

## **UNK Student Organization Handbook – 2017/2018**

### **NEBRASKAN STUDENT UNION & STUDENT ENGAGEMENT**

The Nebraskan Student Union is responsible for a variety of programs, co-curricular and social activities, and student organizations. The professional staff seek to encourage student and faculty involvement in all programs and activities.

The Nebraskan Student Union & Student Engagement staff members aid in the development of activity programs, program ideas, advise committees, work to develop the services of the Union in relation to programs and act as consultants to student organizations and individuals or groups needing help with program planning. The Nebraskan Student Union & Student Engagement Office is located on the West end of the lower level of the Nebraskan, near Starbucks.

### **WHAT IS A STUDENT ORGANIZATION?**

At the University of Nebraska at Kearney, student organizations are a vital component of the co-curricular educational experience. Student organizations receive no academic credit, and their primary purpose for existence is to serve the student population and to enhance the goals and mission of the University of Nebraska at Kearney. Significant contributions to the intellectual, cultural, recreational and spiritual life of the University are provided by student organizations. In addition, the students who become involved more fully develop and enhance their own lives while in college, and long after they graduate.

Membership in student organizations is composed predominately of currently enrolled students. Officer positions are held by students while Administration, Faculty, and Staff serve in an advisory roles for student organizations.

These organizations are open to all students regardless of sex, handicap, race, color, religion, age, marital status or national or ethnic origin. A listing of organizations is available online at [engage.unk.edu](http://engage.unk.edu).

### **CONTACT INFORMATION**

Antelope Book Store - 865-8555  
Chartwells (UNK Dining Services) - 865-8786  
Multicultural Affairs - 865-8127  
Student Organization Advertising & Promotions - 865-8523  
UNK ID Card - 865-8154  
Welcome Desk - 865-8401  
Reservations in the Nebraskan Student Union - 865-8392  
Reservations on campus (outside of Union)- 865-8692

If you have any questions about this document, please contact the Office of Student Engagement at (308) 865-8523.

## **Registered Organization Requirements**

It is a goal for the University of Nebraska Kearney to make the registration process for student organizations as easy as possible while at the same time preserving the integrity of student organization status. When a group of students seeks to register as a student organization, they will be asked to meet the following criteria:

### **Membership**

Each organization must maintain a minimum of 5 currently enrolled UNK students.

### **Advisor**

Each organization must have one on-campus UNK faculty or staff advisor. Others may serve as additional advisors without signatory authority.

### **Constitution**

An organization's constitution sets up a governing structure that will help it outlast your time as a student at UNK. With this in mind, feel free to use the Constitution Template, available under "Campus Links" (home page, bottom right hand corner) on Engage, as a reference. The Student Senate of the University of Nebraska at Kearney is responsible for granting official "recognition" status to student organizations. Recognition is achieved through a process of reviewing and approving the student organization's constitution. Constitutions must be updated and renewed every four years.

### **New Organization Registration**

Once membership, advisor, and constitution requirements are in place, an organization may begin the registration process via Engage. Select the "Register New Organization" button in the Organizations section of Engage. New organizations may be registered at any time throughout the year.

### **Event Request Process**

Event, meeting and tabling requests for student organizations and groups at UNK will now be completed utilizing Engage. The Office of Student Engagement has partnered with multiple other areas on campus to streamline this process to produce coordinated, safe and fun events on campus! Visit [engage.unk.edu](https://engage.unk.edu) and use your campus credentials to log in. View the video tutorial on the homepage to view the process!

\*If you cannot access your Engage account or your organization's page, please contact the Office of Student Engagement at 865-8523 or email Laura Matthies at [matthiesla@unk.edu](mailto:matthiesla@unk.edu) \*

## **Organization Renewals**

Registered student organizations are required to renew during each semester's registration renewal period via [Engage](#). Renewals include updating or verifying a roster of all members, officers and advisor contact information. It is the responsibility of the outgoing officers to provide incoming officers with administrator access to the organization's Engage portal so they may submit renewals. If an Engage portal is not renewed, the organization will be deemed 'inactive' and will no longer have access to any privileges awarded to fully recognized organizations until the following registration period. Registration renewal dates are as follows:

### **Spring Registration Renewal**

November 1 — January 31

### **Fall Registration Renewal**

April 1 — September 15

Administrators of an organization's Engage portal must update or verify information during these renewal periods, but may additionally update information and/or amend constitutions at any time. To update or verify information and upload an amended constitution, use the 'Manage Organization' tools within your organization's page.

## **Benefits of Registered Student Organizations**

University of Nebraska Kearney has developed a number of services and opportunities that are intended to assist student organizations as they pursue their goals. Any registered organization may, on terms and conditions more fully set forth in related policies and publications, have privileges to:

- Utilize Engage (includes access to a website builder)
- Utilize the Student Engagement Office (technology, supplies, equipment, ID card scanners)
- The use of University facilities for meetings, tabling, events and activities at no cost
- The opportunity to conduct approved fundraising projects on campus
- The opportunity to apply for funding from the Student Programming Board and the Office of Business and Finance for all-campus projects and/or programs
- The opportunity to participate in a number of University sponsored campus activities, including Blue/Gold Community Showcase, Homecoming, Student Organization Fairs, and more
- Student organization advisors who can work with you about goal setting, strategic planning, problem solving, and opportunities for organizational and personal growth
- The opportunity to publicly display your organization and its events on campus