

New or Reactivating Student Organization Profile

Official Organization Name: (Enter name of org)

Acronym/Nickname: (nickname)

Organization Description Summary: Summary

Organization Description: Description

Primary Contact First Name: first name

Primary Contact Last Name: last name

Primary Contact UWM email: UWM Email

Full, official student organization name: Name

All registered student organizations have a charter document on file with the University. This document may be called a constitution, bylaws, charter or similar names. This document is the primary operating document for the organization and forms part of the agreement between the student organization and the University for the group to be registered on campus.

All student organizations MUST comply with the most recent approved copy of the charter document on file with the University.

Organizations may amend or ratify a new charter document but must have University approval on the new document before it is enacted. If this is not done, the change is not official.

If an organization has a parent organization, amendments or ratification may require approval by the parent organization as well.

Charter documents should be re-ratified or amended to reflect how the organization conducts business. A document that is more than five years old should be reviewed and either re-ratified or ratified with amendments to make it current.

Student Involvement provides organization charter documents in the student organization online system.

Charter/Constitution Date: Date

What is the official purpose statement for your organization as it appears on the University approved charter document?: Purpose statement

According to the organization official charter document, in what month do organization elections take place?: Month

If your organization elects new officers each semester, enter the month of the other set of elections here.: **Month**

Your organization's official US Postal mailing address is:

<ORGANIZATION NAME>

UW-Milwaukee

P.O. Box 413

Milwaukee, WI 53201-0413

Always use official, full student organization name, no acronyms.

Does your organization have an allocated space in the UWM Student Union this academic year? (spaces are reallocated each year): **Yes or No**

On-campus office location which might be in the UWM Union, EMS building or other campus locations. (Include UWM Bldg. and room number): **location**

Office phone number (if available): **Office phone**

Does your organization have any University inventory?: **Yes or No**

Each officer must be a UWM student, have a user profile in UWM Engage and show on the roster (membership list) of the organization. Each officer must complete officer training and submit an officer contract.

Officer #1 First and Last Name: **officer 1 name**

Officer #1 Student Identification Number (Student ID). [ Use only the first 9 digits.]: **Officer 1 ID#**

Officer #1 UWM Email: **Officer 1 UWM Email**

Officer #1 Phone (include area code but not 1+ or international code): **(area code) prefix-4 digit**

Each officer must be a UWM student, have a user profile in UWM Engage and show on the roster (membership list) of the organization. Each officer must complete officer training and submit an officer contract.

Officer #2 First and Last Name: **Officer 2 name**

Officer #2 Student Identification Number (Student ID). [ Use only the first 9 digits.]: **Officer 2 ID#**

Officer #2 UWM Email: **Officer 2 UWM email**

Officer #2 Phone (include area code but not 1+ or international code): Phone with area code

Each officer must be a UWM student, have a user profile in UWM Engage and show on the roster (membership list) of the organization. Each officer must complete officer training and submit an officer contract.

Officer #3 First and Last Name Officer 3 name

Officer #3 Student Identification Number (Student ID). [ Use only the first 9 digits.] Officer 3 ID#

Officer #3 UWM Email: Officer 3 UWM email

Officer #3 Phone (include area code but not 1+ or international code): Phone with area code

Each officer must be a UWM student, have a user profile in UWM Engage and show on the roster (membership list) of the organization. Each officer must complete officer training and submit an officer contract.

Officer #4 First and Last Name: Officer 4 name

Officer #4 Student Identification Number (Student ID). [ Use only the first 9 digits.]: Officer 4 ID#

Officer #4 UWM Email: Officer 4 UWM Email

Officer #4 Phone (include area code but not 1+ or international code): Phone with area code

UWM Faculty/Staff Advisor

All advisors must be current employees of the University of Wisconsin-Milwaukee. Advisors must hold a position that DOES NOT require enrollment to hold. Teaching Assistants, Research Assistants and student employees may not serve as the Faculty/Staff Advisor to a registered student organization.

Each Advisor must have a user profile in the org online system and show on the roster (membership list) of the organization. Each Advisor must complete and submit an Advisor contract online.

Advisor #1 First and Last Name Advisor name

Advisor #1 UWM Email: Advisor UWM email

Advisor #1 Campus Phone: Advisor phone

Advisor #1 Department/Unit: Department

Advisor #1 UWM Bldg/Room number: Building and room number

Is the organization's Faculty/Staff Advisor new to serving in this role at UWM?: Yes or No

UW System Risk Management has stated that Faculty/Staff Advisors to student organizations are provided liability protection for their actions when acting within the scope of their duties. The supervisor information required below will be used to send documentation of advisor status and liability protection. If your Faculty/Staff Advisor is a faculty member, their department chairperson is likely their supervisor. For the Chair of a department, it is typically the Dean of the School/College.

Ask your advisor who they supervisor is before you provide this information.

Supervisor of the Advisor, First and Last Name: **Advisor's Supervisor name**

Supervisor of the Advisor's UWM Email: **Advisor's Supervisor UWM email**

Activities: Summarize organizational events, activities and programs (40 word limit). **Activities**

List any parent or partner organizations (both on and off campus) that your organization is affiliated with. List websites when available.: **parent organization**

According to the organization's official charter, what is the membership selection process? **Membership selection**

Does your organization require payment of dues? If yes, include the amount and what dues are used for. If no, list NA.: **Dues**

According to the organization's official charter, what are the membership requirements for your organization? **Membership requirements**

What programs, educational benefit(s), or service(s) does the organization provide to students at UW-Milwaukee? **programs/benefits**