

Recognized Student 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 full-time, 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 Presence, 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 [Presence](#). Select the "Register New Organization" button in the Organizations section of Presence. 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 Presence. The Office of Student Union – Student Engagement has partnered with multiple other areas on campus to streamline this process to produce coordinated, safe and fun events on campus! Visit Presence.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 Presence account or your organization's page, please contact the Office of Student Union – Student Engagement at 865-8523 or email Renae Zimmer at zimmerl@unk.edu

Organization Renewals

Recognized Student Organizations are required to renew during each semester's registration renewal period via [Presence](#). 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 Presence portal so they may submit renewals. If a Presence portal is not renewed, the organization will NEED TO BE IMMEDIATELY UPDATED or it could lose any and all 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 Presence 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 Recognized 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 Recognized Student Organization may, on terms and conditions more fully set forth in related policies and publications, have privileges to:

- Utilize Presence (includes access to a website builder)
- Utilize the Student Union – 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.