

How to Create a Recognized Student Organization

1. Visit Wingspan (wingspan.ulm.edu) browse the available groups to make sure we do not already have a chapter of the group you wish to start.
2. Read the Student Organization Handbook, available for [download here](#). Please note that you and your group are responsible for all rules, policies, and regulations outlined in this section. Read it in its entirety, as you will be held accountable.
3. Contact Meagan Lee at mlee@ulm.edu for an appointment to go over the basic purpose of the group.
4. If this group has a national affiliate, contact the national headquarters for information about how to get this chapter recognized. (These requirements vary from group to group.)
5. Gather a group of at least ten students who wish to create and run the group with you.
6. Find an advisor (full-time faculty or professional staff).
7. Have the advisor sign the advisor agreement form, found on the next page or [download here](#).
8. Work with the other students starting a group to write a constitution/by-laws for the group. You must follow the outline found in the Student Organization Handbook, including the three mandatory statements. Also include anything the national affiliate requires, if applicable.
9. Contact Meagan Lee at mlee@ulm.edu for an appointment to go over the final details. Bring the names of the students, the draft of the constitution/by-laws, and the advisor agreement form to this meeting.
10. Revise the constitution/by-laws based on corrections given at the meeting with Meagan. Submit the revised version to Meagan for approval.
11. Once the documents are approved, go onto Wingspan and register your group (click Organizations => Register An Organization=> Register A New Organization). Please be sure to select the correct group category.
12. Once Meagan approves this request, the group is now free to hold meetings, events, and advertise itself. Prior to this approval, the group may not function in any capacity outside establishing the group's recognition through the department of Student Life and Leadership and, if applicable, the national headquarters of that group.

ADVISOR AGREEMENT

Student Life

Student Center 257 * Monroe, LA 71209

(318) 342-5287 * (318) 324-3516 ~ Fax

www.ulm.edu/studentlife

The Division of Student Affairs requires all registered student organizations to secure and maintain an advisor who is currently a full-time faculty or administrative staff member at ULM. The Division of Student Affairs believes that student organization advisors are integral to the success of the organization and the development of its student leaders. In order to serve as an advisor, faculty or staff must sign an Advisor Agreement which states the required and suggested roles of an advisor.

The Role of An Advisor

As outlined in the application guidelines for registered student organizations at ULM, the following duties are required of student organization advisors:

- Verify the organization's founding documents and agree to the terms of the University's Hazing Policy and Alcohol Policy by signing off on the Application for a New Student Organization.
- Verify the organization's officer information and agree to the terms of the University's Hazing Policy and Alcohol Policy by signing off on the Student Organization Officer Update Form annually.
- Sign off on reservations of University space and equipment with the appropriate university department granting the reservation.
- Sign off on all event forms.
- Verify the organization's information on all funding requests.
- Verify the organization's president and treasurer information on the organization's checking account.
- Serve as reference to group for University policies and regulations.

Duties that are negotiable with the student leaders include, but are certainly not limited to the following:

- Meet individually with organization president before each meeting.
- Attend officer and organization meetings.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the organization thrive or decline on its own merits; do not interfere unless requested to do so.
- Represent the organization in any conflicts with members of the University staff or faculty.
- Assist in planning events on and off campus.

Advisor Information

By signing this agreement, the ULM faculty/staff member certifies that s/he will fulfill the duties of a registered student organization advisor to the best of his/her ability and that s/he has read, understands and agrees to act in accordance with the University Hazing Policy and Alcohol Policy (available in the ULM Student Policy Manual/Code of Student Conduct online at: www.ulm.edu/ulmstudents/ under "Student Policy Manual").

Name of Registered Student Organization:

Advisor Name: _____ Campus Phone: _____

Date: _____

Email: _____

Campus Address: _____

Advisor Signature: _____

Received by: _____

Date: _____