

THE STANDING POLICY OF THE  
ORGANIZATIONAL AFFAIRS  
COMMITTEE

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**Article I. Purpose and Membership**

- A. The Organizational Affairs Committee (OAC) is a standing committee of the Stout Student Association (SSA). The OAC regularly recommends to the SSA for the creation, renewal, and support for student organizations on campus.
- B. The purpose of the OAC Standing Policy is to outline the processes, procedures, and guidelines that are used by the OAC for managing both new and current student organizations at UW-Stout.
- C. Business conducted by the OAC is to include, but not limited to:
  - a. Review and introduce all new student organizations seeking recognition to the University Student Senate of the SSA.
  - b. Provide counsel to all recognized student organizations.
  - c. Retain oversight of all recognized student organizations to assure compliance with all regulations.
  - d. Review SSA governing materials pertaining to student organizations.
    - i. Constitution
    - ii. By-Laws
    - iii. Organizational Affairs Standing Policy
    - iv. Student Organization Code of Conduct
- D. Membership of the OAC shall consist of at least five (5) voting members from the University Student Senate and one (1) advisor from the Involvement Center with non-voting privileges.
- E. The Organizational Affairs Director shall chair this committee.
- F. A Vice Chair shall be selected within the first two (2) meetings of the OAC.
  - a. The Vice Chair shall be charged with recording minutes.
  - b. The Vice Chair shall chair the OAC in the case that the Organizational Affairs Director is unable to.
- G. The OAC shall meet weekly as needed on a date and time decided by the chair.
- H. Quorum shall consist of 3/5ths of the voting members.

**Article II. New Organization Recognition Process**

- A. All student organizations seeking UW-Stout recognition shall follow the new organization recognition process.
- B. Students enrolled at University of Wisconsin - Stout shall be free to organize and participate in organizations for the following purposes:
  - a. Academic interests
    - i. Groups that provide an opportunity to discuss and share information related to a specific academic discipline and/or career offered by UW-Stout.
  - b. Honor societies
    - i. Groups that recognize superior academic achievement and leadership qualities and are usually based on professions and/or academic programs.
  - c. Cultural and Identity interests

- i. Groups that provide an opportunity to increase campus understanding of a specific culture and/or identity, provide students with an avenue to explore, celebrate, and provide programs and services designed to support those cultures and/or identities.
  - d. Fraternity and Sorority life
    - i. Groups that provide a brotherhood/sisterhood community which encourages academic achievement, leadership and community service.
  - e. Service and Volunteerism
    - i. Groups that function mainly to provide service to the campus and/or community and surrounding areas.
  - f. Special interests not affiliated with a prior initiative on campus
    - i. Groups that provide communities for students to discuss and share information about specific topics and common interests, raise awareness about a variety of issues, and/or cover topics that are not included in another category.
  - g. Religious and Spiritual interests
    - i. Groups representing diverse faith communities and belief systems that observe and follow religious and/or spiritual practices and traditions. These groups offer fellowship and outreach through a variety of programs, activities and services as well as provide resources and support for students seeking spiritual wellness.
  - h. Campus Governance
    - i. Groups responsible for coordinating campus activities and supporting the function of campus-wide populations. These governing bodies serve as representatives for the student body.
  - i. Sport interests
    - i. Groups that participate in an athletic activity that is not represented by a varsity sport.
  - j. Media/Publication
    - i. Groups that provide opportunities for members to gain hands on experience through various means, including TV, radio, and print.
  - k. Or by the consent of the Organizational Affairs Committee of the U.S.S.
- C. Every new organization must submit a petition for a new student organization on the web-based organization management system (currently OrgSync). Petitions may be submitted within the two indicated petition periods (September and October or January and February).
 

Petitions must include the following information:

  1. Organizational category listed in Article II, Section B
  2. Purpose statement (As defined by the constitution template on the web-based organization management system – currently OrgSync)
  3. Reasons for wanting to become a recognized student organization
  4. List of at least four (4) students who are interested in joining the organization
  5. How the organization is different from other recognized organizations on campus
  6. Advisor name and contact information
  7. Any other relevant information regarding the organization

- D. Once a petition is reviewed by the OAC, it will be forwarded on respectively to the following organizations to consider recognition:
- a. Social Greek organizations
    - i. Petitions will be forwarded to a representative from the Interfraternity Council (fraternities) or the Panhellenic Council (sororities) respectively. All expansion policies of the IFC and Panhellenic Council must be followed to be considered for recognition.
    - ii. Only nationally recognized fraternities and sororities may apply for recognition with the SSA. Local fraternities and sororities will not be eligible for recognition. Any local groups already recognized on campus as of 2016 (Phi Theta Chi, Chi Lambda and Kappa Lambda Beta), will be grandfathered in unless they lose their recognition at any point in time.
    - iii. Greek organization petitions will first be approved by IFC or Panhellenic Council before being brought to the OAC.
  - b. Sport Clubs
    - i. Petitions will be forwarded to the Sport Clubs President.
    - ii. A sport club is defined by the following categories
      - 1. Competitive: Clubs created that demand interest an opportunity for students other than varsity athletes or because no varsity athletic team exists. The team practices, trains, and is eligible to compete in registered extramural, regional, national or open tournaments/competitions. Clubs may also utilize facilities for practices/competitions and equipment storage. The club must also promote a balanced lifestyle of wellness and physical activity.
      - 2. Recreational: Clubs that do not meet all of the requirements above, but involve an organized group for sport and recreational participation on a regular basis that is not readily and feasibly available to students under informal recreation or Intramural Sport. The club incorporates a variety of participation opportunities including meetings, clinics, practices, informal gatherings, and philanthropic functions.
      - 3. Instructional: Clubs that focus on introduction, qualified instruction, and advancement of specific skills and techniques. Instruction covers the necessary physical and mental safety prerequisites from participation, as well as strategy and rules. Instruction should be provided for all levels of skill from beginner to advanced. Clubs use facilities and storage for practices and equipment.
    - iii. Additional information will be collected by proposed organization including:
      - 1. Roster of at least 10 interested students (along with each student's year in school)
      - 2. Yearly calendar of proposed activities for the club
      - 3. Yearly budget of expenses and revenues, including dues and fundraising

4. A statement outlining the risks associated with participation in the activity
      5. The name(s) and contact information for any league or local/state/national governing body or association, if applicable
    - iv. Once petition is received, the Sport Clubs Executive Board will schedule a meeting with the proposed club's officers to discuss the proposal
  - c. All other organizations
    - i. Petitions will be forwarded to the OAC
- E. If the petition is approved, the organization shall then submit the request for becoming a new organization on the web-based organization management system (currently OrgSync) within thirty (30) days of the approved petition date, or at the discretion of the OAC.
- F. Requests for recognition includes but is not limited to:
  - a. The completion of officer and advisor agreement forms.
  - b. Officer contact information and meeting times.
  - c. Development of a constitution (and bylaws if applicable).
    - i. Including information but not limited to:
      1. Name of the organization
      2. Purpose
      3. Membership
      4. Officer roles and duties
      5. Meetings
      6. Committees
      7. Parliamentary authority to be followed by the organization
      8. Amendments (prescribing procedure for making changes to the constitution)
  - d. Current membership roster.
  - e. One year plan for the new organization.
    - i. One year plans shall include ideas for recruitment, events, conferences, etc., that support the organization's mission and goals.
    - ii. Organizations must submit the one year plan within the registration form and present it at one OAC meeting.
- G. Prior to becoming officially recognized, student organizations may reserve the Involvement Center meeting room for two occurrences for the purpose of preparing their application request.
  - a. Reservations for this meeting room must be coordinated with the Director of Organizational Affairs.
- H. Upon receiving the request on the web-based organization management system (currently OrgSync), the Organizational Affairs Committee will review the organization and determine what requirements still need to be met or suggested revisions.
  - a. If the organization does not get revisions back to the OAC within the end of the current SSA year, the request will be denied but could be considered for the next review period.

- b. A 2/3rds vote of quorum will constitute an approval of a satisfactory submission request.
- I. Upon a satisfactory submission request, the organization request will be sent to the University Student Senate for a vote.
  - a. Organizations may be invited to a University Student Senate meeting and set up an open forum with the Director of Organizational Affairs to provide a brief overview of their organization and reasoning for recognition.
- J. If approved by University Student Senate, the organization's officers will need to attend a new organization training session set up by the Director of Organizational Affairs and Director of Financial Affairs in consultation with the Involvement Center.
- G. Newly recognized organizations will be eligible to apply for funding through the SSA
  - a. If recognized within the fall semester, the organization will be eligible to apply for an annual budget for the next fiscal year.
  - b. If recognized within the spring semester, the organization will be eligible to apply for contingency funds in the next fiscal year.
- K. Organizational Affairs Committee members will be advisors for new organizations through an introductory period through the end of the academic year.

### **Article III. Recognized Organization Renewal Process**

- B. Every student organization must go through the annual renewal process of recognized student organizations.
  - a. The renewal process will be open from September 1<sup>st</sup> through September 30<sup>th</sup>.
  - b. Unless the organization is subject to disciplinary sanctions that prevent them from participating in the renewal process, the active status of a recognized student organization will remain in effect until August 31<sup>st</sup> of the following academic year.
  - c. The process will be open on the web-based organization management system (currently OrgSync) and is the responsibility of the organization to complete this process.
- C. The renewal process includes but is not limited to:
  - a. The completion of officer and advisor agreement forms.
  - b. Updated contact information and meeting times.
  - c. Updated constitution and/or bylaws.
  - d. Updated membership rosters.
  - e. Banking information, if applicable
    - i. Agency or off-campus
    - ii. Signers name, contact information
    - iii. Bank name
  - f. Other updated organizational information.
- D. If an organization fails to participate in the renewal process, the organization will be disbanded and lose all rights and privileges.
- E. If an organization is deemed inactive for two (2) academic years in a row, they will no longer be considered for renewal.

- a. If a student is interested in building a new organization around the same topic of interest as a disbanded organization, they will have the opportunity to either renew the organization or start a new one (with the exception of local Greek organizations as stated in Article II, Section D, Clause a-ii of this document).
  - b. If a new organization is started on the same topic of interest as a disbanded organization, the organization will no longer be considered for renewal in those two years.
  - c. After three (3) consecutive inactive years, all organization agency account monies will be distributed back into the Stout Student Association's general fund (128-0-858101), as referenced in the university's administrative procedure 29.
- F. Any changes made within the organization throughout the academic school year must be reported on the web-based organization management system (currently OrgSync) immediately upon knowledge of such change.
- a. If at any point an organization is without an advisor, they will have thirty (30) days to acquire a new advisor.
    - i. If no advisor is found, the organization will be disbanded and deemed inactive for the remainder of the current academic year.

#### **Article IV. Policies for Affiliated Student Organizations**

- A. Student organization affiliation with non-UW Stout entities is permitted solely for the purpose of providing support and resources for the organization.
- B. Organizations with affiliations should ensure that all organization activity is being initiated and driven by current UW-Stout students.
- C. In addition to a UW-Stout faculty or staff advisor, a student organization with an affiliation with a non-UW Stout entity may designate one liaison who represents the external organization. This liaison's name and contact information will need to be submitted to their OrgSync account during the renewal process and adhere to the following requirements.
  - a. Complete affiliate agreement form distributed by the Director of Organizational Affairs at the beginning of the academic year.
  - b. Clearly communicate that they serve as a liaison of the off-campus organization and not a staff member or representative of UW-Stout.
  - c. Serve in the primary focus of coaching, supporting, and mentoring members of the organization's executive board to achieve effective leadership.
  - d. Support the organization's mission, as well as adhere to all UW-Stout student organization policies and procedures.
- D. Organization liaisons will be restricted from making organization decisions including, but not limited to: lead programmatic efforts, request room reservations, submit catering orders, applying for funding requests, and participating in recruitment efforts.



**Article V. Organizational Appeal Process**

A student organization may appeal decisions if they believe the OAC did not follow policy or procedure, or the OAC created unfair policy. The appeal process is as follows:

1. Contact the Director of Organizational Affairs within ten (10) business days of the decision they are appealing.
2. The Director of Organizational Affairs will add the appeal to the OAC agenda within two meetings.
3. The organization will present the appeal to the OAC which will be recorded via audio or video.
4. If the appeal is denied by the OAC, the organization can further appeal to the University Court through the "Student Organization Complaint and Appeal Form" within ten (10) business days of official notification.

**Article VI. Amendments to the Organizational Affairs Committee Standing Policy**

- A. Amendments may be proposed by any member of the OAC.
- B. The amendment must be presented to the committee at any regularly scheduled meeting.
- C. Upon discussion within the OAC, the amendments shall be presented to the U.S.S. for approval.
- D. Amendments are able to be voted upon during the first meeting and passed with a 2/3<sup>rd</sup>'s vote.

For help, contact the Director of Organizational Affairs ([ssaorgaffairs@uwstout.edu](mailto:ssaorgaffairs@uwstout.edu)), any Organizational Affairs Committee Member, or the Organizational Affairs Committee Advisor if more information is required.