

New Student Organization Information

GETTING STARTED

If you are interested in starting a new student organization, we provide you a limited opportunity to utilize on-campus facilities to gauge interest prior to completing all registration requirements. You may reserve meeting space on one occasion through Events Management (<http://www.utsa.edu/calendar/plan.cfm> , click "Request an Event") for the sole purpose of having an interest meeting. You will need to notify them that you are reserving space to hold an interest meeting for a potential student organization. An interest meeting is defined as a meeting to explain the purpose of the organization, identify individuals interested in forming the organization and completing the requirements of registration (i.e. creating a constitution). In addition to having one interest meeting, you may post on campus once (i.e. to advertise the interest meeting).

Postings must be approved through Student Activities (see the policies regarding postings). Again, you will need to notify Student Activities that it is a posting for a potential student organization.

Note: These allowances do not apply to single-sex organizations (see definition on page 6 of the Handbook). The procedures for starting a new single-sex organization prohibits any interest groups to operate on campus prior to being invited to expand onto campus. For more information regarding the expansion process, refer to the policies outlined in the Student Organization Handbook or talk to the Associate Director of Fraternity and Sorority Councils in Student Activities.

NEW STUDENT ORGANIZATION - NAME & USING THE UTSA LOGO

- The name and purpose of the student organization must be unique—the name and purpose cannot duplicate the name and purpose of an existing student organization.
- Registered Student Organizations who choose to use UTSA in their title must use the following format: **(Name of Organization) at UTSA**. Student organizations are not official entities of the University and may not represent themselves as such.
- Student organizations cannot use the University trademarks, seal or logos (including Rowdy/mascot), without permission, as part of any letterhead, sign, banner, pamphlet, t-shirt, or other printed material that bears the name of the organization. Furthermore, student organizations may not manipulate or otherwise alter any trademark, seal or logo of the University without express permission. To learn more about Trademarks and Identity Guidelines, visit <http://www.utsa.edu/ucm/resources/identity/licensing/index.html> .
- Student organizations may indicate existence at the University as part of any letterhead, sign, banner, pamphlet or other printed material that bears the name of the organization by adding the phrase "at The University of Texas at San Antonio (or UTSA)".

NEW STUDENT ORGANIZATION REGISTRATION PROCESS

In order to form a new student organization on campus, there are four steps that must be taken:

1. Attend a New Organization Meeting offered by Student Activities where you will be given information of the online process. (See RowdyLink for dates)
2. Through the on-line process, you will need the following items ready:
 - Name, Description, Email Address
 - Must have a minimum of **five** members and **one** faculty/staff advisor. (must have UTSA email addresses)
 - **The Signed Advisor Agreement Form**
 - A constitution that is compliant with all required Constitution Guidelines (as outlined in the Student Organization Handbook).

3. Receive an official notification from Student Activities that the organization is a registered student organization.
4. Attend, at the level required of the University, one of the State Mandated Risk Management Training Sessions. These are generally offered at the beginning of each semester.

CONSTITUTION GUIDELINES

1. **Name (required)**: States the official name of the student organization. The name of the student organization must follow the "Guidelines for Naming Your Student Organization and Using the UTSA Logo" in the Student Organization Handbook. Specifically, the student organization cannot use the words "The University of Texas at San Antonio" or "UTSA" as a part of the name of the organization.
2. **Date of Creation and Revision (required)**: Provides the dates of creation and latest revision at the end of the document. If no revision has taken place since creation please denote "no revision since creation".
3. **Purpose Statement (required)**: The purpose statement is a short, detailed description of the purpose for the existence of the group.
4. **Membership (required)**: Defines the composition of the student organization including membership requirements and selection procedures. Any UTSA student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the University. A student organization must have at least five members to register.
5. **Legal Agreement Statement (required)**: The organization agrees to abide by all University policies and local, state, and federal laws.
6. **Officers (required)**: List each major officer position with respective duties and authority. Describe who is eligible to be an officer (including academic requirements), how one becomes an officer, and how one obtains or loses officer status. Eligibility requirements must be included in this section that meet or exceed those described in the Student Organization Relationship Statement (at least a 2.25 UTSA cumulative GPA (3.0 for graduate students)).
7. **Procedures for Decision Making (required)**: Defines how decisions will be made in the control of organizational activities and finances, including a definition of a quorum (required). Quorum is a percentage or fraction of members that must be present to conduct business— such as two-thirds, three-fourths, 50%+1, etc.?
8. **Disbursement of Organization Assets (required)**: Should the student organization become defunct, provide a means to disburse the organization's assets in this article.
9. **Executive Board (recommended)**: Describes the special responsibilities and powers given to the Executive Board. Determine who can enter into contracts on behalf of the student organization.
10. **Committees (recommended)**: If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.
11. **Meetings (recommended)**: Describes how often the meetings will be held, who can call regular and special meetings, and attendance requirements.
12. **Parliamentary Authority (recommended)**: Outlines the parliamentary procedures to be used for conducting meetings and official business of the organization. The most commonly used parliamentary procedures are Robert's Rules of Order.
13. **Finances (recommended)**: Defines how funds will be collected, maintained and disbursed.
14. **Amendments (recommended)**: Describes how amendments to the constitution may be made.
15. **Faculty/Staff Advisor (recommended)**: Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.

Note: Student Activities reserves the right to inspect, review or have the student organization update their constitution to meet all guidelines. Note: You need not use the same numbering system as outlined below; just include all components within your constitution.

