

Registering your organization

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PharmD Candidate 2019

Overall Chair MINDS of Healthcare

Registering Student Organizations (AR 4:1)

- Registered student organizations receive designated privileges which are not provided to other student groups. Privileges include, but are not limited to: reserving University facilities in accordance with AR 9:2; eligibility to apply for funding from student fees; utilizing campus mail services; public affiliation with the University; participation in designated University functions and events; and establishment of financial accounts (in accordance with Business Procedures Manual, E-17-14 and E-17-7). Other privileges may be granted in compliance with University procedures and standards.

Why register

- SGA Funding
- Leadership Workshops
- Graphic Design Services
- Locker requests and organization space
- Printing Services
- Tabling at the Student Involvement Fair
- Access to the Center for Student Involvement

Registration requirements

1. Review the Organization Training PowerPoint (attached)
2. Complete your Organization Training online
3. Have your advisor complete the required Advisor Form.
 1. Campus Security Authority Agreement



Update or Create your organization's profile on BBNvolved.

Follow steps listed in Student Organization Handbook (attached).

- Requirements
 - Organization Profile picture - add a picture or logo to visually represent your organization on BBNvolved
 - Personnel
 - 3 students/officers that are currently enrolled and in good standing
 - 3 students/officers listed for Event Management System Access
 - 1 full-time faculty or staff member to serve as the organizations primary advisor
 - Upload your organization's roster
 - Organization category
 - Select from a list of categories, select the best representation of your organization
 - Local constitution



Mindfulness in Newly Developing Students of Healthcare

Member Since September 2018

MANAGE ORGANIZATION

CONTACT

Contact Information

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Officers

VIEW FULL ROSTER



**CHAIR OF PUBLIC
RELATIONS AND
PROMOTIONS**
Jenna Ferrante



OFFICER #3
Kent Brouwer



ADVISOR
Shelley Ferrin



EMS CONTACT #3
Kent Brouwer

Documents



Constitution/Bylaws



Constitution and bylaws

Purpose:

- Formalizes rules for civility and sanity
- Aids organization members in decision making, goal setting, and vision
- Provides legal protection

The process of writing a constitution will serve to clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

MINDFULNESS IN NEWLY DEVELOPING STUDENTS OF HEALTHCARE	
	
CONSTITUTION	
Mindfulness in Newly Developing Students of Healthcare University of Kentucky	
Article I	NAME
Section 1	The name of this organization shall be Mindfulness in Newly Developing Students of Healthcare (MINDS) at the University of Kentucky.

Requirements for the University

- Must include a non-discriminatory statement-Open to all students
 - Ex. "Membership open to all UK students regardless of race, ethnicity, national origin, religion, faith, age, gender, gender identity, and expression, sex, sexuality, economic class, social class, and all other identities represented on our campus."
 - Ex. "All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment."

Jordan's Constitutional Requirements

- The constitution of an organization contains the fundamental principles which govern its operation.
- Include:
 - Name of Organization:
 - *The name of this organization shall be...*
 - Purpose/Mission/Vision Statement:
 - *The purpose of this organization is to...*
 - Authority:
 - *This organization is a recognized student organization at the University of Kentucky and adheres to all campus policies as set forth in the University of Kentucky Code of Student Conduct and the University of Kentucky Student Organization Policies and Guidelines.*
 - *This organization will establish bylaws to govern administrative and procedural matters (such as time and location of meetings, etc.).*
 - *Bylaws shall not conflict with this constitution.*
 - *Bylaws may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).*
 - Membership
 - *Membership in the organization shall be open to...*
 - *Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.*

Jordan's Constitutional Requirements

- Officers and Organizational Structure
 - Qualifications, term length, positions, replacements, etc.
- University Advisor(s)
 - ...shall have a University Advisor who will be a full- or part-time member of the University faculty, staff, or administration. The advisor will fulfill the responsibilities specified in the University of Kentucky Student Organization Advisor Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.
- Finances
 - ... manages finances of the organization, propose uses of funds for organizational operations, and maintain a budget.
 - Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.
 - All spending of organizational funds shall be documented.
 - Receipts will be maintained digitally for 3 years.
 - Allocation of funds must be approved by consensus of the Executive Board.
- Discipline
 - All members of ... are expected to uphold the rules and regulations of the University of Kentucky Student Code of Conduct and adhere to the policies and procedures set forth in the University of Kentucky Student Organization Policies.
 - All members of the Mindfulness in Newly Developing Students of Healthcare are expected to uphold the rules and regulations of their respective colleges set forth by any student codes of conduct.
 - Members that violate the Student Code of Conduct and Student Organization policies may face disciplinary action.
- Amendments
 - Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
 - Constitution amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Jordan's Bylaw Requirements

- The bylaws establish the specific rules of guidance by which the group is to function.
- Include:
 - Dues (amount and collection procedures, any special fees, when payable)
 - Duties of officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
 - Executive Board (structure, composition, powers)
 - Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
 - Order of Business (standard agenda for conducting meetings)
 - Parliamentary Authority (provisions for rules of order, generally Robert's Rules of Order-Newly Revised)
 - Amendment Procedures (means of proposals, notice required, voting requirements)
 - Other specific policies and procedures unique to your organization necessary for its operation.