

STARTING A NEW STUDENT ORGANIZATION

1. **Complete and submit a [Pre-Recognition Form](#).** This will require 10 signatures of students, staff, and/or faculty who support the formation of the organization.
2. **Hold two organizational meetings.** All meetings must be held on UAF property. You will be given permission for two room reservations once you've turned in your Pre-Recognition Form. All meetings must be scheduled at least one week in advance, and you are required to advertise.
3. **Define the mission (purpose) of your student organization and write your [constitution and by-laws](#).** A minimum of seven members is required to be recognized.
4. **Elect Officers.** You may elect as many or as few as you choose, but they **MUST** include the following:
 - *Advisor:* a UAF staff or faculty member to guide you
 - *Officers:* at minimum a "president" and a financial officer
 - *Reservationists:* 2 or 3 people authorized to reserve rooms for meetings and events
 - *Account Signers:* have authority to sign financial papers; should include your financial officer, one other member, and your advisor.
 - *Student Organizations database user:* keeps organization's info complete and up-to-date
5. **Complete and submit your organization's info in the [Student Organizations Database](#).** Your database user will send us a UA username and ID# so we can grant access and send directions.
6. Complete an [Account Signers Form](#) to create a UAF funds account.
7. Officers meet with a Student Organizations Resource Center staff member for orientation.

It is important to have a solid foundation of members who are involved and know they are important to the success of the group. When setting up a new student organization, you have an opportunity to share the responsibilities from the start.

Withdrawal of Recognition

Any UAF student organization not complying with the conditions and policies to be recognized as an active group set forth in this handbook will be determined to be inactive. After 3 years of inactivity, recognition will be officially withdrawn.

To re-establish recognition, the student organization must follow the procedures for obtaining recognition. A re-established student organization must clear its previous UAF business office account before a new account may be established. All back debts must be paid and previous balances brought forward to the new account..

For a complete list of all active Student Organizations at UAF, go to <http://www.uaf.edu/woodcenter/leadership/organizations/active/>

To contact the Student Organizations Resource Center:
907-474-1959
studentorgs@uaf.edu