

**Appendix A: Registered Student Organization Formation Application**  
**NorthWest Arkansas Community College**

*Complete application and return to the Office of Student Life (SC 225E). Proposed constitution and bylaws must be submitted with completed application. For an example, see Appendix (C) of Registered Student Organizations Procedure Manual.*

Date: \_\_\_\_\_

Name of Proposed Student Organization: \_\_\_\_\_

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications for Membership

a. General requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Academic Requirements (if any):

\_\_\_\_\_  
\_\_\_\_\_

Are membership fees collected? \_\_\_\_\_ If so, amount per member: \_\_\_\_\_

Outside Affiliations (list any national, state, or local organizations with which you plan to be affiliated). . If outside affiliations exist, please list the name, phone number, and e-mail address of a contact at the national, state, or local organization:

\_\_\_\_\_  
\_\_\_\_\_

Officers

a. When are officers selected? \_\_\_\_\_

b. How are officers selected? \_\_\_\_\_

c. List founding officers (if known):

Name	Position	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposed dates and times for regular meetings:  
\_\_\_\_\_

Names and signatures of the founding members (must be at least five current NWACC students):

Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NWACC Faculty/Staff Advisor:  
Name: \_\_\_\_\_

Department: \_\_\_\_\_

Office Address: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

I have read and understand the rules and regulations pertaining to student organizations provided by the Director of Student Life. I affirm that the information contained on the registration form is true and correct to the best of my knowledge. I have consented to be the faculty/staff advisor to the above named student organization.

Advisor signature: \_\_\_\_\_

Additional NWACC Faculty/Staff Advisor (optional):

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Office Address: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor signature: \_\_\_\_\_

**Appendix C: Sample Student Organization Constitution & Bylaws**  
**NorthWest Arkansas Community College**

*These may be adapted for the use of any student organization or the organization may write its own. Registered student organizations must submit a constitution and bylaws with the Registered Student Organization Formation application. Constitution and bylaws should be revisited each year and revised, if necessary. Upon revision, please ensure that the Office of Student Life has an updated copy.*

**ARTICLE: Name**

The name of this organization shall be \_\_\_\_\_

**ARTICLE II: Purpose**

Section 1. The purpose of \_\_\_\_\_ is to:

\_\_\_\_\_

Section 2. The specific goals of \_\_\_\_\_ are to:

\_\_\_\_\_

**ARTICLE III: Membership**

Membership shall be open to all Northwest Arkansas Community College students who meet the following criteria (specify requirements).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**ARTICLE IV: Dues and Finance**

Section 1. Dues in the amount of \$\_\_\_\_\_ shall be collected from each regular member each term.

Section 2. The fiscal year of this organization shall be \_\_\_\_\_ through \_\_\_\_\_.

Section 3. All financial purchases shall be approved by the president and advisor.

**ARTICLE V: Officers and Elections**

Section 1. Officers. The elected officers of this organization shall be President, Vice President, Secretary. A Treasurer may also be elected to handle organization finances.

Section 2. Qualifications for Office.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Section 3. Elections. The officers of this organization shall be elected annually at a general meeting of the active membership. A majority vote shall be required for elections.

Section 4. Term of Office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

Section 5. Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the Executive Committee. Should the office of President become vacant, the Vice-President shall automatically become President.

#### **ARTICLE VI: Duties of Officers**

Section 1. The President shall:

- A. Serve as Chairman of the Executive Committee,
- B. Appoint appropriate committees and committee chairmen,
- C. Serve as an ex-officio, non-voting member of all committees,
- D. Approve all purchases,
- E. Perform other duties for the promotion and development of the organization.

Section 2. The Vice-President shall:

- A. Assist the President in the promotion and development of the organization,
- B. Assist in planning organization meetings, and
- C. Serve in the absence of the President.

Section 3. The Secretary shall:

- A. Keep an accurate record of all business meetings,
- B. Supply promptly at least one copy of the minutes and substantiating reports to the President and make copies available to the general membership.

Section 4. The Treasurer (if applicable):

- A. Keep an accurate record of expenses and disbursements, and
- B. Present an annual financial report to membership.

Section 5. These officers shall serve on the Executive Committee, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the organization advisor not inconsistent with these bylaws or other rules adopted by NorthWest Arkansas Community College.

#### **ARTICLE VII: Executive Committee**

Section 1. The Elected Officers of this organization, along with the Appointed Committee Chairs, shall constitute the Executive Committee.

Section 2. Duties. The Executive Committee shall:

- A. Adopt policies of operation for the organization,
- B. Approve committee appointments and the creation of new committees by the President,
- C. Approve appointments by the President to fill vacancies in office,
- D. Review all proposed amendments to the bylaws,
- E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and

**Appendix D: Registered Student Organization Advisor Agreement**  
**NorthWest Arkansas Community College**

*Please complete and return to the Office of Student Life (SC 225E).*

All Registered Student Organizations must have advisors who are current members of the NWACC staff, faculty or administration. The advisors' primary functions are to advise and guide the RSO and also act as a resource person. Each RSO must have at least one advisor but may have more.

Student Organization Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing this agreement I agree to assume responsibility in providing supervision and management of the student organization. I agree to:

- Serve as an advocate for the group.
- Abide by procedures outlined in the Registered Student Organization Advisor Procedure Manual.
- Serve as a resource and guide to assist students in developing their own organization constitution and/or bylaws, policy, rules, guidelines, and goals.
- Serve as a resource to answer questions when necessary, help resolve problems and conflict confronting the group, and help guide students in the decision making process.
- Assume responsibility for and attend meetings and events sponsored by the student organization.
- Complete and return the yearly RSO Renewal Application (Appendix B) and membership lists.
- Ensure that events conform to the policies and procedures set forth in the Student Organization Procedure Manual as well as NWACC policies and procedures.
- Oversee the organization's monetary account. These accounts are held in the Office of Student Life. No off-campus accounts are permitted.
- Guide members through the co-curricular assessment process.
- Inform members of relevant institutional matters as well as activities promoted by their associated state, national, and international organizations (where applicable).
- Provide leadership development experiences for students.
- Ensure that all reasonable steps have been taken to protect the safety and welfare of group members.
- Ensure officers maintain accurate records for historical purposes and that those records are accessible to future members
- Report to Director of Student Life any crimes committed at events (in accordance with the *Clery Act*).

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F. Perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the President, or upon the written request of three voting members of the Executive Committee.

Section 4. Quorum. The quorum for all business meetings shall be a majority of the members of the Executive Committee.

**ARTICLE VIII: Amendments**

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.

Student Organization Advisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Organization President

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix E: Supervisor Approval for Registered Student Organization Advisor  
NorthWest Arkansas Community College**

*Please complete and return to the Office of Student Life (SC 225E).*

Your employee, \_\_\_\_\_, has requested to fill the role of advisor for \_\_\_\_\_, an NWACC Registered Student Organization (RSO). Research shows that involved students tend to have a better college experience, retain better, and graduate at a greater rate than those who are not involved. We need advisors to make those involvement opportunities successful.

RSO advisors are the key to successful and long-term student organizations. Advisors help shape future leaders and contribute to instilling confidence in students who otherwise might not have found the confidence to succeed. Students often see advisors as helping friends. RSO advisors assist students in developing teamwork and leadership skills, learn about civic responsibility, and other great learning activities that happen outside the classroom.

Advisors are the guiding hand that assists RSO members in developing and achieving their goals. Advisors are also the constant from year to year to provide continuity with the history and traditions of the organization. Advisors are the glue that binds the organization.

As one might assume, there are many duties that come with being an advisor and those duties will require time. The Office of Student Life has met with your employee and discussed the time commitment and asked said employee to discuss this with the employer. Below are some things that might consume time. This list is not all-inclusive though. ***Your employee should discuss this with you up front and prior to any events that will cause extended absence.***

- Meetings – could be weekly, bi-weekly, monthly – every group creates their schedule
- Both in and out of town conventions and events (these may require days off)
- Community service events
- On campus events/activities
- Training
- Team building activities/events

I verify that I am the direct supervisor of the above mentioned employee. I have read the RSO Advisor requirements and have been made aware of the time commitment required to fulfill the obligations of RSO Advisor. I give my permission for the above mentioned employee to take the role of RSO Advisor for

\_\_\_\_\_.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_