

Responsibilities of Recognized Student Organizations

Membership Responsibilities

- Maintain an "open" membership program, which encourages prospective members to join. An open membership program is defined as one in which any and all individuals who desire to join the club, and who are eligible to join per university policy, are granted membership in the club. All "New Member Eligibility Requirements" established by a student organization (i.e., GPA requirements or enrollment in an academic program) must be approved by the university.
- UAF student organizations may not discriminate against any individual because of race, color, religion, national origin, age, sex, veteran status, physical or mental disability, marital status or changes in marital status, pregnancy or parenthood. (**Board of Regency Policy P04.01.020. Nondiscrimination Statement.**)

Financial Responsibilities

- Establish an account with UAF for all student organization funds if monies are dealt with. **FUNDS CANNOT BE DEPOSITED IN A PRIVATE BANK ACCOUNT.**

Training Responsibilities

- Send appropriate people to at least one (each) Officer Training, Advisor Training and Treasurer Training offered throughout the year. This is a mandatory requirement, which if not met, will affect recognition of the club.

Responsibilities to Advisor

- Select an advisor (Required for Student, Greek, and Honor Society; Encouraged for Campus)
 - Keep him/her informed of activities and changes within the student organization
 - Obtain advisor's signature on all documents.

Responsibilities to the LIVE Program

- Complete annual re-recognition process.
- Have a clearly defined and lawful mission statement and constitution that are reviewed annually.
- Keep online database updated with current information.
- Pick up mail from your student organization's mailbox in Wood Center at least once a week.
- Maintain a UAF club e-mail account, checking it at least once a week.
- Be familiar with the policies and procedures pertaining to UAF student organizations and the UA Board of Regent's policy pertaining to student organizations; follow all provisions as they now exist or as they may be amended in the future.
- Notify the Student Organizations Program Assistant of your events and activities. We encourage sending any flyers or promotional materials used so that we may post on our calendar and website.
- Agree to conduct affairs in a lawful and ethical manner and in accordance with your constitution and bylaws as well as in accordance with UAF policies and procedures, city ordinances, state statutes and federal laws.