UNIVERSITY OF ARKANSAS AT PINE BLUFF

STUDENT ORGANIZATION OFFICER INFORMATION FORM

ACADEMIC YEAR _____

Officers of a registered student organization MUST be students. The minimum requirements that the University sets for students to assume elective and appointive positions in co-curricular activities include:

** Must be regularly enrolled as a full-time student
** Must have and maintain at least **a 2.40 grade point average (Exception: Greek organizations and class officers 2.50)**
** The absence of academic or disciplinary probation (Catalog)

The form is to be completed each Spring for an organization to remain active on campus. Please complete all required information and return to the Office of Student Involvement and Leadership in the Student Union no later than September 10th. **NOTE: Greek organizations must submit this form each semester before Membership Intake.**

PLEASE GIVE FULL NAMES. TYPE.

Today's Date			
Name of Organization			
Faculty/Staff Advisor			
Campus Address		Phone	
President		E-Mail	
Local Mailing Address			
Local Phone #		SS#/ID	
Vice President			
Secretary			
Treasurer			
Other Officers: (List name and position)			
Current No. of Members (including pledges)			
Type of Membership:	Student Only	Student/Faculty	
Check Organization Classification:			
Department Club/Professional Society		Activity and Service Club	
Social Fraternity/Sorority		Governing Board	
Special Interest Organization		Hometown Club	
Honor Society		Religious Organization	
Resident Hall		University Related	
Please check to see if the constitution on file is current and correct.			
OFFICE USE ONLY			
Date Received:		Latest Constitution Dated:	

UNIVERSITY OF ARKANSAS AT PINE BLUFF

FACULTY/STAFF ADVISOR CONSENT FORM
ACADEMIC YEAR _____

The following criteria must be met to be a faculty/staff advisor for a Registered Student Organization:

- ⇒ Full-time faculty/staff member
- ⇒ Part-time faculty/staff member who is not enrolled in any degree program
- ⇒ Advisors must actively participate in the organization and regularly attend meetings of the organization

All organizations must have at least one (1) faculty or staff advisor who works closely with the organization and serves as its immediate liaison with the Office of Student Involvement and Leadership. An advisor is defined as any member of the faculty or professional staff whose duty shall be to counsel the organization. The advisor shall be available to meet with members of the organization at their regular meetings or at special call meetings. The University holds the advisor of an organization responsible for the conduct and activities of the organization that is specifically the advisor should do the following:

- ⇒ Assure that the activities are in keeping with the objectives of the organization
- ⇒ Make certain that the activities are in keeping with University regulations
- ⇒ Maintain orderly meeting
- ⇒ Suggest courses of action when the need arises
- ⇒ Encourage the pursuit of desired goals and achievements

Advisors of student organizations are also expected to:

- ⇒ Be present at all major on-campus and off-campus activities sponsored by the organization
- ⇒ Provide an atmosphere for growth among the members
- ⇒ Review requests and assume responsibility for activities
- ⇒ Inform organizations of institutional changes affecting their operations
- ⇒ Be present during all membership intake activities, initiations and inductions
- ⇒ Make certain that students in the organization are familiar with the Arkansas Law on Hazing (See ***The Roar***, page 33)

The advisor or his/her designee must attend all major activities of the student organization (e.g., dances, concerts, etc.). The designee must be a faculty or staff member of the University of Arkansas at Pine Bluff. If the advisor plans to have a designee attend a major event, the Office of Student Involvement and Leadership must be notified at least four (4) week days before the event. The use of a designee in no way minimizes the advisor's responsibility for the conduct and activities of the organization. If at any time during the year you find that you cannot remain as advisor to an organization, please notify the Office of Student Involvement and Leadership.

STATEMENT OF COMMITMENT AND CONSENT

I have read and understand the rules and regulations pertaining to Registered Student Organizations in ***The Roar***, pages 30-38, and affirm that the information contained on the attached Registration Forms is true and correct to the best of my knowledge. I have consented to be faculty/staff advisor to the organization listed below for the _____ Academic Year.

NAME OF ORGANIZATION			
ADVISOR'S NAME (PRINT OR TYPE)			
ADVISOR'S SIGNATURE			
CAMPUS ADDRESS:			
Department		Mail Slot	
Building/Room		Office Phone	

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS.