>Phone Number/E-mail:</td>
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<tr>
<td>Advisor:</td>
<td>Signature:</td>
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<tr>
<td>Phone Number/E-mail:</td>
<td>Does Advisor Have UA-PTC P-Card:</td>
</tr>
</tbody>
</table>

For Office Use Only
Date Received:
Please list all items that you wish to purchase and the estimated cost of each item. Please attach written quotes/contracts from agents/vendors if available. See the Funding Application Instruction Page for an example of this section. (Print Only)

### Funding Requested by Category

<table>
<thead>
<tr>
<th>Category Classification (Code)</th>
<th>Requested Amount</th>
<th>Amount Allocated</th>
<th>Date Receipts &amp; Report Due</th>
<th>P.O.#</th>
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</thead>
<tbody>
<tr>
<td>Food/Catering</td>
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<tr>
<td>Travel (Hotel, Gas, Meals)</td>
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<td>Registration Fee</td>
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<td>Speaker/Talent Fee</td>
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<tr>
<td>Equipment Rental</td>
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<tr>
<td>Miscellaneous Supplies</td>
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<td>Other:</td>
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<td>TOTAL REQUEST</td>
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For Committee Use Only – Please Do Not Write Below This Line

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<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>____________</td>
<td>Organization is a Recognized Student Organization in Good Standing with Student Affairs Office</td>
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<tr>
<td>____________</td>
<td>Date Organization Turned in Evaluation Form</td>
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<tr>
<td>____________</td>
<td>Date Organization Turned in All Receipts</td>
</tr>
<tr>
<td>____________</td>
<td>Date Organization Turned in TR-1 Travel Forms (If Applicable)</td>
</tr>
</tbody>
</table>
FUNDING REQUEST APPLICATION INSTRUCTIONS

There are two sections that must be completed when making a funding request: The Request Cover Form and the Budget Detail Form. Each program/event/trip/conference that your organization is requesting must have a separate Detail and Budget Form. Please note all applications are due one week before the monthly SOFC meeting to the Student Affairs Office.

Contact Information and Request Cover Form Instructions (Page 1 of application)
The Funding Request Application form will be the front cover page of your application. Please complete this form as follows:
1. Write the name of your organization.
2. Number of members who are in your organization at the time you fill out the request for funding.
3. The name of your event/conference/trip. For example, if you were going to New Orleans to perform community service, you could name it New Orleans Community Service Trip.
4. Date of the event/conference/trip. If it is more than one day, please list all dates (November 1 – 4 2011). Please include year.
5. Location of event/conference/trip. If on-campus, please include which campus and the room. Room reservations need to be made prior to funding application being approved. Rooms at UA-PTC fill up very quickly.
6. Please include your start and end time. Remember to include am or pm.
7. Select which semester you plan to use requested funds.
8. Please print a brief statement outlining the description of the event/conference/trip. Attach conference brochure or event advertisements. Community service project request for funding should include information about the community group you are helping.
9. What are your desired outcomes? Another way to think about this category is to think about if the event/conference/trip goes as planned what does success look like? What do you hope to accomplish?
10. Target Audience – students, faculty, staff, community members of NLR/LR, children. The target audience may include more than one group listed above. Target audience may also include more than one group listed above.
11. Complete the name and phone numbers section so that if there are questions regarding the request or the organization, the SOFC and Associate Dean of Students will have contact information. Funding Applications should be supported by the entire student organization, so it is important that the President, Treasurer, and Advisor sign their approval on behalf of the organization. Forms that do not have all three signatures will be considered incomplete and will be returned to the organization.

Detailed Budget Form (Page 2 of application)
1. Please list all your expenses related to the funding request. Please list expenses by Category. (See #2 for example)
   Food/Catering: NLR and South Campus’s preferred caterer is Aladdin Food.
   Travel: Hotel, Rental Vehicle, Airline, Mileage, Meals, Metro/Taxi, Baggage Fee
   Registration Fee: Conference Registration, Game Registration Fees (Baseball/Basketball)
   Speaker/Talent Fee: DJ, Musicians, Guest Speakers
   Equipment Rental: Inflatables, Sounds equipment etc.
   Miscellaneous Supplies: Office supplies and non-food items available at Department Stores.
   Other: Hiring Security, Room Rental etc.
   ** Gift Cards & Phone Cards may not be purchased with these funds**
2. If you are requesting travel. Please list how many people will be attending. Student must be a currently enrolled UA-PTC student.
3. If you are receiving additional funding from other sources for the conference/event/trip, please note.
4. Please attach written quotes or estimates to support your costs. For example, copies of receipts from the last time this event was held, written quotes from agents/vendors your organization intends to use, catalog listings, etc.

Attachments are page 3, 4, 5…..
   Brochure/Conference Information, Evaluation Method, Advertising, Written Quotes from vendors or previous receipts from last time event was held, catalog listings etc.