1. **Complete and submit a Pre-Recognition Form.** This will require 10 signatures of students, staff, and/or faculty who support the formation of the organization.

2. **Hold two organizational meetings.** All meetings must be held on UAF property. You will be given permission for two room reservations once you’ve turned in your Pre-Recognition Form. All meetings must be scheduled at least one week in advance, and you are required to advertise.

3. **Define the mission (purpose) of your student organization and write your constitution and by-laws.** A minimum of seven members is required to be recognized.

4. **Elect Officers.** You may elect as many or as few as you choose, but they MUST include the following:
   - *Advisor:* a UAF staff or faculty member to guide you
   - *Officers:* at minimum a “president” and a financial officer
   - *Reservationists:* 2 or 3 people authorized to reserve rooms for meetings and events
   - *Account Signers:* have authority to sign financial papers; should include your financial officer, one other member, and your advisor.
   - *Student Organizations database user:* keeps organization’s info complete and up-to-date

5. **Complete and submit your organization’s info in the Student Organizations Database.** Your database user will send us a UA username and ID# so we can grant access and send directions.

6. Complete an **Account Signers Form** to create a UAF funds account.

7. Officers meet with a Student Organizations Resource Center staff member for orientation.

**Withdrawal of Recognition**

Any UAF student organization not complying with the conditions and policies to be recognized as an active group set forth in this handbook will be determined to be inactive. After 3 years of inactivity, recognition will be officially withdrawn.

To re-establish recognition, the student organization must follow the procedures for obtaining recognition. A re-established student organization must clear its previous UAF business office account before a new account may be established. All back debts must be paid and previous balances brought forward to the new account.

For a complete list of all active Student Organizations at UAF, go to [www.uaf.edu/studentorgs](http://www.uaf.edu/studentorgs)

To contact the Student Organizations Resource Center:

907-474-1959

studentorgs@uaf.edu