

## **UNIVERSITY POLICY P-08.00-1/99**

**TO:** University of West Florida Community

**FROM:** Dr. Morris L. Marx, President

**SUBJECT:** Recognized University Organizations or Associations

**Policy/Purpose:** Describes process for developing a recognized campus and organization or association

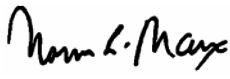
This memorandum provides a procedure of benefit to the University for a group of faculty, staff, and students to form a University organization or association. Organizations solely for students will follow the established procedures in the Student Activities Handbook.

Classified employees who belong to recognized University organizations are permitted to be away from their work place for up to one hour per month to attend meetings of these organizations. To seek recognition for a university organization, a group should submit to the Office of the President a draft constitution for the organization. The purpose of a constitution is to establish the long-term goals, structure and identity of the organization. Bylaws may be established and attached to the constitution. Bylaws outline specific operating rules and should be fairly easy to modify to permit development of the organization's procedures.

The outline that follows provides a menu for developing or revising a constitution.

1. Name of organization (include any national affiliation)
2. Define purpose (goals) and benefits to the University
3. Define membership: how to join; qualifications; term of membership; how to withdraw; eligibility to vote.
4. Meetings: frequency of regular meetings, authorization to call special meetings, quorum.
5. Finance: dues, fees, etc.
6. Officers: list of positions and duties; term of office; method of selection; duties of faculty advisor and method of selection; procedure for filling a vacant office during the term. Note: It is recommended that officer selection occur in spring term with a brief training and transaction period between selection and assuming office.
7. Committees: executive committee, program committees, authorization for ad-hoc committee.

8. Warranties
  1. The organization's purpose and activities are lawful.
  2. The organization does not illegally discriminate in membership practices on the basis of sex and its membership is open to all regardless of race, creed, color, national origin, marital status, or handicap.
9. Amendment: procedures; voting.
10. Rules of Order: Roberts or other rules to be followed.

Approved:  Date 6/26/02  
Dr. Morris L. Marx, President