

UW-Madison School of Business

Requirements for Existing School of Business Student Organizations

To be recognized as an official student organization, each group must fulfill requirements from the UW-Madison Student Organization Office as well as the School of Business.

University of Wisconsin – Madison Student Org minimum requirements

- Register your group each fall with the UW-Madison Student Organization Office, 239 Red Gym (<http://soo.studentorg.wisc.edu/>)
- Provide a list of officers, including the two individuals with access to the group's funds, to the UW-Madison Student Organization Office (239 Red Gym) and the School of Business Student Org office.

School of Business Student Org requirements:

- Send at least one exec board member of your student org to the Student Organization Leadership Orientation (SOLO). Dates will be announced on the UBLC list serve and posted on the website. SOLO will occur each September and in January when needed. SOLO also counts as the orientation required by the UW SOO.
- Complete forms by **September 30** of each year and return to 1250B Grainger or email to Student Organization Coordinator, Amy Climer, aclimer@bus.wisc.edu. All forms are available on-line. These may include:
 - An annual budget
 - Goals and activities for the year
 - Registration form (on-line)

Additional requirements:

- Have a purpose in line with the School of Business vision and mission.
- Be composed of but not limited to School of Business students. However all members must be currently enrolled UW-Madison students.
- Hold a minimum of 3 events per semester
- Hold at least one event per semester that is in line with the School of Business vision and mission
- Have a faculty or staff advisor affiliated with the School of Business.
- Have two individuals authorized to access the organization's funds.
- Have at least one member of your organization designated to attend each UBLC meeting. If representative is unable to attend a substitute from your organization should be found as a replacement.
- Use profits from fund-raising activities to strengthen programming or group cohesion within the organization or distribute to charitable organizations.
- Follow UW-Madison minimum requirements from student organizations (see above).
- Follow all SoB and UW policies and federal, state, and local laws.

If a School of Business Student Org fails to follow these requirements, they may be placed on Probation announced by UBLC.

Probation Status of School of Business Student Org

A School of Business Student Org may be placed on probation if they fail to meet any of the above requirements in a timely and cooperative matter. Each case will be handled on a case by case basis, with decisions resting on the organization's provided circumstances.

- The UBLC will make the final decision regarding student organizations adhering to the School of Business requirements.
 - Problems and complaints should be brought to UBLC for review first, before any other action is taken.
- The School of Business Student Coordinator (Amy Climer) and the UBLC Advisory Board will be responsible for monitoring the documentation process and relaying information regarding problems in this process to UBLC for probationary review.