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Student Organization Registration and Renewal

REGISTRATION REQUIREMENTS

A complete registration/renewal form needs to be turn into SOC (SLB16) each academic year. It must have 4 student contacts/officers and 1 UIS Faculty/Staff Advisor. Student organization officers (at least two, SOC and Student Life recommend the President and Treasurer) must complete Student Organization Orientation. And current (no more than 5 years old) Constitution/Bylaws must be on file with Student Life/SOC. Student Organization Registration for the Academic year will begin on the first day of classes of the Fall Semester and continue throughout the year. The Priority Registration Deadline is Sept. 15th each year. Organizations that complete the registration process before that day will be entered into a drawing for 4 $50 prizes, will have priority in Organization Office and Storage Space selection, and will have priority in Space requests if there is ever a conflict.

CONSTITUTION/BYLAWS

Student organizations must submit their proposed constitution/bylaws to Student Life/SOC. A sample Constitution can be found in the appendix of this handbook. Constitution writing aids can be found online at www.uis.edu/studentlife or you can stop by SOC any time for assistance. Student Organizations must notify Student Life/SOC when they make changes to their constitution.

Constitutions must include membership qualifications, officer qualifications, officer duties, dues process (if there are any) election/selection of officers procedures. Registered student organizations must be open to any student, regardless of gender, race, color, creed, gender, national origin, age, or mental or physical handicap. Officers of a Registered Organization must be enrolled in at least 3 credit hours. Only students registered in at least 1 credit hour at UIS are permitted to be voting members of a Registered Student organization. Non-students, faculty, staff and alumni may not be voting members of a Student Organization.

STUDENT ORGANIZATION ORIENTATION

Each year 2 student organization officers must complete Orientation. There will be no less than 7 different opportunities to attend this Orientation before the Priority Registration Deadline of Sept. 15th. Once the priority registration deadline has passed, you must contact the Student Organization Center for information regarding options to complete this requirement.
RESPONSIBILITIES OF STUDENT ORGANIZATIONS/ STUDENT ORGANIZATION CONDUCT
EXPECTATIONS

- Student Organizations must notify Student life about all events, via space request or contacting their Student Life Liaison.

- Student Organizations must also accept responsibility for a member’s behavior when she/he is acting as a member of the organization, with or without sanction or an event is held, officially or unofficially, in the name of the organization. Members of a student organization should behave in concordance with the UIS Student Code of Conduct.

- A Registered student organization must 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.

- Registered Student Organizations must participate in training programs and workshops sponsored throughout the year, including but not limited to the Student Organization Orientation workshop, Treasurer’s Workshop, and President’s Roundtable.

- Student organizations must maintain their registration within the academic year by keeping officer and membership lists current and must renew their registration each academic year.

- Student Organizations should avoid any activity, speech or expression that may be deemed as: 1) creating a clear danger of inciting violence or unlawful behavior, 2) advocating the physical harm, coercion, intimidation or invasion of personal rights of any individual 3) violating University policies on harassment 4) advocating the willful damage, destruction or seizure of University property 5) interfering with classes or University activities.

*These Responsibilities are not exhaustive definitions, but should be read as a broad guideline. If there are concerns or questions, a student organization should meet with their Student Life Liaison or the Student Organization and Leadership Coordinator.

Annual Registration/Renewal Requirements

1. Submit a Registration/Renewal form
2. Submit up-to-date Constitution/Bylaws*
3. Complete Student Organization Orientation

*Constitutions must be reviewed at least once every 5 years
BENEFITS OF BEING A REGISTERED STUDENT ORGANIZATION

1) Ability to request a mailbox in SOC, office space and/or a storage locker in SLB
2) The use of university facilities at no charge for meetings and events (EXCEPTION: operating costs associated with Sangamon Auditorium and Studio Theater)
3) The opportunity to apply for and receive funding through the Student Organization Funding Association (additional SOFA Orientation Required per SOFA bylaws as of January 2012)
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 and services in Student Life/SOC
8) Participation in training and workshops designed to strengthen your student organization and leadership skills
9) The right to assemble
10) Participation in the Involvement Expos
11) Updated information about events and activities
12) Listing in the directory of Recognized Student Organizations
The Student Organization Center is located in SLB 16 and contains equipment and supplies for Student Organizations to use, as well as offers support and resources for student organization leaders. SOC Student workers can assist you with filling out space requests, checking out equipment, requesting SOFA funding, and answering general questions. The Assistant Director of Student Life and the Student Organization and Leadership Coordinator have offices in SOC and can assist you in many ways. SOC offers Leadership Skills and Theory Workshops and Leadership Roundtables throughout the year.

**EQUIPMENT FOR RENTAL:**
- Markers
- Sidewalk Chalk
- Popcorn Machine
- Sno Cone Machine
- Foam Machine
- Bubble Maker
- Washers set
- Red Neck Golf Set
- Window Paint
- Casino Gaming Equipment
- Coolers
- Sound System
- Lighting Trees
- Sound System
- LCD Projector
- Pipe and Drape
- Limited Decorations
- Event Kits
- Cotton Candy Machine
- Extension Cords
- Limited Tools
- Tarps
- Cooker (large Grill)
- Lap Tops

**SUPPLIES IN SOC**
*Note: Supplies vary and are limited
- Cardstock
- Cricut
- Button Maker
- Banner Paper
- Laminator
- Poster Printer
- YUDU Screen Printer
- Convenience Copier (B&W only)
- Student Org Mailboxes
- Painters Tape
- Craft Supplies
Student Activites Committee is a standing committee of SGA dedicated to campus programming and events for all UIS students. They meet weekly in the SLB Multipurpose room on Sundays at 6:00. They are advised by Student Organization and Leadership Coordinator Mary Umbarger and comprised of students who dedicate their time, skills and effort into planning and implementing the activities that are open to all UIS students.

**AY 2012-2013 SAC Board**

Chair: DeAntre Bankhead  
Vice Chair of Internal Affairs: Dexter Overall  
Vice Chair of Finance and CoSponsorship: Kelsey Thompson  
Traditions Coordinators: Brandon Valerio and Matt Dobill  
Comedy Coordinators: AJ Hamm  
Coffeehouse Concert and UIS Talent Coordinators: Sean Vaughn and Jinger Sanders  
Diversity Coordinators: CheVaughn Starling  
Off Campus & Travel Coordinator: Vacant  
Performance Coordinator: Ashley Scott  
Marketing Coordinators: Kyle Palmer  
Special Events Coordinators: John Stewart  
Spirit: Richard Prebil  
Siblings Weekend and Family Outreach: Leanne Deak

**Contact SAC**

Phone: 217-206-6463  
email: uissac@uis.edu  
facebook: facebook.com/uissac  
twitter: uissac

**Co-Sponsorship**

SAC sets aside $1000 a semester for co-sponsorships with student organizations. To receive this funding, a SAC Co-Sponsorship Request form must be submitted at least 2 weeks in advance. SAC normally does not give out more that $500 to an organization for 1 event. If SAC is already bringing an event that you would like to help out with, just let them know your organization is interested.
Student Organization Funding Information

Student Organization Fundraising Accounts

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. Monthly statements are sent out by student life to the authorized financial officer(s), or they can call at any time to Student Life or SOC to request them and receive balances by the next business day. 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 Gochanour in the Student Life Office (SAB 20, wwith1@uis.edu). You will need to provide information about how funds will be raised and what types of activities or equipment the funds will be used to pay for.

Outside bank accounts are not allowed due to University policies. 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.

Student Organizations are encouraged to set up fundraising accounts for their finances. These are not tax exempt accounts. All funds raised 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 remaining funds will be placed into the Student Organization General Operations Account.

FUNDRAISING ACCOUNT DEPOSITS

All money raised or collected 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. To make a deposit, the Student Organization obtains a Check Log from the Student Organization Center or the Office of Student Life and fills it out with the required information, including the amounts, check numbers, total cash and the student organizations account number. Turn in the Deposit Check log with your money to the bursar’s office.


**Student Organization Dues Policies**

Student organizations are allowed to collect a fee for membership benefits for their organization. This amount is to be set forth as equal for all members retaining the same rights and privileges. This amount must be on record annually with the office of Student Life/SOC through the Student Organization registration form. All monies collected or required by an organization as a “Due” or membership fee are required by the organization/club, not Student Life, and are the property of the organization/club. It is the responsibility of the Student Organization to keep a record of members who have paid dues/membership fee. It is also the responsibility of the Student Organization to share that information with Student Life. The student organization may choose to collect the money from members on their own or can choose to have it turned in at an office location. In the case that a student Organization wishes to have the money turned into the Student Life Office or the Student Organization center the following is required by the student organization/club:

- One location must be deemed the collection site
- A list of members required to pay dues must be given to the collection site
- The student organization must designate a member to check on the due’s collection daily with the collection site
- The office of Student Life or the Student Organization Center will collect dues on behalf of a Student Organization for no longer than a two week period and will serve as a collection site no more than once per semester.

Student Organizations are encouraged to collect dues on a set date and to manage their budgets and records independently. (ie. Have one meeting where dues/membership fees are collected and then there is an accurate record and accounting of the dues being received and then can be deposited in one lump sum). To deposit the collected dues, the student organization treasurer or their designee must complete a Check Log and Deposit Summary with the Student Life/SOC and turn it in at the bursars office with all monies collected.

**Student Organization Fundraising Policies**

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. Fundraisers involving the sale of alcohol are prohibited.
•If you are Fundraising on behalf of a charity, political party, political candidate etc. you must report the results to the Office of Volunteer and Civic Engagement within 1 week of the fundraiser.

Registering a fundraiser:
You can register your fundraiser online via the space request or by submitting a Fundraising Form (both are found on the Student Life Website, www.uis.edu/studentlife)

Car Washes:
UIS Student Life will supply hoses if you:
•Complete the Space Request and Register the fundraiser
•Meet with your Student Life Liaison

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 for profit. 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.

Sponsorship/Donations
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 cannot 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.

Charitable Gaming - Gambling Fundraisers
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. Gaming refers to any game of chance that monies are put at stake with the opportunity of winning a reward. These include but are not limited to any of the following events for fundraising purposes: Casino Nights, Texas Hold ‘em Tournaments, and additional card tournaments.

RAFFLES
Raffles are permitted, pending proper authorization. You must obtain a Sangamon County Raffle License and must present it to Student Life in order to host a raffle. Raffle Licenses cost $25 or 1% of the total prizes being awarded, and last 180 days for each event they are issued for.

Cash Boxes for Student Organizations
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 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).
Purpose of the Student Organization Funding Association
The Student Organization Funding Association (SOFA) 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 SOFA 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 SOFA Request for Funding form. SOFA also encourages student organizations to plan at least 4 weeks in advance for events receiving SOFA funding.

Funding Request Form
After you have completed the registration forms and have been notified by the Student Life Office that you are “registered”, and a member of your organization has completed SOFA Training, your organization will be eligible to receive funding. You need to fill out a SOFA Funding Request Form, found online at www.uis.edu/studentlife. Itemize and research your expenses before submitting the form and include this information in the request. Identify any co-sponsors your organization may have for this event. Show the total amount you are requesting from SOFA. A member of your organization must attend the SOFA meeting to present the request and answer any questions the board has about the event and/or budget. All organizations must prepare a zero based activity budget for each program they would like to sponsor to receive direct financial support from SOFA. For requests over $500, requests must
be submitted at least 4 weeks in advance of the event, and must include a written rational about how the event will impact the UIS community.

**Receiving Funding & FIAF:**
If your organization’s request for funding is approved (in full or in part), the board will notify your representative at the meeting and they will complete a FIAF (Funding Itemization Approval Form) which will detail what has been approved and any notes about contingencies (i.e. requirements that must be fulfilled in order for the funding to be released). The student representative will then sign the form and receive a copy of it. The office of Student Life will also receive a copy and SOFA will retain the original for their records. Please keep your copy of the FIAF with your records; any changes to the itemization of your allocation must receive SOFA approval.

**Appeals Process:**
If you feel you have been unjustly denied funding or unjustly received inadequate funding, you can appeal. The process is outlined in the SOFA bylaws. First the organization must submit a written appeal and return to the next SOFA meeting for reconsideration in the matter. If the organization is still dissatisfied with the decision, they may make an appeal to SGA through a written submission turned in to the Student Life office within 10 days of the unsatisfactory second SOFA meeting. SGA will then make a final decision. It is important that organizations plan ahead due to this timeline, SOFA suggests 4 weeks between the initial request and the date of the event, so that there is time for the organization to appeal if there is a need to do so.

**SOFA Meeting Dates:**
SOFA will publish their meeting dates for the entire year at the beginning of the Fall Semester in order to provide Student Organizations the ability to plan ahead and make their requests in a timely manner. SOFA will meet at least once per month and no less than 6 times per semester generally concurrent with SGA meeting dates (with the exception of the summer term when they will meet only once).

SOFA will set a maximum amount that student organizations can receive per semester at the same time. This in no way guarantee’s an organization SOFA funding; rather it is a cap that student organization can receive up to but not exceeding that amount.

**Criteria for SOFA Funding Decisions:**
- Event must be open to all students
- The organization must be in compliance with SOFA and Student Life (i.e. 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

**SOFA Bylaws**

SOFA’s complete bylaws and funding guidelines can be found on their website, www.uis.edu/sga/sofa

Periodically SOC will host SOFA Funding and Forms Workshops (SOFA Training) for student organizations that need assistance with funding forms. Student Organizations can email sofa@uis.edu with questions.

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 organization may commit, by contract or other means, money it does not have.
• Funds may only be expended for budget lines approved by the SOFA, funds may not be shifted to pay for other obligations from the activity.
• Funds not required for an allocated line are returned to the SOFA
• Requests for supplemental allocations must be approved by the SOFA prior to any commitment on the part of an organization.

**NOTE:** Exceptions to the above policies may be made only by the SOFA 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 SOFA and/or Director of Student Life.

**Evaluating your Event**

• Any student organization receiving SOFA 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 SOFA.
**Student Conference Funding Support Program**

**Purpose:**
The purpose of this program is to promote the co-curricular development of graduate and undergraduate students at the University of Illinois Springfield. Any allocation made is intended to help offset the costs associated with attending at a professional development conference or other non-competitive educational opportunity. Note: It is not intended to cover all the costs associated with these activities.

**Eligibility:**
Any graduate or undergraduate student currently enrolled at UIS and in good academic standing is eligible to apply. For the sake of this program, good academic standing for undergraduates is a cumulative 2.5 GPA; for graduates it is a cumulative 3.0 GPA. Both full time and part time students are eligible to apply for funding.

**Follow-up Presentation:**
Recipients of this award are expected to share the knowledge they gained from the conference with the campus community. This may be done in various ways, given the nature of the research project/conference attended and the information gained. In addition, follow-up reports must be completed and submitted by both the students and the advisor/staff member within two weeks after they return.

All requests for funding must be submitted using the application form which can be found on the Student Life website (www.uis.edu/studentlife). Applications are due by 5pm to the Student Life Office, SAB 20 and must be signed by the student requesting the funds as well as by a department or faculty sponsor. Application deadlines are based on the conference dates, as listed below. Note: The application meeting date is determined by the departure date for the conference. For example, students attending a conference which takes place from December 28 – January 2, 2012, must request funds by the September 10th deadline.

**Allocation Meetings**
Funding requests will be reviewed by a committee consisting of representatives from SGA, SOFA and Student Life. Students and student organization submitting requests are required to be present at this meeting and to answer any questions/provide clarification to the committee regarding the requested funds.

Allocation meetings will be held on the Monday following the application deadline (which the exception of the May meeting will be held on the afternoon of Friday, May 6th). Students will sign up for a 15 minute time slot at the time they submit their application. Notification of the committee’s allocation decision will be made within one week of the meeting at which the request was presented. The decision of the committee will be final. Questions regarding this program should be directed to the Office of Student Life at 6-6665.
STUDENT ORGANIZATION FINANCE MANAGEMENT

CREATING A BUDGET

When creating a budget, it is best to work together with the whole executive board in order to start out with clear open communication and also to avoid missing expenditures or possible revenue ideas. It is also good to look back at previous budgets. You can create budgets for the whole year, or ad hoc for each event, though it is best to plan as much in advance and look forward as much as possible in order to prepare yourselves.

Be realistic when you are planning your budget (event or annual). A budget has two main parts: income and expenses. Income can come from fundraising, sponsorships, dues, and any other planned revenue sources. When planning your income, you will not know exact amounts, which is why it is good to look at past figures to give you a benchmark (suggestion: look at all planned income source amounts and subtract 15% in case not everything comes through, always have contingency plans). Expenses include any money that you plan on spending, such as food, supplies, travel, equipment costs, marketing, fees (and much more).

Your income should be enough to cover all of your expenses. If it is not, you need to return to the drawing board to find a way to make them equal out. You cannot operate your student organization on a deficit. (Remember, your student organization will have 1 semester to raise the funds if you do go into deficit, then will be removed as a registered student organization).

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 SOFA each semester and 2 free poster prints from the SOC poster printer (This does not require a funding request or SOFA Training)
Tips for Managing a Budget

• Once you have a budget created, refer back to it often and track where your organization is financially. You will stay on track if you maintain the budget, and input all expenses and income accurately.
• Review the budget often with the whole executive board, but have only one person managing the finances.
• While only one person should be in charge of managing the finances, it is important that multiple people understand the financial matters of the organization.
• Understand that budgets can shift, fundraisers can exceed your expectations and/or unexpected opportunities can present themselves, so be prepared to readjust the budget accordingly.

SPENDING ORGANIZATION MONEY

There are essentially 5 ways to obtain goods or services.
1) Paying your own personal money and getting reimbursed
2) Using a Purchase Order (PO) or Invoice Voucher and having it billed to the University.
3) Having the goods/services contracted to the university
4) Having Student Life Staff purchase items for you using a P-Card
5) Request and use a gift card

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 of SOFA Funds may not exceed $250.00
• Purchase items or services with personal funds
• Complete a Reimbursement Form, located outside of the Student Life Office, SOC or print one from the SL website (www.uis.edu/studentlife)
• Bring ALL receipts, along with a completed reimbursement form, to the Student Affairs Building, Room 20, to Wendy Gochanour, 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 may also need provide a copy of your credit card statement indicating that the purchase was applied to your account.
• Funds will be Direct Deposited into the account the University has on file.
Purchase Orders and Invoice Vouchers
POs can be done for some goods and services. To do this, you must meet with Wendy Gochanour in Student Life. The same is true for Invoice Vouchers. Contact Wendy Gochanour at wwith1@uis.edu or at SAB20 for more information.

Staff Credit Card Purchases -PCard/TCard
The P-Card and T-Card are University credit cards issued to select staff members and are accepted anywhere that accepts MasterCard. Please discuss your purchases ahead of time with your Student Life liaison. Generally speaking, Wendy Gochanour, 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. The P-Card has limitations though, the P-card can only be used for purchases using University money, not using student organization fundraised money (SOFA, SAC, Department $)

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 four weeks to process. To start a contract, a student organization must submit a Request for Contract Form at least 4 weeks in advance. If submitted with less than 4 weeks’ notice Student Life will not process it. See Appendix for Example of a Request for Contract. If you have questions when filling out the Request for Contract Form, set up a meeting with your Student Life Liaison.

NEVER SIGN A CONTRACT YOURSELF!
**Gift Cards - Supplies/Equipment**

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 from a particular vendor. You can request a gift card by submitting a “Gift Card Request Form” online on the Student Life website by the Monday before the week you need to make the purchases. These Gift Cards must be used to purchase supplies or equipment for the event in accordance with all other University policies, and must fit with the given reason for the request for funds and/or the gift card. Gifts cards intended for supply or equipment purchases cannot be given away as a prize, as the university requires a different process to be followed for obtaining and awarding gift cards as prizes (see Gift Card Prize Policy below). Both the used gift card and the itemized receipt must be returned to the Office of Student Life.

**Gift Card - Prizes**

Gift cards as prizes for Student Life/student organization events must be requested through the online Gift Card as Prize request form and will be purchased by the Director of Student Life through a program advance. The gift card request must include the student organization name, the event, the amount of the gift card, the location from where it is to be purchased, the fund to be charged, and the date needed. The gift card will be purchased and made available by that date. The recipient of the gift card will need to come to the Student Life Office to receive the gift card and will need to fill out and sign the prize form, including their UIN. There may be tax implications related to this prize if the student receives more than $600 in prizes in one year.
Space Policies
As a registered student organization, groups are able to use University facilities at no cost (exceptions of Studio Theater and Sangamon Auditorium) The Student Organization Center and the Office of Student Life work with other campus departments to coordinate and reserve spaces for student organizations. Student organizations must have a space confirmation from Student Life/SOC in order to use any University space. SOC/Student Life suggests 4 weeks lead time in your request to ensure the requested space can be obtained. Most spaces on campus have a 2 week minimum and any event that requires a set-up must be turned in 1 week in advance so that workers can be scheduled for the set. Space requests submitted less than 7 days in advance must be accepted “as-is” meaning that there can be no set up completed. Students are not allowed to do their own set-ups per University Policy.

Requesting A Space:
To request a space on campus, a student organization must submit a “Space Request Form” online. Space Requests can be submitted for “One-time Events” and for “Recurring Events” on two separate forms found on the Student Life Website. It is important that you fill these out in a timely fashion so that the Student Life and SOC staff can coordinate events and facilities. Once a space is confirmed by the Student Life Department, you can receive free marketing with your event being put on the Student Life Online Calendar, in the Student Life Email, and placed on the printed SOC event calendar. *Note if the event is not open all students and you do not want it published, please notify us in your space request* Conference Rooms can be reserved one year in advance and must have at least two weeks’ notice. Classrooms can be reserved within the semester. Housing Spaces can be reserved up to 6 weeks in advance. Student Life Spaces can be reserved up to a year in advance. Outdoor Spaces can be reserved up to a year in advance.

Studio Theater Reservation Policy for Student Organizations
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 cannot compete with a SAC or SOFA-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
<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Set Up Style</th>
<th>Capacity</th>
<th>Equipment</th>
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<td>PAC</td>
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<tr>
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<td>PAC</td>
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<td>Food Emporium</td>
<td>Dance/Tables</td>
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<td>Concourses</td>
<td>Info tables, bake sale</td>
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<td>Brookens</td>
<td>Auditorium</td>
<td>Movie/Lecture</td>
<td>192</td>
<td>Projector, Sound</td>
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<td>Commons</td>
<td>Lounge/As is</td>
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<td>Lincoln Residence</td>
<td>Great Room</td>
<td>Flexible</td>
<td>150</td>
<td>Projector, Sound</td>
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<tr>
<td>LRH</td>
<td>Seminar 1</td>
<td>Conference Room</td>
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<td>Seminar 2</td>
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<td>Projector, Sound</td>
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<td>Outdoor</td>
<td>UIS Pond</td>
<td>Picnic/Various</td>
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<td>Various</td>
<td>Classrooms</td>
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<td>SLB</td>
<td>Gymnasium</td>
<td>Student Life Building</td>
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<td>Diversity Center</td>
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<td>Stars Lounge</td>
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<tr>
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<td>Multipurpose Room</td>
<td>Flexible Seating</td>
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<td>Projector, Sound</td>
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<td>SLB</td>
<td>Plaza</td>
<td>Picnic, Outdoors</td>
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<td>Student Life</td>
<td>Conference Room</td>
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<tr>
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<td>Boardroom</td>
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<tr>
<td>TRAC</td>
<td>Gymnasium</td>
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<tr>
<td>UHB</td>
<td>Lobby (1st Floor)</td>
<td>Tables/Bake Sales</td>
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<tr>
<td>UHB</td>
<td>Lobby (2nd Floor)</td>
<td>Flexible</td>
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</tbody>
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*Just make sure you have a rain location secured if you are planning to hold your event outside.*
**Food Policies for Student Organizations**

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. Student Organizations must use UIS Food Service unless a Food Service Waiver (Request to Waive Catering) has been granted.

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 Randy Williams (rwill6@uis.edu) 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 (Word Document found at www.uis.edu/studentlife) to the UIS Food Service 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 approved the student organization will receive confirmation from the Student Organization Center. NOTE: Prepared food must come from a source within 1 hour of Springfield and within the State of Illinois borders.

Public Health regulations preclude the sale of any food not prepared and served in accordance with the Department of Public Health standards and policies, except for bake sale items. This does not prevent student groups from preparing food that they will consume as part of a potluck or other event, as long as the attendees are limited to members of the UIS community and their invited guests. Note that food served at events to which the general public is invited must also be prepared in accordance with Public Health standards and regulations, therefore, no home cooked items may be served unless all appropriate Public Health policies have been followed and campus requirements regarding food service waivers have been met. For more information, please go to the Sangamon County Department of Public Health website at http://www.scdph.org/
Marketing
A key component of an organization or event being a success is marketing; creating awareness about the events, meetings, and existence of the organization. Student Life and SOC have many resources available to aid you in marketing your organization and your events.

Student Life Email Policy
Student Life Emails will be sent out on Mondays and Thursdays only. The Monday edition will include events taking place on Monday, Tuesday and 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 (unless the organization requests for the event to not be published) If an event does not require a space and would like it included in the email, they should submit the event information to studentlife@uis.edu by 3pm on Friday for the Monday edition, and 3pm Wednesday for the Thursday edition.

Email submissions must be in the following format:

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

No emails will be sent out to the official student distribution list for individual student organization events (with the exception of information related to SGA, SAC, Student Life Events, Stars Lounge and LateNite events/announcements).

Student Life Calendar
Student Organizations that submit a space request for their event/meeting will be automatically included in the online calendar unless they specify that the event/meeting is not to be published. The event description that is included in the space request will be the event description that will be put on the online calendar entry.

Posters/Flyers
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 Departments Use Only.”
Window Paint
If a student organization wishes to paint windows in LRH, FRH, Food Emporium, or the Student Center, they may do so with permission. To obtain permission they must fill out a “Window Paint Request” The form can be found online at www.uis.edu/studentlife. Window Paint can be checked out from SOC as well as Window Cleaning Supplies. It is the responsibility of the organization to clean the windows no later than 24 hours after the event, or after their window reservation is up. No more than 2 windows at each location can be reserved for a single event. When painting Windows it is important to adhere to standards of neatness as this is a representation of your organization and the UIS community to the public that sees the window painting. See “Window Painting Etiquette”

Sidewalk Chalking
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).

Student Life Facebook
Student Organizations with Facebook groups or pages can link their events to the Student Life Facebook page, www.facebook.com/uisstudentlife

Online
Student Organizations may create their own distribution lists of member emails and send out their own email reminders. Student Organizations may also create their own Facebook pages or groups. Student Organizations can request to have an organizational UIS email account set up and also a student organization webpage. Student organizations are responsible for designing and updating their own pages and for notifying Student Life/SOC about which users should have permissions for their email accounts and websites.

Other
If your organization has a unique marketing approach you want to employ on campus please speak with your liaison to avoid any potential conflicts.

Student Life Involvement Expos
Each Fall and Spring during Welcome Week Student Life hosts an Involvement Expo where registered student organizations, campus departments and area businesses and charities can register to have a table to get the word out about their opportunities and services to the UIS community. Involvement Expo’s reach 400+ students each semester. Student Organizations that have not registered but are
trying to form may participate in one Involvement Expo to help them establish their organization. Registration is online and available at least one month prior to the Expo. For more information contact the Student Life GA for Fall Involvement Expo and the Director of Student Life for the Spring Involvement Expo. Participation in the Involvement Expo is free to Campus Departments, Student Organizations and non-profits.

**Printing, Duplicating, and Marketing Costs**

Student Organizations have options for their printing and duplicating needs. They can go to an off campus business or professional service company. They can utilize the Campus Printing and Duplicating Department (contact printing@uis.edu for specific pricing). Registered Student Organizations also receive some free and discounted materials from SOFA and SOC. Registered Student Organizations receive 200 free black and white copies from SOFA each semester that can be redeemed at SOC (SLB 16). Also Registered Student Organizations receive 2 free 1 color poster prints from SOFA on SOC’s poster printer (SOC offers them for $5 for student organizations after, $10 for Campus Departments). SOC also has a laminator for Student Organizations to use at $1 per foot. Also Student Organizations can make buttons at $0.10 per button and a YUDU Screen Printer for $10 a screen, + $1 per color/side/shirt.

**Campus Channel Advertising**

You can advertise your organizations events on the UIS Campus Channel (Channel 65) by sending Dawn Tompkins (dtomp2@uis.edu) your graphics or photos.

**Posting in Housing**

Student organizations may post in residence halls and laundry rooms in campus housing only with the permission of the RD supervising that area. Also postings must be done with Painters Tape, which is available for registered student organizations in SOC.

**Public Events**

Student Organizations who advertise their event to the general public (outside of the UIS community) must have an advisor present at the event.

**Public Displays on Campus**

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 purpose 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.

**Use of the UIS Name**
Student Organizations who wish to have the UIS name in their organizations name, can do so as (organization) at University of Illinois Springfield, or (organization) at UIS. Never as UIS (organization), this is to preserve the student organization’s autonomy and separate the University from governing the student organization.

**Student Organization Alcohol Policy**
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 organizations 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 may not be used to purchase alcohol. (such as SOFA funds, SAC co-sponsorships, etc.)
Student Organization Travel
Student Organizations can travel off campus for meetings, events, conferences etc. When they do so, they are required to notify their Student Life Liaison and ensure all members attending have filled out Liability Forms. Some organizations may be asked to fill out a travel itinerary form in addition to liability waivers. Student Organizations may rent vehicles from UIS motor pool if they have drivers who are employed by the University and the organization is willing to pay the vehicle charges. To obtain a University vehicle, the student organization must fill out a Car Release Form and have it signed by the Director of Student Life. If student organizations are taking private vehicles, they may need to provide Student Life/SOC with the vehicles information and the driver’s proof of insurance.

Student Organization Advisor/Staff
Oversight Policy
Student Life policy dictates that for events meeting any of the following criteria a University staff or faculty member is required to be present throughout the event.

• If the event has an admission charge
• If the event is advertised to the general public (outside of UIS)
• If the event takes place is the Studio Theater
• For SOFA funding the advisor must notify SOFA if they do not approve of the funding request.
• If the event is a dance the advisor must assist student organizations in enforcing the dance policies. The Advisor must conduct rounds every 30-45 minutes within the dance facility and should observe the event coordination and additional organization representatives in counting the income
• 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 the continuity of knowledge regarding the event._
Demonstrations/Rallies
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 been therefore established to safeguard the orderly functioning of all rights while providing for the safety and protection of members of the University community.

1. All demonstration 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 group 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 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.
Motion Picture Copyright Information

Registered Student 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 licensing and screening films for a public audience, such as a student organization event. Films that you rent at a video store or stream through a subscription service online 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. The 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.criterionpicuis.com
This agency also represents 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 about social change movements.

Please note when you submit a space request for a film screening, it will not be approved until you can produce a valid license or proof of permission to screen a film.
Dance Policy

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.

- Dances shall end no later than 1:00AM
- The partition can be no higher than 5 feet so that the exit signs are clearly visible from any point.
- The room must be lit well enough that an advisor or police officer can see from one end of the room to the other.
- The desk entrance must be staffed at all times by two students and the organization advisor.
- UIS students may bring two guests to a dance and must sign in the guest with the guest's name and the host's name.
- UIS students must show ID's and guests must show ID's. The desk staff must write guests name on the admissions sheet and confirm ID name(s) and names on admissions sheet match.
- There should be two officers on duty at dances. One officer should be near the front entrance where ID's are being checked; the second officer should be roaming the outskirts of the dance floor every 15 minutes.
- The organization advisor will make rounds with the police officer the last hour of the dance. When the advisor is doing rounds the building manager will be at the front desk in place of the advisor.
- Students who appear inebriated should not be allowed into the dance.

Responsibilities of Student Organizations for Dances

Assign 2 students as the event coordinators who will be present throughout the event. One will be stationed at check in/registration and one will be in charge of monitoring the dance inside the facility. The event coordinators must be identified at the start of the dance to the advisor, SLB Building Manager and Police Officer on duty. Additionally, the event coordinators must be sober and available during the entire scheduled dance hours.

- To check University I-Cards prior to allowing participants to enter.
- 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.
- Prohibit persons from taking beverage containers inside the dance party.
- The dance area must be lit either by stage lighting or sufficient decorative lighting.
- Prohibit persons from entering if the facility has reached capacity. (Student Center-125, SLB Multipurpose Room-125, SLB Gym- 400)
- Clean the facility to ensure that it is ready for the next event, including returning the sound system.
• Address any illegal behavior or violations of campus policy including but not limited to: open containers, illegal drugs, indecent exposure, and violence. If a student feels threatened in addressing these concerns they should be immediately reported to the police officer on duty.

Responsibilities of Advisor/Staff on Duty
• To assist student organizations in enforcing the above policies.
• To conduct rounds every 30-45 minutes within the dance facility.
• If the organization is charging participants, to observe the event coordinator and additional organization representative in counting the income.
• To conduct rounds with the police officer the last hour of the dance. When the advisor is doing rounds the building manager will be at the front desk in place of the advisor.

Responsibilities of Campus Police
• Be stationed at registration/check in area and assist student event planners with ensuring outside beverage containers are not allowed in the facility.
• Conduct rounds within the dance area, building, and restrooms each half hour during the dance.
• Prohibit participants from carrying in canes, sticks, or other potential weapons unless needed to accommodate a disability.
• Address any illegal behavior or violations of campus policy including but not limited to: open containers, illegal drugs, indecent exposure, and violence.
• To assist student planners in evacuating facility at the conclusion of the event and to monitor the parking lot after the conclusion of an event.
• To contact the appropriate building service worker if there is a bodily fluid incident.
• There should be two officers on duty at dances. One officer should be near the front entrance where ID’s are being checked; the second officer should be roaming the outskirts of the dance floor every 15 minutes.
Appendix 1

Forms
# Student Organization Registration Form 2012-13

## 1. Name of Organization
Spell out all acronyms

## 2. Registration Type:
- ☐ New Student Organization
- ☐ Renewal
- ☐ Officer Change (During Academic Year)

## 3. Organization Category
Choose the category that best describes your organization:
- ☐ Cultural/Diversity
- ☐ Religious/Spiritual
- ☐ Academic/Honorary
- ☐ Political/Advocacy
- ☐ Service
- ☐ General Interest
- ☐ Sport Club

## 4. Is the organization affiliated with a national or local organization?
- ☐ Yes
- ☐ No

If yes, national/local verification form must be on file.

## 5. Does this organization charge membership dues?
- ☐ Yes
- ☐ No

If yes, what is the amount and when is it collected?

## 6. Organization Web Address

## 7. Provide a brief description of your organization

## 8. Do you have an organization Facebook site?
- ☐ Yes
- ☐ No

---

### Leadership Information

All Student Leadership must be a registered student enrolled in a minimum of 3 credit hours. All below info may be published except phone numbers and UINs.

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Student Leader Name</td>
<td>Position</td>
</tr>
<tr>
<td>Email and UIN</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Second Student Leader Name</td>
<td>Position</td>
</tr>
<tr>
<td>Email and UIN</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Third Student Leader Name</td>
<td>Position</td>
</tr>
<tr>
<td>Email and UIN</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Fourth Student Leader Name</td>
<td>Position</td>
</tr>
<tr>
<td>Email and UIN</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

### Authorized Financial Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Name</td>
<td>Email</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

**As primary student leader, second student leader, and advisor we agree to the following:**
To send at least two student representatives to attend the Student Organization Orientation Workshop.
The organization's most current constitution is on file with student life and contains the organization's purpose, goals, criteria for membership and criteria for officers.
Our organization will comply with all University Policies and Procedures as outlined in the Student Handbook and Student Organization Handbook.
The organization shall not discriminate against a member or prospective member on the basis of gender, race, color, religion, 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.

Please print form using the button at the top and collect signatures.
Turn into Student Organization Center (SLB 16)

| Primary Student Leader Signature: |
| Second Student Leader Signature: |
| Advisor Signature: |

| Office Use Only: Date Submitted: | Employee Received: | Database: | Folder: |
University Of Illinois
Urbana-Champaign ● Chicago ● Springfield ●

SPRINGFIELD CAR RELEASE ORDER

THIS SECTION TO BE COMPLETED BY THE REQUESTING DEPARTMENT

RESERVATION NO. __________________________

COLL./DEPARTMENT CODE: __________________ DEPT. NAME: __________________________

DEPT. ADDRESS: __________________________ TYPE OF VEHICLE REQUESTED __________________________

DRIVER’S NAME (PRINT) ___________________ LAST FIRST MI __________________

DRIVER’S LICENSE NO: ___________________ EXPIRATION DATE __________________ STATE __________________

☐ SEE ATTACHED AUTHORIZED ALTERNATE DRIVERS FORM. Note: ALL DRIVERS MUST PRESENT, IN PERSON, THEIR ACTUAL DRIVER’S LICENSES FOR INSPECTION. NO EXCEPTIONS!

VEHICLE DESTINATION ___________________ REASON FOR TRIP: __________________________

PERIOD NEEDED __________________________

CITY STATE __________________________

PICK UP DATE: __________________ TIME ________ AM ☐ PM ☐ RETURN DATE: __________________ TIME ________ AM ☐ PM ☐

I hereby certify that: I am duly licensed to operate motor vehicles in the State of Illinois; and, I will comply with all applicable traffic laws and all applicable University of Illinois rules, regulations, policies, and procedures, as listed on the reverse, including the "NO PERSONAL USE" provision. I understand I am required to report auto accidents IMMEDIATELY to the Transportation Facility regardless of whether I am still in travel status. I will report any accident to the Transportation Facility within 1 (one) day of the incident or the next business day following a weekend and/or University holiday.

Office Phone: ( )

Driver Sign Here

CHART * FUND * ORGN * ACCT * PROGRAM * ACTIVITY LOCATION AMOUNT

DEPARTMENT APPROVAL __________________________

Dept. Phone: ( )

OFFICE USE ONLY

CAR NUMBER ISSUED: __________________________

MILEAGE DATE ITL __________________________

In __________________________

Out __________________________

Used __________________________

TYPE OF VEHICLE PER MI PER DAY PER MO

Sedan __________________________

Bus __________________________

Carry all/Van __________________________

Truck __________________________

Police Car __________________________

May 99
UIS LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT

TODAY’S DATE __________________________________________

I, ___________________________ of _______________________________
(Name of Participant) (Address)

In consideration of my participation in the program sponsored by: ________________________________
(Name of Student Organization/Sponsoring Office)

(Title of Program) at ____________________________
(Location(s) of Event)

which will start on ____________________________ And end on ____________________________
(Date/Time) (Date/Time)

do hereby, along with my administrators, executors, and assigns, release and forever discharge the Board of Trustees of the University of Illinois and its officers, agents and employees collectively, the “University”) and the above named organizationoffice including its members, from any claims, demands, actions and causes of actions of every name and nature I now have or may ever have rising out of my participation in this program and travel to and from the program. I understand that the University gives no assurances or warranties whatsoever as to the safety of participants in this program. I further acknowledge that I am aware of the risks to me of injury, property damage or loss, or even death entailed in my participation in this program. I do fully and completely assume all risks solely to myself and accept full responsibility for my individual physical fitness to participate in this program. I, along with my administrators executors, heirs and assigns, further agree to indemnify and hold the Board of Trustees of the University of Illinois, its employees and the above named student organization/or office including its individual members, harmless from all expenses, losses, claims causes of action or damage arising out of my participation in this program, and related travel including any attorney’s fees and court costs arising from the same. I have read and understand this document and am signing it of my own free will in order to gain permission to participate in the program. According to the best of my knowledge the aforementioned information is correct and true and I realize that any incorrect or erroneous information provided is my responsibility.

______________________________ ____________________________
(Participant’s Signature) (Participant’s Cell Number)

Date

If participant is under 18 years of age

______________________________ ____________________________
(Parent/Guardian Signature) (Parent/Guardian Contact Number)

(Date)

In case of an accident or serious illness or injury I hereby authorize The Board of Trustees of the University of Illinois and its representatives to contact the person(s) listed below. (Please note that this emergency contact information will be entered into the UIS Student Information System).

1) Name ___________________________ Phone ___________________________
   Relationship ___________________________

2) Name ___________________________ Phone ___________________________
   Relationship ___________________________
REQUEST TO WAIVE CATERING REQUIREMENT

Current Date: ____________

________________________________________ REQUESTS PERMISSION TO BRING FOOD
(NAME OF THE PERSON/Org)

ON CAMPUS ON _____________________ FOR THE ___________________ SCHEDULED IN

(DATE & TIME) (EVENT)

THE ____________________________.

,LOCATION)

PERMISSION IS REQUESTED FOR THE FOLLOWING REASON: (PLEASE MARK THE APPROPRIATE LINE.)

______ (A) EMPLOYEE/STUDENT POTLUCK
(All food will be purchased, prepared and served by the students/employees attending.)

______ (B) FOOD DONATED BY __________________________ TO
(University Department/Organization)
Please attach a letter from the donor indicating the food to be donated and the approximate value.

(C) FOOD SERVICE UNABLE TO PROVIDE THE SERVICE
1) Due to other previously scheduled events.
2) Due to the special menu needs of the participants.
   (Please mark one of the above)

______ (D) OTHER: ________________________________
______________________________

Please obtain signatures in numerical order:

1) __________________________
   (Signature of Requester)

2) ____________________________
   (Requester’s Department Head Approval)
   For student orgs- Director of Student Life

APPROVED:

3) ____________________________
   (Food Service Administrator PAC 117D)

4) (Assistant Vice Chancellor for Student Affairs- SAB 20)

After obtaining signatures, make three copies and distribute to signers at least one day prior to the event. Requestor keeps the original.
Contract Request Form

Information needed to bring a contracted vendor to UIS

Need contract information at least 4 weeks prior to event in order to be processed. Contracts WILL NOT be processed in less than 4 weeks!

- (WHO) Performer/Agency Name:
  - Address:
- (WHAT) Type of Performance: i.e., comedian, DJ, etc.
  - Have them send a copy of their Liability Insurance Certificate (A MUST)
- (WHEN) Performance Date and Time:
- (WHERE) Location of Event:
- (WHY) Welcome Week, etc.

Has contracted vendor performed at UIS before: YES or NO

Contracted vendor or Agency Fax:

Contracted vendor or Agency email:

Contracted vendor or Agency Contact Number:

Student Life account to be charged: SOFA, Student Organization, etc.

Check payable to:

Hotel (if needed): YES or NO

  Number of rooms:

  Name of contracted vendor/agency room(s) should be in:

Negotiated Fee: $$

Prepared by:

Submitted to Wendy Gochanour on:
Student Organization Deposit Form

Student Organization

How were the funds being deposited raised?

☐ Registered Fundraiser  ☐ Donation from Solicited Sponsor  ☐ Donation from Unsolicited Sponsor

☐ Dues  ☐ Organization Collection

Will the funds be donated to another organization (Charity, religious organization, political party or candidate)

☐ Yes (if Yes, Who/What)

☐ No

If the funds were Dues, list students' names and UINs in the space provided below

Organization Account #

Organization Officer Name

Officers Signature: ____________________________
Appendix 2

Tools
## UIS Bulletin Board Listing

<table>
<thead>
<tr>
<th>Building</th>
<th>Level 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Affairs Center (PAC)</td>
<td>Level 3:</td>
</tr>
<tr>
<td></td>
<td>2 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
</tr>
<tr>
<td></td>
<td>5 bulletin boards</td>
</tr>
<tr>
<td>Health Science Building (HSB)</td>
<td>Level 5</td>
</tr>
<tr>
<td></td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>Concourse Tunnel</td>
<td>6 Bulletin Boards</td>
</tr>
<tr>
<td>Brookens Library</td>
<td>3 Bulletin Boards</td>
</tr>
<tr>
<td>UHB</td>
<td>Level 1:</td>
</tr>
<tr>
<td></td>
<td>3 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>Level 2:</td>
</tr>
<tr>
<td></td>
<td>4 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>Level 3:</td>
</tr>
<tr>
<td></td>
<td>3 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>Level 4:</td>
</tr>
<tr>
<td></td>
<td>2 bulletin boards</td>
</tr>
<tr>
<td>WUIS</td>
<td>8 bulletin boards</td>
</tr>
<tr>
<td>VPA Building</td>
<td>7 Bulletin Boards</td>
</tr>
<tr>
<td>Building Services Building (BSB)</td>
<td>5 Bulletin Boards</td>
</tr>
<tr>
<td>Student Affairs Building (SAB)</td>
<td>1 Bulletin Boards</td>
</tr>
<tr>
<td>Student Life Building (SLB)</td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>HRB</td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>Brookens Building</td>
<td>Level 2:</td>
</tr>
<tr>
<td></td>
<td>2 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>Level 3:</td>
</tr>
<tr>
<td></td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>FRH*</td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>LRH*</td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>Town Houses*</td>
<td>4 bulletin boards</td>
</tr>
<tr>
<td>Apartments*</td>
<td>4 bulletin boards</td>
</tr>
</tbody>
</table>

*Requires Approval from Residence Life (See RD of each desired housing area)
Title of Program: __________________________
Agency Used: ____________________________ Agency Contact: ____________________________
Agent Phone: ____________________________ Agent Email: ________________________________
Event Coordinator: __________________________

Time Line: Step 1 done by __/__/____ Step 2 done by __/__/____ Step 3 done (Day of event)

**Step 1: The Proposal**
Program Date:
Time:
Location:
Brief Summary about the expectations of the event:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Proposed Budget:

**Expenses:**

- Honorarium __________
- Lodging __________
- Transportation __________
- Catering __________
- Supplies __________
- Prizes __________
- Decorations __________
- Advertising __________
- __________
- __________
- __________
- __________
- Total __________

Funding from Student Org Account $____
Funding from SOFA $____

**Co-Sponsors:**

- Sponsor __________ Amount $____
- Sponsor __________ Amount $____
- Sponsor __________ Amount $____

**Standard Rates for planning your budget:**

- UIS Rates for Hotels: $90/night
- Meals for performers: $20/person
- 8.5x11 Black & White: $0.08/copy
- 8.5x11 Color: $0.75/copy
- 11x17 Black & White: $0.14/copy
- 11x17 Color: $1.25/copy
- Media: $45 set-up fee if after hours
- UIS Vehicle Charges: $0.28/0.30 per mile
- Film Rights: Varies greatly—check with liaison
**Step 2: Plan the Event**

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Things to take into consideration*

- Establish a Marketing Plan
- Contract for Performers (See your Student Life Liaison)
- Reserve Space
- Food Services (or Food Service Waiver)
- Equipment Reservations
- SOFA Funding Request (if requesting more than $500, need 4 weeks notice)
- Purchase Supplies & Decorations
  - Gift card Request need to be in at least 1 week before you need the card to allow student life time to purchase it. If you are planning on being reimbursed, you must save and turn in your receipts.
- Confirm arrangements

**Step 3: Event and Post-Event**

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Some Things to take into consideration:*

- On Site Set up
- Decorating
- Putting up posters
- Thank-You’s (Thank you notes are a great way to express appreciation to anyone who you felt was helpful in planning the event)
- SOFA Program Report (done 2 weeks after event)
Program Evaluation

Title of Program: ________________________________________________________________

Description of Program:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Program Goals:
1. ________________________________________________
2. ________________________________________________
3. ________________________________________________

Agencies used: ________________________________
Phone # ______________________________________
Email: ________________________________

# in Attendance _____________   # of Students in Attendance ____________

Audience Reaction/Comments:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Assessment:

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>VeryGood</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Presentation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Cooperation of Performer</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Publicity</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Audience Reaction</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Planning Process</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall Evaluation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

List Successes/Positive Feedback: ________________________________

Specific Problems, frustrations, concerns: ________________________________

Should this program be repeated?

Did you achieve your program goals?

___ Yes
___ No, if no explain why
MODEL CONSTITUTION FOR STUDENT ORGANIZATIONS

This model is to be used as a tool for student organizations when writing their constitutions specific to their organizations. The titles, terms and conditions may be set by the organization and do not have to be what is listed in the following model. All constitutions must comply with UIS Student Life policies, as laid out in the Student Organization Handbook. Constitutions must be approved by the Department of Student Life, and must be updated or resubmitted at least once every 5 years.

PREAMBLE

This section of the constitution is like your introduction; in it state the purpose and aim of the organization.

Example: 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 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.

Note: If you do not have a nation/regional affiliation with a group, you don’t need to have this section

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

Note: this section is only if you have decided to collect dues. If your organization is not collecting dues, you don’t need this section.

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 (the period of time that the office/position will be held). Student Life Policy is that a term of office can be no longer than 2 years.

Section 4  Provisions for removal of an officer.
Note: Include reasons for removal, how removal is to take place, and also how replacement will take place

**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.

Note: Don’t use a specific date, such as January 13th, as this date moves around, use more general terms to allow flexibility.

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.”
Questions to ask when writing a constitution

Mission
1. Do you want to change the name of the organization?
2. What is the mission/purpose of the organization?
3. Why do you feel the need to restructure?

Overall Structure
1. Will the organization have dues? If so, how much, how often and to whom are they paid?
2. Will the organization award stipends?
3. Is the programming board connected to student government or other organizations?
4. What are the essential programming areas?
5. How many levels should the organization have? (i.e exec, chair, committee)

Membership
1. How many members should each level in the organization ideally have?
2. What are the eligibility requirements? (GPA, Full time status)
3. What are the duties of each programmer?
4. What are the requirements for all coordinators? (i.e all coordinators must work Family Weekend)
5. Are there different categories for membership?
6. Is there an attendance/absence policy?
7. Do you want to include co-sponsorship guidelines?
8. What happens if someone wants to take a leave of absence?

Exec. Board
1. How many officers are needed?
2. What are the qualifications (if any) for the officers? (i.e. prior membership, GPA, etc.)
3. What should their responsibilities/duties be?
4. Does anyone have veto power?
5. What is the role of exec?
6. Do officers have voting rights?

Advisor
1. What is the role of the advisor?
2. What decisions can be made without the advisor?
3. What decisions require the advisors approval?

Meetings
1. How often should general meetings be held?
2. Who can attend?
3. How often should executive meetings be held? Are there executive meetings?
4. Who leads the meeting?
5. Who takes minutes?
6. How does one call a special meeting?
7. What is quorum? (A quorum is the absolute number of members or the percentage of voting members required to be in attendance to vote or conduct business)

Elections
1. Who should be elected, and how?
2. Is there a nominating process? If so, how far in advance do they take place.
3. Who is appointed and how?
4. Describe election process and set dates.
5. Who is eligible to run?

Removal/Resignation
1. What are grounds for removal?
2. What is the process if a coordinator resigns?
3. What is the process if an exec member resigns?
4. What happens in case of a vacancy?

Budget
1. How are events funded?
2. Are funded allocated by committee or awarded based on a vote?
3. How are events approved?
4. Who is responsible for collection and disbursement of funds?
5. Who may authorize expenditures?

Amendment
1. What percentage of members is needed to amend the constitution?
2. Who can propose an amendment?
3. Define the process to amend the constitution.

Other
1. By what process will the Constitution go into effect?
2. What reference will be used in parliamentary instances not covered by the Constitution or Bylaws (i.e. Roberts Rules of Order)
3. What is the affiliation, if any, with local, state, national, or international organizations and what is the relationship of the organization to the affiliate. (i.e. NACA)