Welcome

In an effort to increase your effectiveness within your organization and to build leadership skills, the UW-Waukesha Office of Student Development has developed this Student Organization Handbook. It is hoped that you will find the information useful as you begin your new adventure as a student leader!

Student Development

The Office of Student Development is a partner in the educational mission of the University, focusing on student development outside of the classroom. Through involvement on campus, students will develop:
- Critical thinking skills
- Ability to construct and support arguments
- Creative problem solving skills, by combining knowledge and experience
- Ethical and moral decision making abilities
- Verbal and written communication skills
- Effective time management skills
- Ability to manage finances and make informed and ethical financial decisions
- Ability to work collaboratively as part of a team
- Understanding of people different from themselves

Privileges and Responsibilities of Being a Recognized Student Organization

Privileges
- May reserve rooms and use facilities on campus
- Promotion of activities in University publications
- Eligible to apply for segregated fees
- May check out campus equipment
- Eligible for private bulletin board space

Responsibilities
- Submit an annual budget to the Segregated University Fee Allocation Committee
- Follow University regulations regarding special events and reservations of facilities/media equipment and spending of money
- Have faculty advisor present at all club-sponsored events
- Contact the Director of Student Development before planning a trip or organizing a conference/retreat
- Contact Marketing and Communications to publicize events through the local media

Mission of Student Organizations

- To create a sense of community in which students, faculty and staff can participate in a variety of programs.
- To encourage a sense of identity with UW-Waukesha and the surrounding community.
- To provide opportunities for students to develop leadership skills.
- To encourage members of the college community to become aware and active in UW-Waukesha's decision making process.
- To provide opportunities to gain information and develop skills to be used for a lifetime.

UW-Waukesha Student Organization Policies

1. Student organizations must submit an updated Student Organization Registration Form at the beginning of each year. Officer changes should be communicated to the Office of Student Development as soon as possible.
2. Student organizations must have a current copy of their constitution on file with the Student Government Association before they will be considered for SUFAC money.
3. Student organizations must have a minimum of four currently enrolled UW-Waukesha students.
4. Non-student members are allowed; however, they cannot make up more than 50% of the organization's entire membership and cannot hold an officer position.
5. Officers must have a cumulative GPA of 2.0 or higher.
6. Each organization must have at least one advisor who is a member of the UW-Waukesha faculty or staff.

Working with your advisor

Role of the Advisor

- Helps bridge the year-to-year changes in membership and organizational officers

- Serves as a liaison between the university administration and the organization

- Serves as a resource for your organization

- Can help resolve conflicts between members

- Can help keep the group motivated and set goals

- Has lots of experience and wisdom

- Has plenty of ideas – just ask!

The responsibilities of group members to their advisor:

Group and executive board meetings should be scheduled at a time when the advisor is able to attend

Keep the advisor fully informed of the programs and activities of the group

Keep in mind that your advisor has other responsibilities and that he or she likely volunteered for the position

Let your advisor know she or he is appreciated!

Responsibilities of the advisor to the organization:

Make sure that meetings are properly scheduled and attend all events

Assist the group in budget preparation

Encourages and assists in goals development

<u>Running Meetings</u>

Plan the Meeting
Your group will need to determine where to meet, when to meet, how long to meet, and how often to meet. You will need to let your members know about the meetings. Try to establish a regular schedule early in the semester.

In most cases, a well-run meeting is the result of good pre-planning. Meetings usually consist of reporting, planning and decision-making. Make sure everyone who is presenting a report is prepared. Try to have the agenda set a few days in advance to give everyone ample notice of topics.

Room arrangement can have a strong impact on group dynamics. Try to everyone seated in a circle or around a table to ensure good eye contact. Have the president and secretary seated next to each other at a table so they can communicate easily and share resources, if needed. Have the agenda ready and find a way to distribute it to all attendees, including those arriving late.

Develop an Agenda
A well-developed agenda is the best way to ensure that your meetings will run smoothly. All attendees should have a copy of the agenda, or it should be placed in full view of all (i.e. written on a whiteboard or projected onto a screen). All members should have the ability to place items on the agenda. The officers should strive to develop the agenda one to two days ahead of time in order to ensure all members have time to gather any necessary resources.

The following is a SAMPLE AGENDA:
1. Call the meeting to order
2. Roll call
3. Minutes of the previous meeting
4. Officer reports
5. Standing committee reports
6. Special committee reports
7. Old or unfinished business
8. New business
9. Adjournment

Conducting the Meeting
Start the meeting on time. Follow the agenda as closely as possible. Keep discussion focused on the current topic. Keep notes/minutes of decisions that were made, tasks that were assigned (and to whom). End the meeting on time.

Try to hold members accountable for any assignments made during the meeting. Thank any invited guests for their participation. Keep minutes and distribute them to all in attendance.

Recruitment, retention and motivation of members

Recruitment
Begin by reviewing your current membership. Are you reaching a wide variety of students? Your organization will benefit by having students from varied backgrounds because of the new ideas and energy they will bring to the meetings.

In order to be inviting and welcoming to as many students as possible, be sure to double-check the photos and imagery you are using in your publicity. Be sure the language you use is gender neutral and respectful of all people.

Ways to Recruit
- Use faculty members.
- Make announcements in class.
- Participate in the Student Organization Fair during Fall Fest.
- Hold "informational meetings" where students can learn about the organization without committing to join.
- Update your website and include the web address on all of your publicity.
- Word-of-mouth.

Retention and motivation
Students join for various reasons: to meet people, to develop leadership skills, to enhance their resumes, to have creative outlets for their talents, to have fun. In order to meet the needs of all your members, try to find out why each person joined and determine if his/her needs are being met.

Responsibility must be delegated. The president cannot run the organization alone.

Ways to keep your members motivated:
- Delegate tasks according to each member's enthusiasm and interests
- Be honest and upfront. Let each member know what is expected of them.
- If you make a mistake, admit your error. Ask for advice.
- Offer leadership training and other growth opportunities
- Be inclusive; don't let small cliques form within your group
- As much as possible, include everyone in the decision making process
- Make sure each member knows his/her contributions are worthwhile
- Reward good work! - both formally and informally
    - Ideas: Birthday celebrations
        - "Member-of-the-month" program
        - Awards programs, banquets, etc.
- Make sure the experience is FUN!

Carry-over during summer

The three months of summer break can seem like a very short time, but those three months can prove hazardous to a student organization.

Tips to avoid losing momentum:

Elect officers before the semester ends.

Plan monthly summer meetings before everyone disappears for the summer. Realize the meetings may need to be held at odd times to accommodate work schedules.

Plan ahead as much as possible. Have your first event already organized before you leave for break. An organized, well-attended event is a huge recruitment tool.

Make sure officers notebooks and other materials are left on campus. Many unforeseen circumstances happen during those three short months and it is very difficult to retrieve items from a student who is now at another campus.

Plan dates and times for recruitment tables and informational meetings. Establish who is going to work where and when.

Plan dates and times for your first few meetings before your new members join. It is very difficult to track down members during the first week while everyone is buying books, adding courses, etc.

Collaboration among groups

The best way to stretch your resources, including your budget and your members' time, is to collaborate with another organization or department on campus. Examples include working with the Fine Arts and Lectures Committee to bring a guest speaker to campus.

Also, it is always good to link your program to a scheduled class on campus. Talk with the instructor about the possibility of having the class attend your program as an assignment or for extra credit.

Planning campus events

Program planning is the creation, planning, and implementation of activities for the campus that build a sense of community and enthusiasm. Programs offer an alternative to classroom learning while still providing information on new topics, challenges, and good times!

How to get started…
1. Assess Needs and Interests
        Word of mouth, interest surveys, brainstorming, informal group discussions

2. Begin Planning
        Brainstorm
        Look for a quality program
        What do you hope to accomplish
        Solidify ideas
        Identify possible dates, times, places

3. Identify Resources
        Determine budget
        Contact possible resource people
        Arrange specific time, date, place
        Reserve room and arrange for equipment
        Involve other members - delegate duties

4. Publicize the Program
        Identify whom you are trying to reach (market)
        Determine type(s) of publicity: banners, posters, word of mouth, social media, e-mail.

5. Carry Out the Program
        Finalize the plans: confirm presenter, room reservation, and publicity
        Greet guests
        Make introductions
        Enjoy the program

6. Follow-up
        Clean-up
        Thank you notes

7. Evaluate the Program
        Were objectives met?
        Did attendance meet expectations?
        Were participants interested?
        Is this program suitable to repeat?

Organizational Dynamics - Available Resources

The Office of Student Development has plenty of resources available on a variety of leadership topics, including journals, magazines, books, simulation exercises, and other hand-outs. Schedule a time to discuss your issue or concern and see what information is readily available.

Also, consider having the staff come to your club meeting to lead a workshop just for your group. Topics available include:

Communication Styles – verbal and non-verbal – An important skill that can always be improved. In your leadership role, you will need to speak to groups, as well as one-on-one.

Conflict Resolution – Conflicts are inevitable. Learn how to work through your problems and not let them bring down the morale of the entire group.

Creativity – Stick in a rut? Find out ways to be more creative in your programming and promotion.

Cultural Diversity Simulations – Learn how to communicate and work with others from different backgrounds.

Ethical Leadership – Pulled in too many directions? Learn how to lead others using your personal values system.

Group Dynamics – Acquiring skills to work effectively in groups and the roles that members play.

Meeting Management – Structure your meetings so that they may be more productive.

Motivation and Recognition – Learn how to not only motivate others but also yourself.

Multiple Intelligences – It's not how smart you are, but HOW you are smart. Find out your strengths and in what areas you can improve.

Myers Briggs Personality Type Indicator – Everyone is born with a distinct personality. Find out more about how your personality affects your behavior and how you can use this to work more effectively with others in your group.

Problem Solving – Can't figure out a way to get your program off the ground? Learn about the various steps in getting the solution you want.

Program Planning – Taking the right steps and direction in planning your organization's programs.

Promotions and Public Relations – How to do the right things to get the word out about your organization's programs and the type of image you want your group to present.

Service Learning and Volunteerism – Find out how your members can give back to others, while gaining something for themselves.

Situational Leadership – Members have different levels of experience and knowledge, so the same leadership style won't work for everyone. Learn how to adjust your style to meet their needs.

Stress Management – Exams! Works! A paper due! Learn how to manage it all, while keeping yourself sane!

Time Management – Learning how to manage your time to be an effective leader.

Use and Abuse of Power – On a college campus, student leaders have a lot of power. Find out the pros and cons of being in a "power position".

Values Clarification – What is most meaningful to you and how does this affect the way you work and communicate with others?

Advertising meetings and events

Campus-wide E-mail
You can include your event in 5 Things You Should Do, which is sent weekly for the Student Development Office.

Club Bulletin Boards
Each club has been designated a bulletin board near their desk. Advertise your meeting times and locations for all club members. Some clubs have a designated bulletin board in the Northview Hallway. If you are interested in having your own bulletin board, contact the Office of Student Development to make arrangements for purchase.

Local Newspaper Ads
If your organization is interested in running an ad in the Freeman, see Marketing and Communications.

The *Observer*, student newspaper
The Observer is online throughout the school year. The Observer will include your meeting notices free of charge. Provide information to wakobs@uwc.edu.

Posters, fliers, etc.
Printed material can be posted on campus according to the Campus Posting Policy found in this handbook. It is imperative that all posters and fliers be removed immediately after the meeting or event. Information to include: Name of program, Date, Time, Place, Sponsoring organization, and Admission price, if any.

Club officers will have additional printing money added to their campus account. Copy codes are distributed to club officers and advisors. Please note: COPIES ARE MONITORED AND MUST BE CLUB-RELATED!

Large posters can be made for events. Send the original (formatted to 8 ½ x 11) to candy.decker@uwc.edu. Allow 24 hours to get printed.

Press Releases
We have distribution channels for news releases. Marketing and Communcations is happy to help students with news releases, and would like to see them before they are disseminated in order to review for possible errors.

Velcro Banners/Blackboards
Three large free-standing banners with letters (attached by velcro) can be used to create a highly visible display. The banners can be used for a week at a time. To reserve the banners for a specific time, sign up on the clipboard in the Clubs Office.

Large sandwich boards are also available for us in promoting events. The boards can be reserved for up to three days and all boards can be reserved for the same event.

Waukesha Postings Policy

The University of Wisconsin System Policy 18.06 (17) Conduct on University Lands regarding signs states:

> *"No person may erect, post or attach any signs, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer [Campus Dean]."*

The following guidelines have been developed to assist internal communication for campus student organizations and academic departments.

Departmental and Student Organization Bulletin Boards

Student organizations and academic departments with designated bulletin board space are responsible for the upkeep of their board. Departments and student organizations that maintain their own designated bulletin boards may use their discretion in posting signs on those boards. There are no duration limits to postings on departmental and student organization bulletin boards. However, the overall appearance of the board should be neat and attractive. Please make an effort to make the board appealing to the eye. Departments and student organizations must police their own boards to ensure that unauthorized signage is removed.

Office Doors and Windows

It is at the discretion of the individual faculty or staff member, student organizations and/or academic departments to use office doors and windows for postings. However, that individual, student organization or department is then responsible for the upkeep of their own office doors and windows. There are no duration limits to postings on individual, department and student organization doors and windows. However, the overall appearance should be neat and attractive. Individuals, departments and student organizations must police their own doors and windows to ensure that unauthorized signage is removed.

General Postings

"Postings" are temporary signs advertising a UW-Waukesha event, organization, or service. If appropriate, postings should include the date(s) of the event they advertise (avoid using relative terms such as "today" or "tomorrow") and the name of the person(s) or organization(s) sponsoring the event.

Approved Locations:

Postings may be up only in approved locations. Currently, this includes the following:
- Brick Walls
- Bulletin boards that are not designated for exclusive departmental or organization use
- Hallway Cork Strips
- Free standing red display boards and black sandwich boards

- Black Pedestal Signs (Pedestal sign holders may be requested through the Student Development Office by calling 262- 521-5480.)
- Floors (See Time Restrictions below)

Size and Placement Restrictions
- To provide adequate space for all publicity and maintain easy readability the size of materials should be 11"x17" or less.
- Postings may not be taped or otherwise affixed to painted drywall or wooden surfaces, doors, doorframes, glass, or to any surface not included in the above list.
- Postings may not be put on car windows.
- Postings may not be affixed to the outside of any buildings.
- Postings should not cover up those already in place.
- Only one posting per board, cork strip or board per event or activity will be approved. "Stacking," "chaining," or attaching signs to other signs will not be permitted. Duplicate postings should not be within 15 feet of each other.

Time Restrictions
- Postings may be taped to the floor no earlier than 48 hours prior to an event.
- Ordinarily postings and banners should not be up for more than 10 class days prior to an event and should be removed as soon as possible after the event is over.
- Postings that do not refer to an event scheduled on a particular date must include a visible "date-to-remove" somewhere on their surface. The date-to-remove must be less than one month from the date the sign is posted. Signs that need to be posted for longer than one month need approval of the Student Development Coordinator.

Banners (items larger than 11" x 17") Restrictions
- Banners must be hung on cork strips or tied from the ceiling, but may not be taped to the wall.
- If affixed to the ceiling, appropriate hooks must be used.
- Banners should be removed as soon as possible after the event is over.

Postings hung in unapproved locations will be removed and discarded.

Alternatives to Sign Posting
Organizations or university offices may be granted exceptions to this policy through the Student Development Office and must make the request a minimum of one week prior to posting. Requests for exceptions will be evaluated based on:
- Whether the information presented on posting materials is pertinent for all students, or the University community
- The size of the posting material
- Available space (present and projected)
- Lack of other advertising alternatives

Organizations are encouraged to make use of the following alternatives to sign posting to advertise their events and services:
- The **weekly campus Faculty/Staff News** -- Items will be included automatically in this e-mail newsletter when facilities reservations are made. Other items may be submitted via e-mail to wakmc@uwc.edu Each week, events listed on the calendar will be posted in specific areas on campus.

- A free standing display board may be reserved by signing up in the club office.
- Table flyers

Non-Campus Public Postings
Public postings include signs advertising an off-campus event, service or business. Public posting is limited to specified General Information bulletin boards. All items will be removed at the end of the month. Questions regarding the posting appropriateness of a non-UW-Waukesha poster should be directed to the Student Development Office**.** Off-campus vendors may receive approval for posting materials, but priority for space will be given to student organization functions and university sponsored events.

Information regarding off-campus student employment should be directed to the Coordinator of Career Planning and Development.

Political Signage
Generally, political signage and materials should not endorse one candidate over another. A display board for a specific candidate must be sponsored by a student organization and be approved by the Student Development Office.

Internal Building Signage--Permanent Signage
Signs that are not for a specific event and that will be on continuous display for longer than one month are considered "permanent signage." Design and placement of permanent signage must be approved by the Campus Dean.

Financial Information

Accessing Club Funds

NOTE: ALL purchases must be tax-exempt. Even if you are purchasing the items out-of-pocket and will get reimbursed, you must get a tax exempt card.

ADVANCE FUNDS
>	**To get a check issued prior to an event**
>>	- Complete an Authorization Form (available in mailroom)
>>	- Have advisor sign
>>	- Any question about coding, see the Office of Student Development

REIMBURSEMENTS
>	**Purchases under $20**
>>	- Complete a Petty Cash Voucher (available from Business Office)
>>	- Have advisor sign
>>	- Return to the Business Office with original receipt attached (advisor must write "OK to pay" and initial and date the invoice or receipt)
>>	- Please note: Food purchases require attendees' names
>>	- Petty cash reimbursements are usually made on the same day

>	**Purchases over $20**
>>	- Complete an Authorization Form
>>	- Need advisor's signature
>>	- Any questions about coding see Office of Student Development
>>	- Attach an original invoice or receipt (advisor must write "OK to pay" and initial and date the invoice or receipt)
>>	- Please note: If being reimbursed, the person being reimbursed is the "vendor"
>>	- Reimbursement checks distributed in approximately two weeks

Contracts

Services such as bands, lecturers, etc. must be contracted through use of a UW-Waukesha Contract or UW-Waukesha Rider (both available from the Office of Student Development). The Asst. Dean for Business Services is the only person authorized to sign a contract on behalf of the university. Contract negotiations should be made by the organization advisor, rather than students.

Food Service

The campus uses Consolidated Food Services as our food service provider. Student organizations must use campus food service for official club functions, including on-campus training, events, and programs.

Exclusions include student organization potlucks (where the food is brought in by members), events where individual, not SUFAC, funds are used to purchase the food, and the use of the popcorn machine. The club popcorn machine can be reserved through the Office of Student Development.

Other functions involving food, including fund-raisers, must get prior approval from food services.

<u>Fundraising</u>

Fundraisers need to be coordinated through the Office of Student Development. This will alleviate having more than one fundraiser held during the same time frame. Depending on the type of fundraiser proposed, at least one month planning time should be allowed.

PRIZES:
All prizes given out must be reported to the Business Office: Name of winner, Social security number, Address, Prize description, Account it was purchased from.

SUFAC Budget Requests

Each fall, the Segregated University Fee Allocation Committee (SUFAC) will distribute budget request forms. Each club requesting funds for the following year must submit a budget request by the established deadline. A SUFAC representative will contact the club to arrange for a budget presentation. At that time, club representatives will be asked to make a short presentation on their budget and answer any questions from the committee. SUFAC will forward allocation recommendations to the campus dean by the end of the spring semester.

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UW-WAUKESHA
SUFAC PROCEDURES

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Revised February 2015

I.   Viewpoint Neutrality
        Requests will be considered in a viewpoint-neutral manner, as established by the US Supreme Court.

II.   Criteria
        SUFAC will consider the following when making segregated fee allocations:
        1.   Programs/ Events
                a. Open to student body
                b. Overall impact on campus climate and culture.

        2.   Food
                1. Off-campus conferences/ retreats/athletic events
                        a. attendance must be required
                        b. minimum 5 hr. event
                        c. no available food provided
                2. On-campus training, all-day meetings
                        a. minimum 4hr. event
                        b. 1 per semester
                        c. students being paid to attend cannot have food provided
                3. Club-sponsored field trips
                        a. no food for club sponsored field trips
                4. Food as part of a campus program
                        a. must be open to the student body or recognition of a certain population
                5. Clubs are allowed food for one recruitment meeting per semester, amount not to exceed $50

        3.   Travel and/or conference attendance (registration fees, lodging, mileage, etc.)
                1. Direct benefit to student body: 75% (ex. ACT finding entertainment or SGA attending student governance event)

2. Indirect impact to student body: 50% (Skills learned are not directly related to the club)
3. Primarily personal development: 25% (Recreational trips)
4. Limit: 4 students and 1 advisor. If more want to attend, the allocation must be split

4. Membership Dues
   1. Benefit to the members
   2. Impact to the student organization

5. T-Shirts & Apparel
   1. SUFAC will fund up to $7 per shirt/apparel if ordered by the drop deadline
   2. Apparel will have the UW-Waukesha logo whenever possible

6. School-wide Events
   Per club
   a) Promotional items $50   x 20 clubs = $1000
   b) Fall Fest: $35   x 20 clubs = $700
   c) Halloween $35   x 10 clubs = $350
   d) Holiday Party $35   x 10 clubs = $350
   e) Mardi Gras $35   x 10 clubs = $350
   f) Spring Fling $35   x 10 clubs = $350

III. Policies
A. Record

   SUFAC meetings shall be tape-recorded, with the tapes being stored by the Coordinator of Student Development, or provide detailed minutes of the meeting soon thereafter. Minutes shall be approved at the next meeting.

B. Communication

   For January budget proposals, all requestors will receive written notification of SUFAC's decision by March 1st. Notification will be sent to the current club president and advisor. All student organizations denied funding will be provided, upon request, with a written explanation.

   It should be noted that, following SUFAC's decision, the budgets need to be forwarded by the Campus Dean to the Chancellor. Until final verification is received from the UW Colleges, the budget allocation should be considered tentative.

C. Conflict of Interest

In situations of conflicts of interest, it should be noted before discussion. However, members do not need to excuse themselves from discussion or voting.

D.   Appeal Process
1.   Appeals based upon procedural violations
a)   An organization or department denied funding may appeal to SUFAC within 14 days of notice, if they can show cause that SUFAC procedures were not followed.
b)   2nd appeal- SUFAC within 14 days of SUFAC's appeal decline
c)   Final appeal- Campus Dean within 14 days of SUF's appeal decision
2.   Appeals based on violations of viewpoint-neutrality
a)   If it is alleged that SUFAC's decision was based on a student organization's extra- curricular speech or expressive activities, resulting in a violation of the requirement that allocable student fees be distributed in a viewpoint-neutral manner.
b)   1st Appeal to SUFAC - Appeal must cite specific reasons pertaining to the violation of viewpoint-neutral distribution.
c)   2nd Appeal to SGA-within 14 days of SUFAC appeal decision
d)   3rd Appeal to Campus Dean- within 14 days of SGA's appeal decision
e)   4th Appeal to Chancellor- within 14 days of the Dean's appeal decision

E.   Flexibility of spending
Changes to over 5% or $1000 of the organization's allocation require SUFAC approval. Requests should be made in writing to the SUFAC chair.

Facilities Information

Hours of Operation
Student organizations must hold meetings and programs during the regular campus hours of operation. The campus dean must approve requests to use the facilities outside of regular building hours. Contact the Director of Student Development if your group plans to hold such an event.

IT and media operations requests
Set-ups requiring media operations (microphone, sound system, etc.) must be noted in RESS. In addition to av equipment, the university also has portable staging available for club use. All requests should be included with the reservation.

Room/table reservation requests
Student clubs can reserve rooms and display tables through RESS. Reservations should be made two weeks in advance! Due to limited resources, campus organizations and departments must work together to ensure that two large scale events are not scheduled for the same day.

Venues
Generally there are four main venues that student organizations use to hold programs. The **HUB (the student cafeteria)** has a built-in stage and is therefore ideal for musical groups, entertainers, and dance troupes. The **Student Lounge** is a large open area with couches, chairs, and tables and can be used as is for informal gatherings or can be set-up with portable staging for a more formal setting. **Room C101** is a large conference style meting room and is ideal for guest speakers. The **Theater** holds 330 people and should be used for large events. Campus plays are also scheduled in the theatre, so plenty of lead time should be allowed when planning for an event in the Theatre.

Club Meetings and Events During Final Exams

No clubs may hold meetings or events during Finals Week. See Senate Policy 104 (below) for clarification.
Senate Policies, Policy 104 (Course and Instructional Policies), Section 4 (Final Exams), Letter G
No major activities, events, or organizational meetings which involve students may
be scheduled at a UW Colleges campus between 4:00 p.m. of the last day of classes
and the end of the exam period. Any exceptions to this policy must be approved by
the campus dean, in consultation with the campus collegium steering committee.

Office Expectations

The use of a campus office by a student organization and its members is a privilege. It is imperative that everyone use professional manners within the office as this behavior directly reflects on the entire organization. The following is a list of **minimum** expectations:

1. School property must remain on campus.
2. No foul language.
3. One person per seat.
4. Eating is allowed **only** if the person cleans up after him/herself.
5. Office equipment is to be used for student organization business.
6. Non-members must be accompanied by a member in the office.

Any member not exhibiting professional behavior in the office may have that privilege taken away. Steps to be taken are as follows:
Step 1 – Informal warning by organization officers and/or advisor
Step 2 – Formal written warning by organization officers **and** advisor
Step 3 – Loss of office privileges

Student Organization Office, C144

All clubs have access to the Student Organization Office, Room C144. The office contains desks for individual clubs, including overhead bins and file drawers. Storage of club materials must be contained with the parameters of the club desk area. There is also a computer for use by all club members.

General Guidelines for C144
1. The door will generally remain unlocked, so that students can readily access their office stations. During normal school hours, the door should remain open in order to encourage the use of the room. The door will only be locked during school breaks and under special circumstances. Please see Sue Kalinka or the Office of Student Development to unlock the door.
2. Clubs are encouraged to use campus classrooms or meeting rooms to conduct meetings. The club office area should only be used for small informal gatherings.
3. Students are encouraged to use common sense with regard to what they store in their bins and drawers. Perishable items are not allowed.
4. All student clubs are asked to keep the room tidy and to take care of equipment assigned to them. Any accidents should be reported to Sue Kalinka as soon as possible.
5. Please be respectful of other student clubs in terms of noise level and their belongings, such as office supplies and posters. Small bulletin boards are provided for each group to post information near their area.
6. If your organization needs to order office supplies, contact your advisor.
7. The computer is to be used for student organization business.

Creating a New Student Organization

The **first step** starting a new student organization is finding others with interests similar to yours. In addition, each organization must have a faculty/staff advisor. If you need help recruiting members or an advisor, meet with the Director of Student Development to discuss some recruitment strategies. Students interested in forming a new student organization are entitled to use hallway tables for recruitment purposes and can reserve a campus meeting room for an informational meeting.

Items to discuss before starting a new club:
Purpose of the organization
Local or national affiliation
Membership dues
Voting procedures
Officer structure

The **second step** is to write your constitution and by-laws. Don't let the work "constitution" intimidate you. It is merely a formal way to write out our guidelines. Your constitution should be kept to no more than a few pages, containing only the essential information that should not change over the years. This is the foundation of your organization so changes should not be easy to make without a two-thirds vote by your membership. Some of the typical elements of a constitution include:

Name and statement of purpose of the organization
Qualifications for membership
Officer positions, election procedures, and duties
Meetings of the organization
How to amend the constitution

You can put more detail-oriented information in the bylaws. This should be the day-to-day working of your organization. Change it as often as you need to truly reflect your organizational mission/purpose and members' needs.

The **third step** is to be approved by the Student Government Association. The SGA will contact the president of the organization and invite him/her to an SGA meeting. At this meeting, the constitution and registration form will be reviewed and members of SGA will discuss the organization's goals. The Student Government Association will then vote on official recognition (based on a simple majority). The organization will be notified in writing of the SGA decision.

The **final step** is to complete a Student Organization Registration Form, available from the Office of Student Development. This form will be used to report such information as local or national affiliation and meeting information. This form requires your advisor's signature, along with information on all officers. You will also need to submit one copy of your organization' constitution and bylaws containing the organization's purpose, officer information, and election information. The Student Organization Registration Form and the Constitution should be submitted to the Office of Student Development.

Sample Student Organization Constitution

(please change or modify to meet your organization's needs or develop your own)

Article I (Name)

The name of the organization shall be

_____

Article II (Objective, Aims, or Purpose)

It shall be the purpose of _____ (name) to

_____

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:
1.
2.

Section B: Dues and collection procedures (if any)
The fiscal year of the organization, shall be from
_____ to_____(month and date)
The amount of annual dues shall be determined each year by _____
Dues shall not exceed $_____ per year.

Article IV (Voting)

Section A: A quorum will be

_____

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

_____
_____

Article V (Officers)

Section A: The (name of organization)_____ shall have a President, Vice President, Secretary and/or Treasurer, Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model). These officers comprise the Executive Committee or Board.

Section B: All officers must be members of

_____(name of group)

Section C: The term of office shall be from _____(month/date) to
_____(month/date)

Section D: Election of officers shall be held _____(annually/month)
At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on different duties for your officers.)

Section A: The President
1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President
1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available the current constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary
1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer
1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Section E: Advisor
1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

Article VII (the structure of group committees)

Section A: Committee Identification and Appointment
The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.
1._____
2._____

Section B: The duties of the standing committees shall include: (provide details of responsibilities respective to the committee.

Article VIII (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: _____

Section B: At least _____ days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than _____ hours/days notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article IX: (parliamentary procedure)

Section A: (Example) Robert's Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.

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