2014-2015 Registered Student Organizations Handbook
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Student Organization Registration and Renewal

Student Organization Registration for the Academic year will begin on the first day of classes of the Fall Semester. The Priority Registration Deadline is Sept. 15th each year; registration will continue throughout the year. Organizations that complete the registration process before the priority deadline will be entered into a drawing for 1 of 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.

Registration Form and Roster

Each organization must submit a Registration/Renewal form every academic year. This can be obtained online or at the Student Organization Center (SOC) or Student Life Office (Student Life) and submitted to SOC. This form must be completely filled out before it will be accepted by SOC.

RSOs are required to keep an accurate listing of their membership, this can be attached to their Registration form, or submitted separately.

Constitution/Bylaws

Registered 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. Registered 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 Student Organization Orientation. There will be 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. It is highly suggested that the two students attending are the President and Treasurer, and that the information is then shared with all organization officers.
Registration Requirements:

1. Completed Registration Form and Roster
2. Up-to-Date Constitution/Bylaws
3. Completed Organization Orientation

Responsibilities of Registered Student Organizations/Student Organization Conduct Expectation

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

- Registered Student Organizations must 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 and SOFA Training.

- Registered Student Organizations must maintain their registration within the academic year by keeping officer and membership roster current and must renew their registration each academic year.

- Registered 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.
Benefits of Being a Registered Student Organization

1) The use of university facilities at no charge for meetings and events (EXCEPTION: operating costs associated with Sangamon Auditorium and Studio Theater)
2) The opportunity to apply for and receive funding through the Student Organization Funding Association (additional SOFA Training Required per SOFA bylaws as of January 2012)
3) The use of on-campus printing and duplicating services. (Charges apply)
4) Accounting support through Student Life
5) The use of supplies, equipment and services in Student Life/SOC
6) Participation in training and workshops designed to strengthen your student organization and leadership skills
7) The right to assemble
8) Participation in the Involvement Expos
9) Updated information about events and activities
10) Listing in the directory of Recognized Registered Student Organizations

Student Organization Categories

Registered Student Organizations are divided into 8 Categories:

- **Academic/Honorary**: An organization closely related to and/or focused on an academic program, or a national honor society of an academic program.
- **Cultural/Diversity**: An organization whose purpose is to explore, promote or celebrate a culture and/or promote diversity in all forms
- **General Interest**: An organization that does not fit into any of the other categories.
- **Service**: An organization whose primary focus is volunteerism or service to the community.
- **Social Greek**: An organization affiliated with a national fraternity or sorority that is a member of a recognized national Greek association and has been approved and accepted by the UIS Greek Affairs Board.
- **Political/Advocacy**: An organization which is focused on politics, a political party or organization, or is focused on a platform which they advocate for.
- **Religious/Spiritual**: An organization whose primary goal or purpose is aligned with religious or spiritual activities.
- **Sport Clubs**: An organization that participates in physical activity or sport as their primary goal and purpose. These groups should register and coordinate with the Department of Recreational Sports
Student Life Liaisons

A Student Life liaison has been assigned to each student organization, based on the org category. The liaison assignments are as follows:

- General – Mary Umbarger
- Academic – Wendy Gochanour
- Cultural/Diversity – Beth Nahlik
- Political/Advocacy – Cynthia Thompson
- Social Greek – Mary Umbarger
- Religious/Spiritual – Mary Umbarger

**You MUST meet with your Student Life liaison if your event meets any of the following criteria:**

1) Expected attendance for your event is over 100 people
2) The proposed location for your event is the Studio Theatre
3) Your event involves a contract
4) Your event includes a dance/party
5) You are planning to use non-traditional marketing strategies
6) Your event is a demonstration/rally
7) Events which have been advertised to audiences outside of UIS
8) Fundraising or Soliciting Donations

*Other events as deemed necessary. Please keep in mind that it is professional to schedule such appointments, dropping by the office may find them out of the office or in the midst of another meeting.*

Student Organization Advisor 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. This is expected to be the Registered Student Organization’s Advisor, though if they are unable to attend, another University Staff or Faculty member may be appointed. Please notify your Student Life Liaison if it is a staff/faculty member other than the organization advisor.

- 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 (See Dance Policy)
- 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.*
The Student Organization Center is located in SLB 16 and contains equipment and basic supplies for Registered 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 Associate 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
- Limited Decorations
- Bubble Maker
- Extension Cords
- Limited Tools
- Tarps
- Lighting Trees
- Sound System
- LCD Projector
- Pipe and Drape
- Cooker (large Grill)
- Cotton Candy Machine
- Window Paint
- Casino Gaming Equipment
- Sound System

**SUPPLIES IN SOC**
*Note: Supplies vary and are limited*
- Cardstock
- Cricut
- Button Maker
- Banner Paper
- Laminator
- Poster 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 the Associate Director of Student Life and comprised of students who dedicate their time, skills and effort into planning and implementing the activities that are open to all UIS students.

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 Registered Student Organizations. To receive this funding, a SAC Co-Sponsorship Request form must be submitted at least 3 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.

The Student Organization Funding Association (SOFA) is a standing committee of the Student Government Association (SGA). As a guiding body for student organizations under the SGA, this committee looks to allocate University funds to student organizations in a fair, unbiased, and efficient way, so as to promote student interaction and a positive learning environment on campus.

Contact SOFA:
Email: sofa@uis.edu
Facebook: www.facebook.com/uissofa
Website: www.uis.edu/sga/sofa
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 (an 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. These are to be used only for Registered Student Organization events and purposes. If equipment is found to be used for personal purposes, you may lose these benefits for your organization for a minimum of 2 semesters.
**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.

**Student Organization Fundraising Accounts**

A fundraising account is an account that can be requested by your organization to deposit money raised. These are not mandatory, nor are they set up automatically. Instead, they are set up as needed. 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 and receive balances by the next business day. Fundraising accounts will roll over from each academic year. If an organization has been inactive for four semesters the account will be terminated and the funds will be placed into the Student Organization General Operations account. 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. Registered 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 Fee funds and revenue raised through the use of student activity fee funds cannot be deposited in an outside bank account.

Registered 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.
Student Organization Fundraising Policies

Registered 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 kept by the sponsoring organization for their own use. 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. It is required that the Registered Student Organization contact their Student Life Liaison concerning fundraising efforts to aid in ensuring all paperwork and procedures are followed.

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 Registered 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.
**Fundraising Account Deposits**
All money raised or collected must be deposited into a UIS student organization fundraising account within 24 hours of the event. To make a deposit, fill out the Student Organization Deposit Form and turn the money and form in to the Student Life Office or the Student Organization Center. The front desk workers and staff there will complete a check log and deposit the funds into the student organization fundraising account.

**Accepting Checks**
When accepting checks, make sure that they are made out to “UIS” with your organization in the memo line. If a check is from a student, it must also include the student’s UIN.

**Student Organization Dues Policies**
Registered 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 its 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 Registered Student Organization for no longer than a two week period and will serve as a collection site no more than once per semester.

Registered Student Organizations are encouraged to collect dues on a set date and to manage their budgets and records independently. (i.e. 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.

**Taxes:**
Special attention in regards to tax issues must be taken into account for fundraising. For fundraisers other than bake sales, Registered 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. If your organization is interested in becoming tax exempt, please go to [http://www.irs.gov/Charities-&-Non-Profits/Types-of-Tax-Exempt-Organizations](http://www.irs.gov/Charities-&-Non-Profits/Types-of-Tax-Exempt-Organizations) for more information about the policies and application process.

**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 Student Life or Student Organization Center (at least two weeks prior to anticipated solicitation) which will then review the materials with the Office of Development. 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.

Monies received from solicitation for donations will be turned into SOC and deposited into a Gift account set up for your student organization.
Cash Boxes for Registered Student Organizations
To request a cash box for fundraising efforts, a Registered Student Organization will fill out a Request for cash box form from the Student Life website, at least one week prior to the event. 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.

After the completion of the fundraiser, the Registered Student Organization should go the Student Life Office or the Student Organization Center to complete the deposit form and check logs before returning the cash box to Cashier Operations Office.

SPENDING SOFA ALLOCATIONS, FUNDRAISING ACCOUNT AND GIFT FUNDS:
It is advised that you meet with your Student Life Liaison if you have any questions about spending SOFA monies. SOFA funds come directly from Student Fees, they are tax exempt, and have some restrictions. For full details on restrictions on these types of funds, see the SOFA bylaws. There are 5 ways to obtain goods or services with SOFA Allocations, Fundraising account money and gift funds.
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 may not exceed $250.00, if you are going to have expenditures greater than $250 use another method of spending money.

- 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 to 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**

To arrange a credit card purchase, contact your Student Life Liaison at least 2 weeks in advance. The Student Life staff will do their best to accommodate.

**Contracts**

Any performance, vendor, or activity presented by either a vendor or performer outside of the University of must be contracted. The amount does not matter; this is to protect the University, the Registered Student Organization, and the vendor from liability. 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. This meeting must take place prior to submitting a contract request form. 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 contract request form. If prior authorization was not granted, the requestor could be held liable for any and all contract fees.

To start a contract, a Registered Student Organization must submit a Contract Request Form at least 4 weeks in advance. If submitted with less than 4 weeks' notice Student Life will not
process it. See Appendix for an example of the Contract Request Form. 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**

You can request a gift card by submitting a “Gift Card Request Form” online on the Student Life website at least two weeks before you need to make the purchase. 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.
Event Planning

Space Policies

As a registered student organization, groups are able to use University facilities at no cost to them (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 Registered Student Organizations. Registered 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 or tear down completed. Students are not allowed to do their own set-ups per University Policy. Registered Student Organizations must bring their space confirmations with them in order to hold their event.

Requesting a Space:

To request a space on campus, a student organization must submit a “Space Request Form” online. Space Requests can be submitted 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 to all students and you do not want it published, please notify us in your space request*

<table>
<thead>
<tr>
<th>Space</th>
<th>Minimum Lead Time</th>
<th>Maximum Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Rooms</td>
<td>2 weeks</td>
<td>1 year</td>
</tr>
<tr>
<td>Classrooms</td>
<td>2 weeks</td>
<td>Within the Semester</td>
</tr>
<tr>
<td>Housing (LRH Great Room, HCOM, FRH Classrooms)</td>
<td>2 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Student Life</td>
<td>1 week (Set up no later than 7 days)</td>
<td>1 semester</td>
</tr>
<tr>
<td>Outdoor Spaces</td>
<td>2 Weeks</td>
<td>6 Months</td>
</tr>
</tbody>
</table>
Sangamon Auditorium and Studio Theatre
Reservation Policy for Registered Student Organizations

Registered Student Organizations are welcome to use Sangamon Auditorium or the Studio Theatre for special events. Sangamon Auditorium has an interest in collaborating and partnering with student groups to further its mission and that of the University of Illinois Springfield. Please bring your ideas to the Sangamon Auditorium staff so we can work together to create a great event for your group.

Although the rental fee is waived for campus organizations, there will be several other charges due to the complexities of planning an event in a theatrical space. The Sangamon Auditorium staff is ready to assist you in the process and help minimize these costs. (If a student organization would like to plan an event that will generate revenue, different rental policies and charges will apply.)

Sangamon Auditorium seats around 2000 people and the Studio Theatre can seat up to 350 people, depending on the seating configuration. For more information about Sangamon Auditorium and the Studio Theatre, please go to www.SangamonAuditorium.org and click on “Rental.” If you have additional questions, please contact the Sangamon Auditorium Administrative Office at 217.206.6150, auditorium@uis.edu, PAC 397.

Event Process:
1. Submit a Space Request via the Student Life website at least 6 weeks prior to the event. Due to the high demand for these spaces, it is recommended that you submit your request a semester or more in advance. In accordance with Student Life policies, the event must be open to all UIS students and the event cannot compete with a SAC or SOFA-funded event.
2. The student organization president (and/or representative) and student organization advisor will attend a preliminary meeting with representatives from Student Life and Sangamon Auditorium to discuss the event. Please bring as much of the following information as possible:
   • name and contact information for the designated “production coordinator” (the person with authority to make decisions and supervise all aspects of the event)
   • proposed date and time of event
   • length of event
   • estimated audience size
   • plans for ticketing or crowd control
   • Technical requirements (If you are bringing in a speaker or performer, they should be able to provide you with a “technical rider” that includes this information.)
   • Are you partnering with any other organizations? (Any partnership with an organization outside UIS, such as a local business, will cause the rate schedule to be the higher of the two rates.)
   • Is anything else special happening in conjunction with this event (question & answer session, book signing, etc.)?
3. Following the meeting, Sangamon Auditorium staff will confirm availability and prepare an estimate of expenses.

4. At least three weeks before the event, the production coordinator and organization advisor will meet with representatives from Student Life and Sangamon Auditorium to review the guidelines and finalize event details.

5. On the day of the event, the production coordinator must be available for the duration of the event, as well as any rehearsals, set-up and tear-down, to serve as the main point of contact for Sangamon Auditorium’s staff-on-duty and backstage production staff.

6. Following the event, the student organization will be sent an invoice from Sangamon Auditorium.

We look forward to working with you on your project! If you have any ideas about other ways to work with Sangamon Auditorium please let us know – we are always happy to have students involved in what we do!

As of July 18, 2013
<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Set Up Style</th>
<th>Capacity</th>
<th>Equipment</th>
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<tr>
<td>PAC</td>
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<td>Info tables, bake sale</td>
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<td>Reception</td>
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<td>Reception/Meal</td>
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<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>
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<td>150</td>
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<tr>
<td>LRH</td>
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<td>Seminar 2</td>
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<td>FRH 154 &amp; 153</td>
<td>Classroom</td>
<td>50</td>
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<td>Res Hall Quad</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>Gymnasium</td>
<td>Student Life Building</td>
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<tr>
<td>SLB</td>
<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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<tr>
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<td>Student Life</td>
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<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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*Make sure you have a rain location secured if you are planning to hold your event outside.*
Food Policies for Registered 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 the Registered Student Organization account number is due ten business days prior to the event. Registered 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 19% 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 organization’s 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 (found online on the Student Life forms webpage) 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 Student Life. 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). Registered 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 Late Nite events/announcements).

**Student Life Calendar**

Registered 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. Registered Student Organizations may most 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, or the Stars Lounge, 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 (i.e.: do not chalk under overhangs or heavily wooded areas).

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

Online
Registered Student Organizations may create their own distribution lists of member emails and send out their own email reminders. Registered Student Organizations may also create their own Facebook pages or groups. Registered Student Organizations can request to have an organizational UIS email account set up and also a student organization webpage. Registered 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.

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.
**Campus Digital Signs**

Special Events open to all students may be advertised on the various digital signs around campus. Regular organizational meetings will not be accepted. You can submit your graphics here: [http://www.uis.edu/informationtechnologyservices/services/digital-signage/](http://www.uis.edu/informationtechnologyservices/services/digital-signage/). Images must be sized at 1070 x 776 pixels. Frequency of appearance and digital sign location approval is subject to the discretion of the Office of Campus Relations who generally manages the digital signage.

**Posting in Housing**

Registered 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.

**Printing, Duplicating, and Marketing Costs**

Registered 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 Registered Student Organizations after, $10 for Campus Departments). SOC also has a laminator for Registered Student Organizations to use at $1 per foot. Also Registered Student Organizations can make buttons at $0.10 per button.

**Other**

If your organization has a unique marketing approach you want to employ on campus please speak with your Student Life 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. Registered 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 Organization Center. Participation in the Involvement Expo is free to Campus Departments, Registered Student Organizations and non-profits.

Public Events
Registered 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/Registered 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. 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
Registered Student Organizations who wish to have the UIS name in their organization’s name, can do so as (organization) at University of Illinois Springfield, or (organization) at UIS; never as UIS (organization). This is to preserve the Registered Student Organization’s autonomy and separate the University from governing the organization.

Student Organization Alcohol Policy
It is the policy of UIS that alcohol may not be served at on-campus events sponsored by Registered Student Organizations. Also, given that Registered 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.). The sale of alcohol is prohibited as a fundraising activity.
Registered Student Organization Travel Policy

Registered Student Organizations (RSOs) can travel off campus for meetings, events, conferences, etc. When they do so, they are required to meet with their Student Life Liaison prior to departure, complete the Travel Itinerary Form, and, as applicable, ensure that all members traveling have completed the Liability & Emergency Contact Form (both forms can be found in Appendix 1 of the RSO Handbook).

**Private Vehicles:**

If RSOs are taking private vehicles, they must provide their Student Life Liaison with the vehicle information and names of all drivers in addition to the Travel Itinerary and Liability & Emergency Contact Forms as indicated above. The RSO is responsible for ensuring that all drivers and vehicles are properly licensed and insured.

**Rental Vehicles:**

RSOs can choose to rent a vehicle from a rental company. The RSO must include the rental agency and name of the renting individual with their Travel Itinerary as well as the Liability & Emergency Contact Forms as indicated above. The RSO is responsible for ensuring that all drivers and vehicles are properly licensed and insured.

**Ticketed Transportation:**

RSOs may choose to travel through a ticketed transportation mode, (i.e. airplane, train, and bus). The RSO must submit their mode of travel including departure and arrival information as well as the name of the carrier and any flight numbers or other identifying information with their Travel Itinerary as well as the Liability & Emergency Contact Forms as indicated above.

**University Vehicle:**

Some RSO activities may be eligible for use of a university vehicle, at the RSO’s expense\(^1\). RSOs may only rent vehicles from UIS Motor Pool IF they have drivers who are full time staff members of the University, such as their advisor, who have received an appropriate exemption\(^2\), and IF the organization is willing and able to pay the vehicle charges. To obtain a University vehicle, the advisor must fill out a Car Release Form and sign as the driver, and also obtain the signature of the Director of Student Life, in addition to the Travel Itinerary and Liability & Emergency Contact Forms as indicated above.

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\(^1\) Your Student Life Liaison will determine if your RSO activity is eligible to use a university vehicle. He/she will also determine if an exemption is needed and direct the RSO in the exemption process, should it be required. Exemptions are not guaranteed. Furthermore, it is understood that RSO Advisors do not have an expectation to be available at all times to drive for the RSO in which they serve as an advisor.

\(^2\) He/she will also determine if an exemption is needed and direct the RSO in the exemption process, should it be required. Exemptions are not guaranteed. Furthermore, it is understood that RSO Advisors do not have an expectation to be available at all times to drive for the RSO in which they serve as an advisor.

Please direct any questions you have regarding this change to Cynthia Thompson, Director of Student Life, at 6-6665.

Revised: 8/26/14
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 Registered Student Organizations. Your student Life Liaison can help you receive a quote for a film.

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

**Swank Motion Pictures 1-800-876-5577**
http://www.swank.com/college/index.html
This agency represents most major studios and also has a large number of pre-release films available, or films that are not out on DVD and still in theaters, as well as a lot of older favorites.

**Criterion Pictures 1-800-890-9494**
http://www.criterionpicusa.com
This agency also represents most major studios and has pre-release films available
Student Life Dance/Party/Large Gathering Policy

Effective Date: 4/14/14

Student Life and the sponsoring organization agree to the conditions outlined below regarding Dances/Parties/Large Gatherings (hereafter referred to as ‘DPLGs’) held across the UIS campus. In addition, the sponsoring organization agrees to abide by all pertinent Student Life and general University policies.

Definition:

DPLGs require a greater amount of supervision and attention by the university, given the increased risk associated with these events. A DPLG is defined as a purely social event, often consisting of music and dancing and/or socializing. In such instances, the policies identified in this document must be followed and UIS police officers must be in attendance.

The following factors will be considered in determining whether this event meets the classification of a DPLG:

- Expected attendance of 50 or more
- The extent to which the event has been publicized off campus
- Amplified music
- The type of activities taking place
- Location
- The number of non-UIS Guests

In order to minimize risk, all Registered Student Organizations hosting a DPLG must have their space confirmed and have met with their Student Life Liaison no later than 2 weeks prior to the event. Advisor participation and presence of UIS police will be discussed at this meeting. Student Life will have the final authority to determine the applicable policies and procedures as outlined in this document for each event. If the sponsoring Registered Student Organization has not met with their liaison two weeks prior to the event, their space reservation will be cancelled.

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.

- The desk entrance must be staffed at all times by two students and the advisor.
- They must check University I-Cards prior to allowing participants to enter.
- UIS students may bring two guests to a DPLG and must sign in each guest with the guest’s name(s) and the host’s name.
- UIS students must show ID’s and guests must show ID’s. The desk staff must write guests name, institution name (for college students) or home address (for non-college students) and phone number on a sign in sheet and confirm that ID name(s) and names on admissions sheet match.
- 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. (Stars Lounge -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.
- Notify the Student Life Liaison who will be the staff member on duty if it is not their normal organization advisor.

**Note:** Students who appear inebriated will not be allowed into the dance.

### Responsibilities of Advisor/Staff on Duty

- To assist student organizations in enforcing the above policies.
- To conduct rounds every 30-45 minutes within the DPLG 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 DPLG. When the advisor is doing rounds the building manager will be at the front desk in place of the advisor.
- Advisor must pick up the card swiper and related materials and bring them to the dance

### 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 DPLG area, building, and restrooms each half hour during the DPLG
• 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 DPLGs. If any funds are received (cash or change), the student organization must pay for the costs of one of the officers.

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.

Locations available for DPLGs

In all event locations, the room must be lit well enough that an advisor or police officer can see from one end of the room to the other.

Note: DPLGs shall end no later than 1:00am (see after hours policy)

• SLB Gym (Capacity: 400)
  For events held in the SLB Gym, the partition can be no higher than 5 feet so that the exit signs are clearly visible from any point on the gym floor.

• SLB Multipurpose Room (Capacity: 125)
• PAC C/D (Capacity: 70; Events must end by 11pm)
• Lincoln Residence Hall (Capacity: 200; Events during the week (S-TH) must end by 11pm; Friday/Saturday events must end by 1am.)
• Sangamon Auditorium Lobby (Capacity: TBA; Events must end by 11pm).
• Housing Commons (Capacity: 50)
  1. May be used for DPLGs until 1am, by special request and approval by the Residence Life Director or their designee
  2. These events must be social gatherings of 50 or less
  3. There must be no amplified music.
  4. For current hours, go to www.uis.edu/residencelife/about/hours/

Availability/Frequency of DPLGs
• Due to personnel limitations, no more than one DLPG may be held per night
• No more than two DPLGs may be held per weekend.

Clean Up

• The venue must be returned to its former set up (if applicable) and must be as clean as it was prior to the event.
• Failure to clean up following the event may result in additional charges assessed to the student organization

It is further understood that:

• Alcohol is not permitted at any Student Life event, including DPLGs.
• If admission is charged, the price of admission and policy for charging admission must be established in advance of the dance and clearly posted at the location of sales on the evening of each DPLGs. Policy and procedures must be consistently applied, and may not be altered during the event.

Infractions of any Student Life or other University policy may result in immediate termination of the DPLG and may result in suspension of privileges for the sponsoring organization including a suspension of privileges for up to one calendar year and/or other disciplinary action.

After Hours Policy

Registered Student Organizations may submit space requests for events to occur outside of “normal” operating hours, ending no later than 3am. Such requests will be evaluated individually, paying particular attention to the space that is needed, the type of event that is occurring, and whether trained staff is available to oversee the event. Furthermore, there is no guarantee that such a request will be approved. Only certain spaces can be requested for such events.

Locations Available for After Hours Events:

• SLB Gym
• SLB Multipurpose Room
• LRH Great Room
• HCOM
• Stars Lounge
Appendix 1

Forms
2014-2015 Student Organization Registration Form

Organization Information

Name of Organization
Spell out all Acronyms

Registration Type
☐ New Student Organization
☐ Renewing Student Organization
☐ Officer Change (During the Academic Year)

Organization Category
See Handbook for Definitions of Categories
☐ Academic/Honorary
☐ Political/Advocacy
☐ Social Greek
☐ Cultural/Diversity
☐ Religious/Spiritual
☐ General Interest
☐ Service

Is the organization affiliated with a national or local organization? If yes, a national/local verification form/letter must be submitted to SOC
☐ Yes ☐ No

Does this Organization Charge Dues, if Yes, what is the amount and frequency?

Provide a brief description of your organization (to be published)

Does your organization have a website, facebook, twitter, etc. it wishes to be publicized? If Yes, please list.

Does your organization have a UIS e-mail address
☐ Yes ☐ No ☐ Unknown

As primary student leader, second student leader and advisor we agree to the following:
To send at least two student representatives of the organization to attend the Student Organization Orientation
The organization's most current constitution is on file with Student Life/SOC and contains the organization's purpose, goals, criteria for membership and criteria for officers
The organization will 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.

Primary Student Signature __________________________

Second Student Signature __________________________

Advisor Signature __________________________
### Leadership Information

All Leadership must be a registered student enrolled in a minimum of 3 credit hours. All information below may be published except for phone numbers and UINs. There must be a minimum of 4 student contacts.

<table>
<thead>
<tr>
<th>Primary Student Leader Name</th>
<th>Primary Student Leader Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Primary Student Email &amp; UIN</th>
<th>Primary Student Phone</th>
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<table>
<thead>
<tr>
<th>Second Student Name</th>
<th>Second Student Title</th>
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<table>
<thead>
<tr>
<th>Second Student Email &amp; UIN</th>
<th>Second Student Phone</th>
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<table>
<thead>
<tr>
<th>Third Student Name</th>
<th>Third Student Title</th>
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<table>
<thead>
<tr>
<th>Third Student E-mail &amp; UIN</th>
<th>Third Student Phone</th>
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<table>
<thead>
<tr>
<th>Fourth Student Name</th>
<th>Fourth Student Title</th>
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<table>
<thead>
<tr>
<th>Fourth Student Email &amp; UIN</th>
<th>Fourth Student Phone</th>
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<table>
<thead>
<tr>
<th>Faculty/Staff Advisor Name</th>
<th>Faculty/Staff Advisor E-mail &amp; Phone</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Authorized Financial Officers/ Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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Office Use Only: Date Submitted: ____________ Employee Received: ____________

Check for Completion

- [ ] Constitution Current, Date: ____________
- [ ] Entered Into Database
- [ ] Workshop Completed (highlight attendees)
- [ ] Membership Roster Included
- [ ] Affiliation Form/Letter Attached (If Applicable)
- [ ] Letter of Approval Created & Sent
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)

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

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

I 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 organization/office 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/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 ____________________________
Student Life Contract Request Form

Requestor Information

Name
Organization
Email
Phone Number

All information must be filled out completely and correctly. This form must be turned in to the Student Life Office (SAB20) at minimum 4 weeks prior to the event date to be processed. Any performer, vendor, or service provider must have a contract completed with the University prior to any performance, show, or activity. Requests that are incomplete or late will not be processed. You can schedule an appointment with Wendy Gochenour or the Student Life Compliance Intern if you need assistance in completing this form.

Vendor Information

Performer/Agency Name (Vendor)
Address
Vendor Email
Phone Number
Fax Number
☐ This vendor has contracted with the University of Illinois Before

Contract Information

Please provide a brief description of the Services to be provided. (ex: Comedian, DJ, Airbrush pillowcases etc.)

Event Title
Performance Date
Start Time
Location
☐ This location has been confirmed by Student Life

Negotiated Fee
Source of Funding

Length of Performance
Check Payable to

☐ Hotel Needed?
If Yes, how many rooms?
Name for Reservation

☐ W-9 Attached

☐ Certificate of Liability Insurance Attached

☐ U of I Vendor Form Attached

Requestor Signature
Organization Advisor Signature

Received on: ______________________ Received by: ______________________ Processed: ______________________

Approved 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: ____________________________
Donation Solicitation by Student Organizations

Organization Name: _________________________________ Date: _________

Contact person name and email: _____________________________________________

Explain why your organization is requesting donations: _________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

When do you plan to make your request for funding? _______________________________

How are you planning to solicit donations? (check all that apply):
 □ Letter by mail    □ In person    □ Phone calls
 □ Social media (Facebook, etc.) □ Email    □ Website    □ Other: _________

Do you plan to ask for any gifts of more than $250? □ Yes □ No
If yes, indicate who on your attached list of planned solicitations.

□ Please attach a list of businesses and/or individuals you plan to solicit.
□ If you are planning to raise funds by phone, email or online, please attach a sample of
your draft appeal.

Any gifts by check must be made out to UIF/UIS {your student organization name}
All organizations are required to handle gifts in accordance with UIS policy. In-kind gifts of $25 or more
in value and all monetary gifts, including cash, must be processed through the UIS Development
Office/University of Illinois Foundation to insure the issuance of official tax receipts, gift
acknowledgments, and to become part of the university’s obligatory permanent record of donations. If a
business gives several gifts that add up to $25 in value, that is considered as exceeding the $25 threshold.

Other Comments: ___________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Approved by (must have appropriate signatures):
________________________________                 ____________________________________
Date: _________________  Date: __________________________

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## UIS Student Life Travel Itinerary

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSO Name</td>
<td></td>
</tr>
<tr>
<td>Name of Event</td>
<td></td>
</tr>
<tr>
<td>Event Date</td>
<td></td>
</tr>
<tr>
<td>RSO Officer Name and Signature</td>
<td></td>
</tr>
<tr>
<td>RSO Advisor Name and Signature</td>
<td></td>
</tr>
</tbody>
</table>

### Transportation Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Departure</td>
<td></td>
</tr>
<tr>
<td>Date of Return</td>
<td></td>
</tr>
<tr>
<td>Type of Transportation</td>
<td></td>
</tr>
</tbody>
</table>
  ○ University Vehicle (full time staff/advisor required as driver)  
  ○ Private Vehicle (Attach Private Vehicle Information)  
  ○ Rental Vehicle (Attach Rental Agreement)  
  ○ Airline (Attach Reservation)  
  ○ Commercial Bus (Attach Reservation)  
  ○ Train (Attach Reservation) |

### Lodging Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Name of Hotel</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Hotel</td>
<td></td>
</tr>
</tbody>
</table>

**Traveler Information**

All students traveling must have a Liability Waiver completed and attached to this final document before departure.
### Other Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Online</th>
<th>SOC/Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFA Request</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>SOFA Report</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Request for Reimbursement</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Space Request</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Equipment Request</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Request to Waive Catering</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

Tools
# UIS Bulletin Board Listing

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Levels</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>5 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>1 bulletin board</td>
</tr>
<tr>
<td>Health Science Building (HSB)</td>
<td>Level 1:</td>
</tr>
<tr>
<td></td>
<td>3 bulletin boards</td>
</tr>
<tr>
<td></td>
<td>4 bulletin boards</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>4 bulletin boards</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>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>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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</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>
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<td></td>
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</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>Assessment</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</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 REGISTERED STUDENT ORGANIZATIONS

This model is to be used as a tool for Registered 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 funds 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)
Student Life Dance/Party/Large Gathering Agreement

Event Title: ___________________________________
Location:_____________________________________
Date: __________________________
Start Time: _____________  End Time: _______________
Will there be an admission charge: Yes         No     Amount:__________
Expected attendance: ______________  Expected
Attendees: _____________________________________

Each UIS Student can have up to two guests, who must show ID, and check in before entering the venue. The UIS Student is responsible for their guest(s). A sign-in sheet will be provided to you. It along with other items must be picked up in the Student Organization Center prior to the event.

Will there be food/beverages provided by the sponsoring organization: Yes      No
If yes, please describe:

Are you ordering this through Food Services:      Yes     No
If No, Has a Food Service Waiver been completed: Yes        No

Student Life has determined:

☐ RSO Advisor required to be in attendance
☐ UIS Police required to be in attendance

I hereby acknowledge that I am a legitimate representative of the sponsoring organization as noted below, and that I have read and understand the policies regarding Dances/Parties/Large Events and have completed the required meeting with the Student Life representative. I understand the requirements put forth in this agreement. I further understand that any violation of policy and procedure, or the failure to follow the direction of the Department of Student Life will result in penalties as determined by the Department of Student Life.

Sponsoring Organization   ____________________________________________________
Name of Individual Overseeing Event  ______________________________________________
Position  ________________________________________________________________
Signature & Date  ___________________________________________________________ 
Name of Advisor  __________________________________________________________
Advisor Signature & Date  _____________________________________________________
Student Life Signature & Date   ________________________________________________

This form must be completed and returned to the Student Organization Center no later than 2 weeks prior to the sponsoring RSO’s event date. Failure to do so will result in the reservation being cancelled.