

# **UIS Student Organization Handbook 2009-10**

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# GETTING STARTED

Student Organizations are an easy way to become involved in campus activities while directing your time and energy toward a specific skill. You can find the most up to date listing of student organizations by visiting our website at [www.uis.edu/studentlife](http://www.uis.edu/studentlife). UIS has approximately 70 student organizations who self select from the following categories.

1. General Interest Organizations
2. Academic/Honorary Organizations
3. Service Organizations
4. Religious/Spiritual Organizations
5. Cultural/Diversity Organizations
6. Political/Advocacy Organizations

If you are looking for a specific organization and do not see it represented in our updated listing, you can always start a new student organization. Read on for more information.

## **STARTING A NEW STUDENT ORGANIZATION AT UIS**

Don't see what you're interested in on UIS's list of student organizations? Start your own!! Simply gather three other students who are interested in the same thing and identify a staff/faculty advisor to work with the organization. After these steps have been taken, stop by the Student Life (SAB 20) or visit our convenient website at [www.uis.edu/studentlife](http://www.uis.edu/studentlife) for more information. All student organizations need to be open to all students.

The following steps outline the process for completing your student organization registration:

1. A completed Student Organization Registration form and make sure you have a UIS Faculty/Staff Advisor. (Note: only registered UIS students may be officers of an organization)
2. Proposed constitution and/or bylaws of the organization that clearly contains a mission statement, criteria for membership, and criteria for officers.
3. If a student organization is affiliated with off-campus organizations, circles or chapters, the student organization must submit a copy of the constitution, articles of incorporation, or other governance document of the external organization for University approval. Should a conflict arise, University policies and regulations will override those of external organization.
4. Attend the mandatory Student Organization Workshop the beginning of each academic year. If your organization is established after these meetings take place, simply schedule a meeting with Student Life GA to review the resources and services available to you.
5. Each new student organization will receive an assigned Student Life Liaison based on the category they selected to assist them with programmatic and leadership needs.
  - General Interest Organizations- Student Life GA Liz Postlewait, [ga-studentlife@uis.edu](mailto:ga-studentlife@uis.edu)
  - Academic/Honorary Organizations – Student Organization and Leadership Coordinator, Courtney Bailey, [cbail02s@uis.edu](mailto:cbail02s@uis.edu)
  - Service Organizations – Student Organization and Leadership Coordinator, Courtney Bailey, [cbail02s@uis.edu](mailto:cbail02s@uis.edu)
  - Religious/Spiritual Organizations- Asst. Director of Student Life, Beth Hoag, [bhoag2@uis.edu](mailto:bhoag2@uis.edu)

- Cultural/Diversity Organizations- Asst. Director of Student Life, Beth Hoag, bhoag2@uis.edu
- Political/Advocacy Organizations – Director of Student Life, Cynthia Thompson, cthom2@uis.edu

Student Life will review these guidelines with the student organization representative and make a recommendation for recognition. A formal letter of recognition or denial will be granted to the newly recognized student organization.

Non-students are not permitted to be organization members; they may however be guests of the organization by invitation.

### **RECOGNITION DENIAL**

Reasons why a student organization may be denied recognition may fall within the following areas:

- the purpose is duplicated within the scope of a currently registered organization
- the purpose conflicts with the policies and procedures of UIS
- the student organization is not open to all currently enrolled students , with the exception of National Academic Honoraries

If representatives for a potential student organization feel they have been incorrectly denied recognition, an appeal process is available. This concern must be expressed in writing within one week of notification of denial to the Director of Student Life. The Director of Student Life will review the written notice and proceed with reassessing the status of recognition.

### **RENEWING A STUDENT ORGANIZATION AT UIS**

Registration of student organizations is done on an annual basis, effective until the beginning of the next fall semester.

Renewal of registration of your student organization is easy! Just follow these steps!

1. Complete and submit the Student Organization Registration Form by Sept. 15<sup>th</sup>
2. Continue to meet all requirements for initial recognition.
3. It is a useful process to review your constitution on an annual basis. Make sure the constitution on file in the Student Life is updated to reflect any changes that have been made over the previous year.
5. Have a representative attend the required student organization workshop..
6. Maintain a membership of at least four members and have a current faculty or staff advisor.

**Note: The requirements for student organizations to become registered or to maintain recognition are not limited to those listed above, rather this is an overview of the process.**

Failure to comply with the conditions may result in the immediate cancellation of space reservation privileges, equipment reservations, website space, and loss of recognition and/or ICCB funding. Organizations that lose recognition status for any reason must meet any terms established by the University for reinstatement and then must reapply for recognition status if they want to resume function.

## **BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION AT UIS**

Organizations that are registered and officially recognized by the Student Life are eligible for many university benefits. Organizations provide a means for people to become more involved with peers and the university. Participation increases effective communication skills as well as leadership, planning, management and publicity skills. Organizations are intended to be an outlet for students with specific skills and interests, which in turn can increase involvement and campus activities, creating a vibrant campus life.

Specific benefits that are available to campus organizations are:

1. A student organization mailbox in the Student Organization Center located in SLB 16.
2. The use of university facilities at no charge for meetings and events  
(**Exception:** operating costs associated with Sangamon Auditorium & Studio Theater).
3. The opportunity to apply for and receive funding through Inter-club Council Board.
4. The use of on-campus printing and duplicating services. (Charges apply)
5. The use of campus vehicles (pending proper authorization, Charges apply).
6. Accounting support through Student Life.
7. The use of supplies, equipment, services in Student Life/SOC.
  - Campus Calendar Entries
  - Button Maker (.10 per button)
  - Markers
  - Sidewalk Chalk
  - Banner Paper
  - Die Cut Machine
  - Campus Channel Announcements
  - Popcorn Machine
  - Window Paint
  - Window Paint Cleaning Kit
  - Spray Chalk
  - Casino Gaming Equipment
  - Coolers
  - Event Planning Assistance
  - Student Life Cooker
  - Student Life Lighting System (\$45 rental fee)
  - Sound System
  - LCD Projector
  - Pipe and Drape
  - Limited Decorations/Supplies
  - Bubble Maker
  - Event Preparedness Kit
  - Decoration Theme Kits
  - Poster Printer (2 free/semester, \$5 each thereafter)
8. The right to assemble.
9. Participation in the Involvement Expos
10. Updated information about events and activities.
11. Participation in training and workshops designed to strengthen your student organization and leadership skills.
12. Ability to apply for student organization office or storage.
13. Listing in the directory of Recognized Student Organizations.

## **RESPONSIBILITIES OF A STUDENT ORGANIZATION**

- Notify Student Life of all events/activities via space request or by contacting liaison.
- Accept responsibility for a member's behavior when:
  - o She/he is acting as a member of the organization, with or without sanction
  - o An event is held, officially or unofficially, in the name of the organization
- Abide by the organization constitution and consult with Student Life when changes are proposed
- Abide by all University policies and procedures
- Participate in training programs and workshops sponsored throughout the year, including but not limited to the Student Organization workshop and President's Roundtable.

- Maintain registration throughout the year by keeping officer and membership lists current
- Check your UIS email regularly
- Comply with University, state, federal and city laws and regulations. The organization shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, political affiliation, age, marital status, handicap, unfavorable discharge from the military or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law. Academic honorary organizations may continue to select members based on approved academic criteria.
- Avoid any activity, speech, or expression that may be deemed as:
  - o Creating a clear danger of inciting violence or unlawful behavior
  - o Advocating the physical harm, coercion, intimidation or invasion of the personal rights of any individual Violating University policies on harassment
  - o Advocating the willful damage, destruction or seizure of University property
  - o Interfering with classes or University activities

# EVENT PLANNING

Student organizations often sponsor events on campus. These activities add to the community at UIS by filling our calendars and lives with meaningful work and play to accompany your in-class learning. The following is a basic overview of the program planning process. Please refer to the Program Planner for more information.

1. Get an idea for an event or activity on campus.
  - a. *The type of event planned often dictates what space to request. A bake sale, for example, should be in a highly visible location such as the PAC Concourse. The Student Center or classrooms are good choices for organizational meetings, discussions or performances for small audiences.*
2. Check out other happenings on campus through the student life campus calendar
3. Submit your space request on [www.uis.edu/studentlife](http://www.uis.edu/studentlife).
4. Construct a budget and apply for funding if needed. (See finance section for additional information)
  - a. *If the event requires a contract submit to your student life liaison at least 4 weeks in advance*
5. According to the information provided on the space request form, you may receive an email regarding set up or technical needs. On many occasions you may be asked to meet with your student life liaison or conference services event coordinator to review needs. This is to flag potential problems, fill out a work order/set up request and ensure you have covered the bases for your event.
  - a. Fill out student life equipment form to borrow any of our equipment if not already completed in the space reservation form.
  - b. If food is being served contact Brian Patton at [jpattl@uis.edu](mailto:jpattl@uis.edu) or contact Brian regarding a food waiver
6. Make a marketing plan
  - a. By registering the event you are automatically qualifying your organization to take advantage of many publicity opportunities through the Student Life including: UIS Student Life Calendar, Student Affairs Calendar, Student Life Emails, SOC calendar boards and additional publication opportunities.
  - b. Student Organizations can request to paint windows in the PAC, Student Center, LRH and Founders. Applications can be found at [www.uis.edu/studentlife](http://www.uis.edu/studentlife)
  - c. Print your posters, send emails, and facebook announcements, but also be creative with how you market to your peers.
7. Nail down the logistics
  - a. Purchase your supplies ahead of time. You can get a gift card from student life or get reimbursed.
  - b. It is always a good idea to confirm equipment the day before the event or touch base with a performer. Review the logistics like programs, greeting members, who will clean up, crowd control, etc.
8. Evaluate the event
  - a. If you received funding via ICCB you will have to turn in a program eval. If you haven't still do one, it never hurts and you can submit it to student life so we can put it in your file for future leaders.

# Finances

## Types of Accounts

Student organizations can have various types of accounts

1. Fundraising Account- This is an account that is set up by your student organization to deposit any money raised for the organization. Funds in these accounts have limited restrictions since it was raised specifically for your organizations. These accounts will roll over from each academic year. If an organization has been inactive for four semesters the account will be terminated. If you do not have a fundraising account you can set one up through Wendy Withrow in the Student Life Office (SLB 16). These are not tax exempt accounts.
2. Gift Accounts- These accounts are set up through Development only if a member of the university or community wishes to donate to your organization. Often a faculty/staff member will donate on a monthly basis. Check with your student life liaison if you are unsure if you have a gift account and the balance.
3. ICCB Funds- ICCB awards student organizations funds based on an application process for events. (See below section for more information). There are many restrictions on ICCB funds as they are derived from student fee funds.

## Other possible funding sources

1. Speaker Fund- Cynthia Thompson in Student Life manages the Speakers fee fund to bring educational speakers to campus. Contact her at [cthom2@uis.edu](mailto:cthom2@uis.edu) for further information
2. ECCE Speaker Series- This is separate from the Speaker Fund and is managed through Kimberly Craig. Limited funding is available and ECCE should be contacted at least a month prior to the event.
3. SAC- The Student Activities Committee (SAC) sets aside \$1000 for co-sponsorships each semester. Typically no more than \$500 is given to one organization or event. A co-sponsorship request form can be obtained at [www.uis.edu/sga/sac](http://www.uis.edu/sga/sac). All requests must be submitted a minimum of 2 weeks prior to the event.
4. Departments- Some campus departments have limited funding for co-sponsorships if the event is aligned with their mission. Contact the director of the department for additional information.
5. Late Nite Stars- Late Nite Stars is a new initiative by the Division of Student Affairs to encourage late night weekend programming. Student Affairs will be managing 3 Late Nite Star events each semester and funding will be available for student organizations who wish to host events during the Late Nite. Fall dates include: Sept. 11<sup>th</sup> (Game Night), October 16<sup>th</sup> (Halloween Bash) , Dec. 11<sup>th</sup> (Casino Night).

## Fiscal Officer

The Director of Student Life is the official Fiscal Officer for ICCB & registered student organizations and must sign off on any budget expenditures. An account number for billing purposes must accompany Food Service requests, Duplicating, lighting, & use of the Studio Theater.

## Outside Bank Accounts

Outside bank accounts are not allowed by University policy. Student organizations are not authorized to associate the University of Illinois at Springfield with an outside bank account in any manner, either directly or indirectly. An account of this type is not under the control of and is not the responsibility of the University of Illinois at Springfield. Student Activity funds and revenue raised through the use of student activity funds cannot be deposited in an outside bank account.

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## ICCB

### Purpose of the Inter-Club Council Board (ICCB)

The Inter-Club Council Board (ICCB) is a standing committee of the Student Government Association. As a guiding body for student organizations under the SGA, this committee looks to ensure equal opportunities for all student groups involved in planning campus events. The purpose of this committee is to promote, facilitate and supplement funding for student organizations wishing to host events for the UIS community. The ICCB encourages its student groups to plan activities that promote diversity, learning, community awareness and civic engagement. Clubs and Organizations seeking funding for activities should fill out an **ICCB Request for Funding form**.

### ICCB Funding Request Form and Process

After you have completed the registration forms and have been notified by the Student Life Office that you are **“registered”**, your organization will be eligible to receive funding.

- Pick up an **ICCB Funding Request Form** from the racks outside of SLB or on the Student Life website [www.uis.edu/studentlife](http://www.uis.edu/studentlife)
- The request must be signed by the organization’s president and advisor
- Itemize your expenses. The more research you do before you submit your funding request the more accurate the request will be.
- Identify any co-sponsorships you have.
- Show the amount you are requesting from ICCB
- Return the form to the Student Life Office where your request will be assigned an ICCB meeting date. (Office hours: 8:30 am- 5:00 pm)
- Plan to attend the ICCB meeting at which your proposal will be discussed. You won’t receive funding unless a representative is there.

All organizations must prepare a zero based activity budget for each individual program they would like to sponsor to receive direct financial support from ICCB.

Please attach a rationale for any budget requests over \$500.00. Generally speaking, you must have at least four weeks (4) lead time in order for your request to be approved.

ICCB will meet at least once per month during the academic year to hear requests and allocate funds. The required **ICCB Request for Funding Form** must be turned into Student Life no later than the Friday before the Sunday meeting.

### Criteria for Funding Decisions

An allocation for your proposal is usually based on a number of factors including:

- Event must be open to all students
- The organization must be in compliance with ICCB and Student Life (ie. All program reports turned in and be a registered organization)
- The request follows established eligibility and restrictions as stated in the Student Organization Manual
- That the request is in line with the mission of the University
- The nature of the event and how it improves the quality of student life
- Whether the event facilitates community building and improves the campus social life
- Whether the event fosters respect for diversity
- Whether the event promotes service learning and volunteerism, wellness and holistic student development
- The number of people supporting the event
- The number of students for which the event is targeted
- The cost of the event and its perceived value on campus
- Whether there is sufficient time to fully promote the event and execute it properly- at least 4 weeks lead time

A funding decision takes into account that the request shows forethought with regard to detailed information, such as date, time, place, price estimates, security, publicity, interest by students, and how it fits into the mission of the student organization.

- No budget for special events shall be considered unless the organization submits a budget request on the forms provided by the ICCB to the office of Student Life by the specified due date.
- No organization may commit, by contract or other means, money it does not have.
- Funds may only be expended for budget lines approved by the ICCB, funds may not be shifted to pay for other obligations from the activity.
- Funds not required for an allocated line are returned to the ICCB
- Requests for supplemental allocations must be approved by the ICCB prior to any commitment on the part of an organization.

**NOTE:** Exceptions to the above policies may be made only by the Inter-Club Council Board in consultation with the Director of Student Life, and will be based solely on the merit of the request. Failure to adhere to any of these policies may result in the University freezing organization assets and further sanctions from the ICCB and/or Director of Student Life.

### **The Appeals Process**

After budget allocations, an appeals process will be available to the registered organization submitting the budget. This procedure is as follows:

- An individual dissatisfied with ICCB decisions must first, upon submitting a written appeal, return to the next regular meeting of the ICCB for reconsideration of the matter in question. If again, dissatisfied with the ICCB decision, they may make, within ten (10) school days, a written appeal to the Student Government Association (SGA).
- The SGA shall then deal with the appeal at their next regularly scheduled meeting. The decision of the SGA shall be final subject to University and Student Life policies.

## Evaluating Your Event

- Any student organization receiving ICCB funds must submit an event evaluation form (Program Report Form) within two weeks of the completion of the event. This evaluation form will include an analysis of the event/program, the total attendance and a description of the expenses, indicating how the allocated funds were spent. **This form must be submitted prior to receiving additional funds from ICCB.**
- Event evaluation forms for all ICCB funded events are due two weeks prior to the end of the spring semester to the Office of Student Life
- Student organizations that do not submit these forms may be ineligible to receive ICCB funds in the future.

## How can I spend our \$\$\$?

### Obtaining Goods and Services

*There are essentially only five ways to obtain goods and services.*

1. Paying cash and being reimbursed with receipts
2. Using a Purchase Order (PO) and having an invoice billed to the University
3. Having a signed contract that is then paid by the University
4. Having Student Life staff purchase items for you using university credit card known as p-card
5. Using a vendor gift card

### Cash Reimbursements

Any student member of an organization may purchase needed goods or services that have been approved in the budget process with their own money and be reimbursed. This is the quickest and easiest way to get what you need. **Reimbursements may not exceed \$250.00**

- Purchase items or services on the rack
- Complete a Reimbursement Form, located on the rack outside of the Student Life Office or on the SL website ([www.uis.edu/studentlife](http://www.uis.edu/studentlife))
- Bring ALL receipts, along with a completed reimbursement form, to the Student Affairs Building, Room 20, to Wendy Withrow, who will prepare a Reimbursement Voucher. The Voucher is then signed by the fiscal officer and submitted to Accounts Payable.
- If you purchased items with a credit card you must also provide a copy of your credit card statement indicating that the purchase was applied to your account.
- A check is cut and mailed to the mailing address or deposited via direct deposit.

### Contracts

The University has its own contract for entertainers and speakers. Only the Director of Student Life or her designee is authorized to contract for services. Before agreeing to any contractual agreement, discuss the intended event with your student life liaison. No contract can be requested from the artist or any agent/agency unless approval has been granted and authorized University officials have signed the UIS contractual agreement forms (riders). If prior authorization was not granted, the requestor could be held liable for any and all contract fees.

All entertainers/speakers and vendors must have a University of Illinois Banner number assigned by Urbana before any checks for payment can be issued. This can take up to two weeks to process

### **P-Card**

The P-card is a University Master Card that can be used wherever major credit cards are accepted. Please discuss your purchases ahead of time with your Student Life liaison. Generally speaking, Wendy Withrow, in the Student Life Office can assist with the purchase of goods and services that can be done by telephone. When it is necessary to purchase goods and services in person, the bearer of the P-card must assist with the purchase. It is important to retain receipts for goods and services purchased in this manner. All receipts must go to the staff member making the purchase and to Wendy Withrow in the Student Life Office.

### **Gift Cards**

When time does not permit the bearer of the P-card to assist with on sight purchases, a gift card may be purchased allowing you to purchase goods and services from a particular vendor. You will need to let Student Life know at least a week in advance that a gift card needs to be purchased. A gift card request form is available in the SOC or in Student Life

### **Budget Considerations**

When planning your event budget consider the following expenses. The following are **minimums** to consider. For other items, such as food service, decorations, prizes, you may need to make some initial phone calls to check on prices.

Each registered student organization receives 200 free B/W copies from ICCB each semester. (This does not require a funding request)

#### Entertainment/Speaker/

DJ	\$350
Bands	\$350.00 and up
Games/Acts	\$1200.00
Movie Rental/Rights	\$450.00 and up
Sound System	Student Life Free, outside company \$900
Lights	\$10/hour
Facility charges	Free except Sangamon Aud, Studio Theater
Media/Electrician/Carpentry	\$30/hour
Pipe and Drape	Free
Lodging	\$90
Hospitality	\$20/person
Poster Printer	First 2 are free, \$5 each after
Duplicating	.07-.11 B& W, color .75-1.25

## **Student Life's Finance Tips**

1. **NEVER EVER SIGN A CONTRACT.** If a contract is involved tell your student life liaison ASAP. We could even negotiate a better deal. The only one authorized to draw up and sign contracts for student orgs is Student Life. If you or your organization signs a contract you could be held liable.
2. **SAVE ALL YOUR RECIEPTS AND TURN THEM IN ON TIME.** If you want to get reimbursed for a purchase you must save all the receipts or no moolla for you! Make sure to fill out a reimbursement form and turn in your receipt and if paid via credit card a copy of your statement showing the purchase went through no later than 1 week after the event.
3. **FOLLOW THE POLICIES.** Make sure you read over the policies section. If you consistently disobey the policy your group could lose recognition.
4. **DEVELOP REALISTIC BUDGETS-** When you budget round up a little to account for unexpected costs but do your research and find out how much stuff really costs.
5. **SET UP CHECKS AND BALANCES IN YOUR GROUP.** Hey if it works for the Government it can work for your group.

## **Statement on Liability**

UIS does not assume liability for a recognized student organization's financial transactions, group activities, or the actions of individual or group members. Students are expected to abide by the University policies and state and federal laws. The University recognizes that students and student groups are not agents of the University.

# Student Organization Policies and Procedures

## Procedures for forming and maintaining a student organization

The University of Illinois at Springfield encourages students to form new organizations and maintain currently established organizations.

In order to start a new student organization must have

- A current constitution and by-laws with a statement of the purposes and goals
- At least FOUR active members are currently registered UIS students
- A UIS faculty or staff advisor
- A president or representative must attend a yearly workshop

All student organizations must agree to the following

- We agree that our organization must comply with all University Policies and Procedures as outlined in the Student Handbook
- All student organization members must be UIS students.
- The organization shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, political affiliation, age, marital status, handicap, unfavorable discharge from the military or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

All student organizations must re-register on a yearly basis. Student Life recommends that student organizations re-register every academic year by **Sept. 15<sup>th</sup>**. Failure to register each year by this deadline will result in any existing space requests to be cancelled and the existing webspace to be terminated.

## Student Organization Space Request Policy

*Policy created: 2007, Policy last reviewed and updated: 7/30/09*

It is in the best interest of the organization to submit space requests as soon as possible since space on campus is limited and requires collaboration with various departments

### Process

All Student Organizations must submit a space request via the Student Life Website. Student Life then coordinates with various departments to process the request

### Timeline

- To allow for proper planning, we advise that space requests be submitted at least 4 weeks prior to the event.
- For any conference center spaces, a space request submitted with less than 2 weeks prior to the event will not be processed. Conference Center spaces include Brookens Auditorium, all PAC Lettered Rooms, Sangamon Auditorium Lobby, PAC Annex (old bookstore), PAC Councourse and Food Emporium.
- Space requests for other campus areas including the Student Center, Student Life Large and Small Conference Room, SOC Lounge, Diversity Center, LRH Great Room, SLB Gym, Housing

Commons, and SLB Multipurpose Room may be submitted with less than 2 weeks notification. Student Life and the coordinating department will strive to accommodate all requests if the space is available and staffed.

- Space Requests submitted with less than 7 working days notification will have to use the space “as is” meaning that a set up can not be submitted.

## **Demonstration/Rallies (tentative)**

The University of Illinois at Springfield seeks to preserve the student's privilege to take an active role in exercising their rights of expression, conscience, affiliation, and peaceful assembly. At the same time, the University also recognizes its responsibility to protect the rights and freedom of those who wish to pursue their educational interest without interference. The following procedures have therefore been established to safeguard the orderly functioning of all rights while also providing for the safety and protection of members of the University community.

1. All demonstrations or peaceful assemblies must be registered with the Office of Student Life at least 48 hours in advance. Standard space reservation procedures must be followed for the use of any University space. Demonstrations or peaceful assemblies are generally defined as any public manifestation of welcome, approval, disapproval, protest, or conscience by a student or groups of students. (Assemblies commonly associated with social or athletic events are not usually within the purview of this definition.)
2. At the time of the registration, the student or groups of students will be advised by the Director of Student Life or designee of any guidelines that will be required for the demonstration or peaceful assembly. Guidelines may include the time, place, and duration of the demonstration or assembly and the maximum number of people who may participate. The decisions of the Director of Student Life regarding any demonstration or assembly guidelines may be appealed within 24 hours to the Vice Chancellor of Student Affairs.
3. The following restrictions apply to all demonstrations or peaceful assemblies:
  - a. Blocking or impeding vehicular or pedestrian traffic is prohibited.
  - b. Blocking access to or from campus buildings or offices is prohibited.
  - c. No activity that promotes violence against person or property is permitted.
  - d. Observers may not interfere with participants of the demonstration or assembly in any way.
  - e. Activities of participants or observers that disrupt or disturb classes, meetings, or any other normal functions of the University are prohibited.
4. All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of University officials or campus police. Any student who violates any part(s) of this policy will be subject to judicial action. Depending on the individual circumstances, criminal charges may also be filed. A recognized organization that violates any part(s) of this policy may have penalties imposed upon it by the Director of Student Life.

## **Publicity**

*Last updated: 7/30/09*

The Office of Student Life does not require approval of campus flyers. Student organizations may post on any campus bulletin board that is not marked “for department use only.” If a student organization wishes to window paint it is allowed in the Food Emporium, LRH, FRH, and Student Center with

permission. A form can be located at student life or SOC or obtained on the Student Life website. Chalking is permitted as long as you chalk in an area that rain can wash it away (ie do not chalk under overhangs or highly wooded areas) If your organization has a unique marketing approach you want to employ on campus please speak to your liaison to avoid any potential conflicts.

## **Travel**

When student organizations travel off campus for an event or meeting, it is required that they notify their student life liaison and ensure all members attending have filled out liability forms.

## **Hazing (tentative)**

Any and all forms of hazing are completely prohibited at the University of Illinois at Springfield. Hazing is defined as **"... an act that endangers the mental or physical health or safety of any person, or that defaces, destroys, or removes public or private property for the purpose of initiation into, admission into, affiliation with, or as a condition for continued membership in, a group or organization."**

## **UIS Student Organization Fundraising Policy**

*Created: 8/07, Last updated and reviewed: 7/30/09*

Student Organizations must register all fundraising activities with the Student Life Office/Student Organization Center at least one (1) week prior to the scheduled activity. Fundraisers include all activities where there is a collection of funds, regardless of whether the money is donated to a charity or is deposited in the sponsoring organization's account. Activities include, but are not limited to penny voting, merchandise sales, bake sales, race registrations, etc. Collection of dues from organization members and ticket sales for an entertainment event (i.e. comedy show) are not considered fundraisers.

### **Registering a Fundraiser**

A fundraiser can be registered via the space reservation if campus space is being requested or via a fundraising form if on campus space is not needed (Both are located on the student life website under the Forms section)

### **Reporting Results**

If the fundraising activity is to raise funds for a charitable organization, the total amount of money raised is to be reported to the Volunteer and Civic Engagement Center within one week of the conclusion of the fundraiser.

### **Raffles**

A Sangamon Country raffle license must be registered and presented to Student Life in order to conduct a raffle where tickets are purchased

### **Charitable Games**

All fundraisers must comply with University, state and local ordinances and laws. Due to the number of legal, tax and operational issues associated with charitable gaming events student organizations are not permitted to sponsor them in order to raise funds. These include but are not limited to any of the following events for fundraising purposes: Casino Nights, Texas Hold'm Tournaments, and additional card tournaments.

### **Credit Card Vendors**

Credit Card Vendors are prohibited on UIS Campus.

### **Car Washes**

UIS will supply hoses when you:

1. Complete a student organization space request and indicate it is a fundraiser.
3. Meet with your student organization liaison to review the event.

### **Alcohol**

Fundraisers associated with the sale or consumption of alcohol are prohibited.

### **Deposits**

All money raised must be deposited into a UIS student organization fundraising account within 24 hours of the event. If the event occurs on Friday or Saturday, however, the money must be deposited at the Bursar's Office the next business day

### **Sponsorship**

A student organization may accept financial assistance (i.e., money, products, or service) from an agency, company, or business that is not a part of the University under these conditions:

- Prior to solicitation, a student organization must send a list of companies to be solicited and a copy of the proposed letter to the Office of Development and Student Life (at least two weeks prior to anticipated solicitation). This is to ensure sponsors/donors are not being solicited by numerous campus departments/groups.
- Solicitation can not occur until both the Office of Development and Student Life have signed off on the list of companies and solicitation letter.
- The student organization may not imply any endorsement, or connection between the University of Illinois at Springfield and any product, service, agency, or business.
- All advertising and promotional material must clearly and dominantly indicate that the student organization is the sponsor. An outside source giving significant financial assistance may be recognized as a supporter through the use of the words "with support from..." Student Life determines the extent to which financial assistance is significant.
- The student organization must manage all advertising and promotions.
- A commercial sponsorship from a business that primarily involved the production, sale, distribution or serving of alcoholic beverages or tobacco products is prohibited.
- Before any commitment is made to accept monetary assistance from an outside source, the student organization must secure a contract with the outside source, and the contract must be approved by the Office of Student Life and the Office of Development.

### **Taxes**

Special attention in regards to tax issues must be taken into account for fundraising. For fundraisers other than bake sales, student organizations are expected to pay taxes on all sales. If a student organization is planning to do a fundraiser a space request form is needed, or if space is not required, a fundraising request form. If you have tax-related questions, do not hesitate to contact Student Life.

### **Cash Boxes for Student Organization Fundraising**

- Event approval must be received before a cash box (Change Fund) will be authorized. This must be done at least one week prior to the date of the fundraising activity. Once the event is approved, the Student Life Office will submit a completed *Request for Petty Cash and Change Fund* form to Cashier Operations to request a cash box. The cash box will be prepared with \$25 in cash (please specify the denomination) so that your organization will have the ability to make change on the day of the activity. The cash box provided by Cashier Operations must be on site at any event designed to raise funds.
- On the day of the event (or the Friday before, if the event is on a weekend), the designated custodian of the cash box from the organization should stop by the Cashier Operations Office during normal business hours of 9:00am to 4:00pm, to pick up and sign for the cash box. Student must show I-Card when signing for cash box.
- If the event ends during business hours, the money should be taken to the Cashier Operations window with the necessary deposit voucher/check log completed. The Cashier Operations Office will deposit these funds into the student organization's fundraising account (Contact the Student Life Office for this account number prior to the beginning of the event, as the Cashier Operations Office does not have access to this account number).
- Deposits after Cashier Operations Office normal business hours, of 9:00am to 4:00pm, are made by sliding the cash bag (with the cash and completed deposit form/check log in it) through the space under the cashier window and letting it drop to the floor. (The empty cash box can be turned in to the Cashier Operations Office on the following business day.
- All money raised on campus by student organizations must be deposited into an account at the Cashier Operations Office as soon as possible and no later than 24 hours after the conclusion of the event (with the exception of events held over a weekend).
- For fundraising events lasting longer than one day, a deposit form/check log should be completed and taken to the Cashier Operation Office on a daily basis. Daily deposits should consist of total receipts for the day less \$25 change fund. (example: \$125 cash + \$125 checks, deposit should equal \$225 with \$25 remaining in the cash box)
- Deposits are verified and deposited into the correct account by the Cashier Operations Office daily. Receipts for the cash deposits are sent by intercampus mail to the Student Life Office. The Student Life Office will then place the receipts in the student organization's file, which you are encouraged to review in a timely fashion.

## **Student Life E-mail Policy**

*Last reviewed: 7/30/09)*

Student Life E-mails will be sent out on Mondays and Thursdays only. The Monday edition will include events taking place on Monday, Tuesday & Wednesday. The Thursday edition will list events taking place on Thursday, Friday, Saturday and Sunday (as well as upcoming events taking place the following week). Student organizations who have submitted a space request within a week prior to the event will automatically be added to the e-mail. If an event does not require a space and would like it included in the e-mail they should submit the event information to [studentlife@uis.edu](mailto:studentlife@uis.edu) by 3 p.m. on Friday for the Monday e-mail and 3 p.m. on Wednesday for the Thursday e-mail.

Due to the large number of events received, all events must be in a format that can be cut and pasted into the Student Life e-mail. Incomplete submissions or those that cannot be copied will not be

included. No photos, graphics or attachments will be accepted. Please include the following information:

- Event Name
- Sponsoring Organization
- Event Time
- Event Location

No e-mails will be sent out to the official student distribution list for individual student organization events (with the exception of information related to the bi-annual Student Government Elections, SAC, Student Life Events/announcements).

## **Policy Regarding Public Displays on the UIS Campus**

*Created: 4/11/06, Last Reviewed: 7/30/09*

Students/student organizations are free to gather for events on the UIS campus and to display various equipment/symbols/decorations, etc. in conjunction with their events.

However, no items are allowed to remain as a display at the conclusion of an event unless a member of the student organization remains with the items for the duration of the display.

In addition, no holes may be dug in the ground for the purposes of such displays. Any item displayed at a student organization event must be on a stand or platform, or free standing on the ground.

Students are free to chalk the sidewalks in advance, or as part of their events.

Items cannot be draped or placed on campus benches, as that would interfere with the intended usage of those items.

## **Studio Theater Reservation Policies for Registered Student Organizations**

*Created 9/11/07, Last Reviewed 7/30/09*

Registered student organizations are welcome to plan events in the studio theater. As with all campus spaces, there is not a rental fee for the space. However, due to the complexity of space, there are fees associated with operating the sound and light equipment and safety & security.

Additionally, the Studio Theater is in high demand from campus academic departments and requires intensive coordination with various campus entities.

For a student group to plan an event in the Studio Theater, the event must meet the following criteria:

- The event must be open to all UIS students
- The event must be a non-revenue generating event.
- The event can not compete with a SAC or ICCB-funded event.
- The organization advisor must be present for the event including rehearsals, set up and take down.

- The student organization must demonstrate a need for the space (ie. Why do you want to use the Studio Theater instead of other campus venues?)

#### Process

1. Student organizations must submit a space request via the Student Life Forms Section no less than 6 weeks prior to the event. (Note: Due to the high demand for the space it is recommended that the space is requested a semester in advance to confirm availability)
2. The Student organization president (and/or representative) and student organization advisor must attend a preliminary meeting with a representative from Student Life and the Sangamon Auditorium to discuss the event and availability at least 5 weeks prior to the proposed event.
3. The student organization president and advisor will meet with a representative from Student Life and Sangamon Auditorium to review the guidelines, confirm reservation and finalize set up details at least 15 business days prior to the event.
4. A detailed agenda of the event must be turned into the Sangamon Auditorium no later than 3 business days prior to the event. This must include all audio/video materials clearly marked including cues.
5. On the day of the event, one student representative and advisor must be available at least 30 minutes prior to the doors opening for the event and sign the clean up checklist following the event.

Within a week following the event the student organization, must turn in an event report to both Student Life and the Sangamon Auditorium.

## Policy on Student Organization Fundraising Accounts

*Created: 7/8/2008, Last Reviewed: 7/30/09*

Student Organizations are encouraged to set up fundraising accounts for their finances. Student Organizations are not allowed to have outside bank accounts. All funds must be deposited in a fundraising account within 24 hours or the next business day. If a student organization has a deficit in their account they will be given up to one semester to raise the funds. If the funds are not raised in this time the organization will no longer be registered. If a student organization is not registered for 4 consecutive semesters the organizations account will be terminated and all funds will be placed into the Student Organization General Operations Account.

## Media Services Charge Back Policies

*Last updated by Media: 8/3/09*

Monday through Friday, when the library is not open or it has reduced hours, there is a minimum 2-hour charge of **\$30/hr (\$60)**. On Saturdays and Sundays you will be charged for 4 hours of labor @ **\$30/hr minimum charge (\$120)**.

On a University holiday, higher labor costs will apply since the university pays staff double time and one half (**\$75**) instead of the normal overtime rate of time and one half (**\$45**) in which case there would still be the minimum 4 hour labor charge (**\$300**).

In addition, labor charge fees apply to any event that requires an operator to be present. As the time of operation of equipment by Media services personnel goes beyond the minimum hour charges mentioned above, extra time is added to the fees

## **Food Service Policies**

University Food Service has sophisticated catering capabilities. They are capable of supplying a wide variety of food items as well as vegetarian and vegan options.

Menus are to be selected and finalized 10 business days (two weeks) prior to the event. Additionally a rough estimate of the total number of attendees and student organization account number is due ten business days prior to the event.

Four (4) days before an event you must guarantee the number of attendees or cancel food service. When you guarantee a number, you are saying you will pay for so much food or so many people. Food service sets the room for 5% more than the guaranteed number of attendees. If the number of attendees increases more than 5% in fewer than 4 days prior to the event, special arrangements need to be discussed with Food Service. Increased menu and labor charges may be necessary if Food Service is able to accommodate this last minute demand.

Food provided by Food Services will be charged back to your student organization's account. This includes food, beverages, and service staff for banquets, parties, and table linens. Please note that a 15% service charge is added to all orders.

Please contact John (Brian) Patton in Food Service to discuss your event. He can provide you with additional information and guidelines based on the type of event you are planning

**Please be aware that your organization may be responsible for the loss of serving pieces that are not returned to food service following an event.**

On-campus food service is certainly an easy way to have food available at your event. Below are a few tips to prepare your student organization for communication with Food Services

- Prior to contacting Food Service you should have submitted a space request and received a confirmation of space.
- Review online catering menu and discuss menu selection with Food Service
- Estimate the number in attendance
- Discuss the style in which the food will be served (sit down or buffet)
- Have the organizations account number handy
- Finalize menu selections two weeks in advance
- Account number and event title with fiscal officer approval is due 10 days prior to the event.
- Guarantee number 4 days in advance - or, cancel food service 4 or more days in advance
- Discuss room layout with food service staff

However, if for some reason Food Service is unavailable for your event or you are having a potluck, or food/beverages donated to your organization, you must submit a **Request to Waive UIS Catering** form to the UIS Food Service (available through the office of Student Life or website) with a thorough description of the event, menu and justification for waiver request. The waiver request will be reviewed by UIS Food Service, and if authorization is provide is approved.

## **UIS Student Organization Dance Policy**

*Created: 7/30/09, Last Reviewed: 7/30/09*

In order to minimize risk, all student organizations hosting an on campus dance must meet with their Student Life Liaison no later than 2 weeks prior to the event. During this meeting items such as security, fire codes, and guest policy will be covered.

### **Responsibilities of Student Organizations for Dances**

1. Assign one student as the event coordinator who will be present throughout the event.
2. Check University I-Cards prior to allowing participants to enter
3. Have guests print their name, institution name (for college students) or home address (for non college students) and phone number on a sign in sheet.
4. Prohibit participants from carrying in canes, sticks, or other potential weapons unless needed to accommodate a disability.
5. Prohibit persons from taking beverage containers inside the dance party.
6. Prohibit persons from entering if the facility has reached capacity
7. Clean the facility to ensure that it is ready for the next event.

## **Student Organization Advisor/Staff Oversight Policy**

*Created: 8/4/08, Last Reviewed: 7/30/09*

Student Life policy dictates that for events meeting any of the following criteria a University staff or faculty is required to be present throughout the event.

- a. If the event has an admission charge
- b. If the event is advertised to the general public (outside of UIS)
- c. If the event takes place in the Studio Theatre
- d. Additional events as deemed necessary by Student Life

Though it is not required that this staff person is the advisor, it is strongly recommended to ensure continuity of knowledge regarding the event.

## **Student Organization Alcohol Policy**

*Created: 8/24/06, Last Reviewed: 8/3/09*

It is the policy of UIS that alcohol may not be served at on-campus events sponsored by recognized student organizations. Also, given that student organization events held off campus are an extension of

UIS, it is the expectation of the Office of Student Life that sponsored student organization Student Activity fee funds many not be used to purchase alcohol.

## **Student Organization Prize Policy**

*Created: 1/10/03, Last reviewed and updated: 8/3/09*

### **Philosophy**

Student activity funds are made available to student organization to allow them to plan events and activities for UIS students. While it is understood that gift and prizes add a certain level of interest and excitement to these events, UIS and the Office of Student Life share the belief that too great a focus on prizes lessens both the value of the event in its own right and the educational and social opportunities provided for the event.

For this reason, student organization are encouraged to be judicious when making the decision to award prizes at their events. The Student Life Office also required the establishment of clearly defined process for the selection of winners in any contest or selection process.

While competition is an integral part of various events and activities, they also encourage students organizations when planning events involving prizes to keep the prize values to a level where competition is an enjoyable aspect of the event, rather than the sole cause for participation.

### **Policies**

- Prizes awarded at events are intended as enhancements and should not represent the primary expenditure. The value of prizes awarded should not exceed 10% of the total event budget from student activities fees (ie. ICCB funds).
- There is no limit on prize spending out of student organization fundraising accounts, student organization gift accounts or by donations from outside sources
- At the time the prize is awarded, the recipient and a representative of the organization must sign a prize receipt. One copy of this form should remain with the recipient. The other copy must be returned to the Student Life Office within 3 business days of the event.

## **Motion Picture Copyright Information**

Registered Organizations often submit space and event requests for showing a film on campus. It is important to understand that when showing a film for an event, there are strict federal laws about film licensing and screening films for a public audience, such as an event. Films that you rent at a video store are licensed for private use, meaning they are licensed for the renter to watch at home with friends or family, but not for a renter to screen at an event or for a larger audience. To be able to legally screen a film for an event or for a larger audience, your organization will need to obtain permission in the form of a film license (from an agency that is legally permitted to license and grant permission to publically screen films) or from a waiver from the film's studio (which is typically only granted with smaller independent or international studios).

If your registered organization is interested in screening a film, you will need to contact a licensing agency to purchase the rights to show the film. The license may often cost anywhere from \$250-\$950 depending on the title of the film you wish to show. This license, however expensive, will protect your

organization from a potential copyright infringement and is required for student organizations. Your student life liaison can help you receive a quote for a film.

The following are some suggested film agencies where you can purchase a license and also rent a copy of the film you wish to screen:

Swank Motion Pictures      1-800-876-5577  
<http://www.swank.com/college/index.html>

This agency represents most major studios and also has a large number of pre-release films available, or films that are not out on DVD and still in theaters, as well as a lot of older favorites.

Criterion Pictures      1-800-890-9494  
<http://www.criterionpicusa.com>

This agency also represent most major studios and has pre-release films available.

California Newsreel    1-877-811-7495  
<http://www.newsreel.org/>

This agency represents mostly documentary films and films about social change movements.

Please note, when you submit a Space Request Form for a film screening, it will not be approved until you can produce a valid license (such as from an agency above) or proof of permission to screen a film.

**For more information on films and copyright infringement law, check out:**

**<http://www.swank.com/college/pdf/SwankCopyright.pdf>**

# **APPENDIX**

## **RESTRICTIONS ON THE USE OF STUDENT ACTIVITY FEE FUNDS**

*(Last updated: 7/18/08)*

***Student activity fees at the University Of Illinois At Springfield must follow these policies:***

### **Inter-Club Council Board policies**

- 1) Any event not open to the general UIS student community
- 2) Materials purchased for resale (including supplies/ingredients to create items for resale), in excess of cap
- 3) Cameras or other non-consumable equipment
- 4) Funding for events which have already occurred (no retroactive funding is allowed).
- 5) Computer hardware and software with exception of blank computer disks
- 6) Products/supplies intended for individual use, rather than for student organization purposes
- 7) Memberships, dues, private lessons, or salaries
- 8) Receptions & dinners exclusive to that organization (except for meeting refreshments—see #16)
- 9) Food that exceeds \$20 per person
- 10) Personal clothing, unless reusable gear or considered integral to the production of an event
- 11) Letterhead, official stationery, or business cards
- 12) Subscriptions to journals or publications
- 13) Monthly service charges for telephone use
- 14) Clothing (over \$15 per unit)
- 15) Devotional materials
- 16) Meeting refreshments in excess of \$30 per meeting
- 17) Funding in excess of \$500 per event (*except under special circumstances*)
- 18) Requests that conflict with other major campus events
- 19) Film or film processing

### **University of Illinois policies**

- 20) Payment of debts & expenditures from previous fiscal year (*except under special circumstances*)
- 21) Purchase of alcoholic beverages, tobacco, drugs of any kind
- 22) Purchase of lethal weapons or ammunition
- 23) Illegal activities or supplies
- 24) Classes or activities that could reasonably be expected to be funded by academic units
- 25) Financial support, donations, and/or contributions of any kind
- 26) Payment of elected or appointed student leaders
- 27) Trophies, awards, flowers, or gifts
- 28) Instruction and/or coaching fees directly promoting individual certification/recognition

# GUIDE TO ABBREVIATIONS

SL	Student Life
SAC	Student Activities Committee
SGA	Student Government Association
ICCB	Inter-club Council Board
SAB	Student Affairs Building
SLB	Student Life Building
SC	Student Center
SOC	Student Organization Center (in Student Life Building)

# RESERVABLE SPACE

<b>Building</b>	<b>Room</b>	<b>Set Up Style</b>	<b>Capacity</b>	<b>Equipment</b>
PAC	C	Flexible seating		
PAC	D	Flexible seating		
PAC	E	Boardroom Style	24	
PAC	F	Tiered Seating	72	
PAC	H	Classroom Style	60	
PAC	Studio Theatre	Theater Style	375	Lights & Sound
PAC	Food Emporium	Dance/Tables		
PAC	Food Emporium	Plaza Outdoors/Flexible		
PAC	Concourses	Info tables, bake sale		
PAC	Atrium (3 <sup>rd</sup> Fl.)	Reception		
PAC	Restaurant	Reception/Meal		
Brookens	Auditorium	Movie/Lecture	192	
H-com	Commons	Lounge/As is		
Lincoln Residence	Great Room	Flexible	150	
Outdoor	Quad	Various		
Various	Classrooms	Various		
SLB	Gymnasium	Student Life Building		
SLB	SOC	Lounge	12	
SLB	Diversity Center	Lounge	50	
SLB	Student Center	Flexible Seating	60 seating, 200 standing	Sound System
SLB	Multipurpose Room	Flexible Seating		
SLB	Plaza	Picnic, Outdoors		
SAB	Student Life	Hollow Square	25	
SAB	Student Life	Boardroom	15	

*Just make sure you have a rain location secured if you are planning to hold your event outside.*

# MODEL CONSTITUTION FOR STUDENT ORGANIZATIONS

## PREAMBLE

State the purpose and aim of the organization. It shall be the purpose of *(name of organization)* to *(identify the purpose)*. This constitution was adopted on *(date)*.

## Article I - Name

- Section 1 The name of this organization shall be (provide complete, official name, specify and variations on the name which the organization might use the business it conducts).
- Section 2 Identify, if any, affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.

## Article II - Membership

- Section 1 (List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated).

Note: Membership in a registered student organization is limited to students enrolled for at least one (1) semester hour.

Note: Membership must be extended to all students without regard to race, color, creed, or religion, sex, national origin, age, or physical or mental handicap.

- Section 2 Dues, having been decided by the club as \$ \_\_\_\_/semester, shall be paid by members only

## Article III - Officers

- Section 1 The officers of this organization shall consist of: (state the number of officers, their titles, and their general duties and responsibilities.)

Example:

“President: To preside at Executive Committee membership meetings: appoint special committees with the approval of the Executive Board: present and annual report: perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Vice-President: To preside in President’s absence and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee. Plan and organize publicity for activities and special events.

Secretary: To attend all general correspondence of the organization and to keep the minutes of all Executive Committee and membership meetings and to preserve the records of the organizations. He will also perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Treasurer: Supervise the financial administration of all revenue periodically to the Executive Committee and membership on the financial condition of the organization, and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.”

Section 2 Qualifications for each office, if any.

Section 3 Term of office. (State the period of time that the office will be held).

Section 4 Provisions for removal of an officer.

#### **Article IV - Executive Council / Board of Directors**

Section 1 State the make-up of the Executive Committee, Board of Directors, or council; the method of selection; terms of office; and its general duties and responsibilities. A provision for filling vacancies may also be included in a section under this article.

#### **Article V - Elections**

Section 1 Election of officers shall be held (state the method and frequency of elections; specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office).  
Note: Is there a GPA requirement?

#### **Article VI - Meetings**

Section 1 Regular meetings of this organization shall be held (state the number members required to be present at a meeting in order to conduct the organization’s business; i.e. a quorum, which is usually a simple majority. Also state who can call special meetings.

Section 2 State by what rules of order or procedure the meetings of the organization shall be conducted. Cite the specific source or authority to be used in deciding questions of parliamentary procedure. This is typically Robert Rules of Order.

#### **Article VII - Advisors**

Section 1 There shall be (1, 2, or more) faculty/staff advisors who shall be members ex-officio with no voting privileges.

Note: UIS requires student organization to have a full time faculty or professional staff person as an advisor for a registered student organization.

Section 2 Method of selecting advisor.

Section 3 Duties or responsibilities of advisor.

#### **Article VIII - Amendment**

Section 1 The constitution may be amended by a vote of (be specific - include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage).

Ex. “Amendments to this constitution may be proposed to the voting membership by majority vote of the Executive Committee or by petition signed by 1/10 of the voting membership. Amendments shall be declared adopted which are presented at 2 general meetings and receive a majority favorable vote at both meetings by the voting member present.”

# Program Evaluation

Title of Program \_\_\_\_\_ Date: \_\_\_\_\_

Description of Program:

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Did you achieve your programs goals?  Yes  No, if no explain why

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*If needed:*

Agency/Agent \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

# in Attendance \_\_\_\_\_

# of Students in Attendance: \_\_\_\_\_

Description of Audience Reaction/Comments:

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Assessment:	Poor	Fair	Good	Very Good	Excellent
Quality of Presentation	1	2	3	4	5
Cooperation of Performer	1	2	3	4	5
Publicity	1	2	3	4	5
Facilities	1	2	3	4	5
Audience Reaction	1	2	3	4	5
Planning Process	1	2	3	4	5
Overall Evaluation	1	2	3	4	5

List Successes/Positive Feedback:

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Specific Problems, Frustrations, Concerns:

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Should this program be repeated?  Yes  No (explain):

Recommendations/Additional Comments:

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## UIS Bulletin Board Listing

<b>Performing Arts Center (PAC)</b>	<b>Level 1:</b> <ul style="list-style-type: none"> <li>• 1 bulletin board (outside Bookstore)</li> </ul> <b>Level 2:</b> <ul style="list-style-type: none"> <li>• 3 bulletin boards</li> </ul> <b>Level 3:</b> <ul style="list-style-type: none"> <li>• 3 bulletin boards</li> </ul>
<b>College of Health and Sciences Building</b>	<b>Level 1:</b> <ul style="list-style-type: none"> <li>• 3 bulletin boards</li> </ul> <b>Level 2:</b> <ul style="list-style-type: none"> <li>• 2 bulletin boards</li> </ul> <b>Level 3:</b> <ul style="list-style-type: none"> <li>• 1 bulletin board</li> </ul>
<b>Concourse Tunnel</b>	3 Bulletin Boards
<b>Brookens Library</b>	3 Bulletin Boards
<b>UHB</b>	<b>Level 1:</b> <ul style="list-style-type: none"> <li>• 3 bulletin boards</li> </ul> <b>Level 2:</b> <ul style="list-style-type: none"> <li>• 4 bulletin boards</li> </ul> <b>Level 3:</b> <ul style="list-style-type: none"> <li>• 3 bulletin boards</li> </ul> <b>Level 4:</b> <ul style="list-style-type: none"> <li>• 2 bulletin boards</li> </ul>
<b>College of Business and Management Building</b>	6 bulletin boards
<b>VPA Building</b>	2 Bulletin Boards
<b>Building Services Building (BSB)</b>	3 Bulletin Boards
<b>Student Affairs Building (SAB)</b>	2 Bulletin Boards
<b>Student Life Building (SLB)</b>	1 in Student Center 2 additional boards, must be approved by Recreational Center staff

# Res Hall Posting Areas

Please note: All postings in housing areas must be approved by the RD of the area first. Turn in all positions to the main office for that area (Housing Commons, P20, LRH Front Desk, FRH Front Desk)

## Laundry Room

Townhouses	4	(1 for office)
LRH	10	
Apartments	6	(2 for offices)
Founders	3	(08-09)

## Door-to-Door

Townhouses	76	
LRH	105	
Apartments	120	
Founders	45	(08-09)

## RA Doors

Townhouses	7	
LRH	6	
Apartment	9	
Founders	3	(08-09)

## Banners

Townhouses	0	
LRH	1	
Apartment (HComm)	1	
Founders	1	

## Mailbox Stuffers

LRH	215	
Founders	100	(08-09)

## Announcements

LRH only (15 min prior)	x6200	
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## Where to drop off

Townhouses	Pennyroyal 20
LRH	Front Desk
Apartments	Housing Commons
Founders	Front Desk