

UAMS Academic Affairs Policy - 2.2.2



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs
Subject: Registration of Recognized Student Organizations
Number: 2.2.2

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BACKGROUND

The University of Arkansas for Medical Sciences (UAMS) embraces student engagement in various activities that serve to enrich the lives and educational experience of students.

PURPOSE

The purpose of this policy is to establish guidelines for UAMS student organizations that are required to register with the Campus Life and Student Support Services (CLSSS) department. Registration means submitting a “UAMS Student Organization Registration” form and other information described in the section “Registration” below. Those organizations required to register will be listed on the CLSSS Web site as recognized student organizations.

DEFINITIONS

For purposes of this policy, a recognized student organization is defined as a group of five (5) or more currently enrolled UAMS students, faculty, staff and/or individuals from the community whose primary purpose is to support the goals and mission of the University. Only students may serve as officers or have a controlling interest in the organization. All organizations must have a designated University faculty or staff member to serve as advisor. These organizations must adhere to expectations of the entire UAMS community, contribute positively to the campus and abide by all State laws and University policies. Student organization categories recognized by UAMS include Academic/Professional, Institutional, and Service Groups.

UAMS is aware that students may organize themselves into groups to pursue common social, religious, political or athletic objectives outside the scope of their education and professional goals. This policy does not restrict or inhibit the rights of students or student groups to form

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other types of organizations, but it sets forth guidelines for determining which organizations are required to register with the CLSSS Office in the Student Center.

Types of Student Organizations Required to Register Academic/Professional:

Academic/Professional organizations are student organizations and local chapters of National Organizations whose primary purpose is to support and enhance the academic goals of the University. Examples: American National Dental Hygienists' Association; American National Medical Association.

Institutional: Institutional organizations are student organizations that are essential to the fundamental purpose of student learning and whose primary function is to support the mission and goals of the University. Examples: Associate Student Government (ASG); Graduate Student Association (GSA); Student Councils.

Service Group: Service Group organizations are student organizations geared primarily to supporting the missions and goals of the University by providing community service learning opportunities for students. Examples: 12th Street Health and Wellness Center, Global Health Interest Group.

PROCEDURE

Registering an Organization

Anyone interested in starting a recognized student organization should contact the CLSSS Student Center Office: phone - 501-686-5654 or CLSSS website - <http://studentlife.uams.edu/>

Criteria for Recognition: Recognition will be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University.

Process: At the beginning of each academic year, a UAMS Student Organization Registration form must be submitted to the CLSSS Student Center Office, along with a copy of the organization's constitution/bylaws. Constitutions/bylaws are kept on file and should be updated annually. Forms must be signed by the organization's sponsor/advisor. Incomplete forms will not be considered. The following information must be submitted on a registration form, which is available at www.studentlife.uams.edu:

1. Organization Name
2. Sponsoring College/Dept.
3. Type of Organization
4. Mission/Purpose
5. Fees, dues, or other funding sources
6. Officer and leadership structure
7. List of student membership

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8. Faculty Advisor
9. Time and location of meetings
10. Contact person

Completed registration forms and constitution/bylaws should be sent electronically to the address noted on the CLSSS webpage; these documents will be reviewed and filed in the CLSSS Student Center Office, and the student organization's link will be updated on the CLSSS webpage <http://studentlife.uams.edu/>.

Recognition shall be denied if the evidence shows that the proposed organization conflicts with the educational goals and mission of the University, including but not limited to:

- The regular and orderly operation of the University
- The requirements of appropriate conduct within the University community
- The academic pursuits of teaching, learning, and other campus activities
- The laws or public policies of the State of Arkansas and the United States
- The statutes and regulations of the University

Annual Renewal: Registration forms should be submitted each year with updated officer names, membership count, etc. In addition, any changes to the organization's constitution or local charter must be submitted through the procedures for registration. Constitutions are kept on file in the CLSSS Student Center Office and must be updated annually.

Annual Reports

As part of the recognized student organization (RSO) renewal process, annual reports are required to ensure that student organizations are meeting expectations, assessing the activities they offer the campus, and reviewing feedback from members.

Annual reports are due at the end of each academic year and should be submitted electronically by uploading the attached excel document in survey monkey (see link below):

<https://www.surveymonkey.com/r/3WBN2LZ>

If an organization has not sponsored any events, programs, or meetings the template should still be uploaded with an explanation as to why no activities were hosted.

If an event is planned after the form is submitted, it should still be included on the spreadsheet. Add/Estimate as much information as possible. Club meetings should also be included on the form.

Best Practices:

- Document within a week of each activity to ensure details are accurate.
- Review your annual report with your advisor before submitting.

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Note: Annual reports are required before an organization can be renewed for the following year. If organization leaders fail to renew their organization, the organization will no longer be active and lose their 'recognized organization' status at UAMS.

Use of UAMS Conference Room Facilities by Other Student Groups

Other student organizations or groups, which do not meet the criteria for recognition under this policy, but wish to use UAMS conference room facilities, must follow the procedures outlined in the UAMS Use of Conference Room Facilities Policy (12.2.01).

Relation to UAMS

The Student Government Association and other recognized student organizations are independent associations. They are not agents or representatives of the University of Arkansas Board of Trustees, the University of Arkansas, or the University of Arkansas for Medical Sciences, and they are in no way authorized or empowered to enter into any agreement, contract or understanding on behalf of UAMS. Any provision or understanding that binds UAMS through one of these organizations is null and void. UAMS is not responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.

Use of the UAMS Name or Logo

Student organizations should contact the Office of Communications and Marketing at 501-686-8992 to request authorization to use the UAMS name or logo.

Non-Discrimination Clause

No student organization shall discriminate against a qualified member at UAMS on the basis of their color, race, religion, creed, sexual orientation, national origin, age, gender, marital status, ability, or veteran status, and all shall abide by the UAMS Anti-Discrimination Policy (Policy 3.1.10).

Misconduct

Student organizations, whose members commit, encourage, condone, or contribute to violations of the policies of the University Of Arkansas Board Of Trustees, UAMS policies including the Basic Code of Conduct and college policies governing student behavior, or the laws of Arkansas or the United States are strictly prohibited.

Event Requirements

All recognized student organizations must adhere to the Campus Event Policy set forth by the University (Policy 3.1.47). Events must be submitted for approval through the event request form which is found on the UAMS website at <https://events.apps.uams.edu/>. This request should include the venue, description of event, time, date and contact person. The request should be

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submitted two weeks prior to the date of the event; a request does not guarantee approval. If a student organization wishes to host a fundraising event, please contact the Associate Provost for Students and Administration for guidance.

REFERENCES

University of Arkansas Board of Trustees Policy 715.1, Use of University Facilities

UAMS Policy 12.2.01, Use of Conference Room Facilities.

UAMS Policy 3.1.10, Anti-Discrimination

UAMS Policy 3.1.47, UAMS Events Policy and Master Calendar Procedure