

The UW-Marathon County Student Organization Handbook



Revised August, 2008

“If your actions inspire others to dream more, learn more, do more, and become more, you are a leader.” – John Quincy Adams

Welcome to student organization leadership at UWMC...

Thank you for taking on one of the most important roles as a UWMC student...club leadership. Where would campus life be without the activities and contributions of student organizations?

Participating in student clubs and activities is an important part of your educational experience. By leading or participating in an organization, you will learn organizational communication, leadership, and interpersonal skills that will help you beyond your college years!

The Student Government Association and Student Activities Coordinator are here to help you in your endeavor. We are able to provide you with resources and expertise, including:

- Recruitment and retention of members
- Agenda writing
- How to facilitate an effective meeting
- Budgeting
- Icebreaker and team builder ideas
- Event planning questions and tips
- Conflict management
- Working with difficult personalities and members
- ...and more! Just ask!

We are looking forward to working with you! Thank you for taking on this very important role in our campus community.

Student Government Association
Room 186
261.6244

Student Activities Coordinator
Student Services
261.6236

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Becoming a Registered Student Organization

What is a recognized organization?

A recognized organization may legally use the university’s name and receive organizational support such as reserving space, the opportunity to request funding from the Student Government Association, utilize fleet vehicles, and use other university resources.

Organizations that complete the registration process and are approved will be officially recognized as an organization of the university.

What are the benefits of becoming a registered student organization?

As a registered organization, your group will receive access to facilities and services not offered to non-registered organizations. Some of these benefits include:

- Reserve rooms and technology
- Eligible for club funding through the Student Government Association
- Receive publicity through Student Government Association, Student Services, and University Relations
- Participate in recruitment opportunities such as Orientation and the Club Fair, as well as take advantage of leadership development opportunities sponsored by the Student Government Association.
- Once an organization becomes an officially recognized organization, they can legally use the school’s name in their title, advertising, and publications.

What are the responsibilities of a registered student organization?

- Be a non-profit group
- Be mainly comprised of UWMC students
- Be led by UWMC students
- Be related to student life on campus
- Abide by Federal, State, City, & University nondiscrimination laws & policies
- Abide by financial and all other regulations specified in the Student Organization Handbook
- Attend Student Club Council Meetings (twice a semester)
- Participate in at least one service learning activity during the year

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How does an organization register?

A registration packet may be picked up from the Student Activities Coordinator or the Student Government Association. Registration includes:

- Four students interested in membership
- A faculty or staff member to serve as advisor
- An updated constitution (no more than two years old)
- Agreement to comply with all university policies and guidelines

Completed registration packets should be returned to the Student Activities Coordinator by the specified deadline.

Organizations must complete the registration process every year.

Affiliation with Community, State, National, or International Groups

You are required to disclose any affiliation with a community, state, national, or international group. Affiliated student organizations may adopt the goals of the broader organization, but must always abide by UW policies and be mainly comprised and led by UWMC students.

Responsibilities of Established Organizations

Organizations that are continuing from one year to the next must still complete a registration form.

Constitutions will expire if a club is not active for two consecutive school years. If a constitution has expired, a new one must be written.

Any changes to the existing constitution should be submitted with the registration form.

Please reference Appendix A. for a checklist for registering new organizations and Appendix B. for registering established organizations.

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Advisors

Selecting an Advisor

The only requirement when selecting an advisor is that he/she must be an employee of UW-Marathon County. With so many people to choose from, how will your organization find the right advisor?

One suggestion is to approach a potential advisor with the organization's constitution and goals in hand. Ask the potential advisor to review the constitution and goals and give feedback on how they can help your organization achieve these goals.

Your organization should also have a conversation about expectations of the advisor. When a potential advisor is approached, he/she will want to know what is expected of them, how much time commitment you expect, etc. Finding an advisor that is a good match for your organization will depend on how clear you are with your expectations from the beginning.

The Role of Your Advisor

The advisor is a liaison between the student organization and the administration. As a student organization, you must determine the amount of participation that is needed from your advisor and communicate those needs to your advisor. Although your advisor will try to respect your wishes, the advisor does have some obligations to the university.

The advisor should oversee, in conjunction with the treasurer, the financial records of the organization. Your advisor will also inform your organization of legal issues that may arise, and ensure that the group follows UW System, UW Colleges, UWMC and SGA policies and procedures.

Another key role of your advisor is to aid your organization with its mission. The advisor should work closely with the officers to see that they accomplish their assigned tasks, ensure the continuity of projects from one year to the next, and aid the organization in using its best judgment.

Your advisor should also ensure that the organization is operating according to democratic procedures. If the advisor finds that the organization is not operating democratically and as a part of UWMC, the advisor should notify the Student Activities Coordinator and SGA.

Please reference Appendix C. for an Advisor/Organization Expectations Worksheet.

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Guidelines for Constitutions

A good constitution enables the organization to fulfill its objectives. If not viewed as a working tool, then the writing of a constitution becomes a writing exercise only. In most cases, simplicity and flexibility are the keys to a good constitution.

Both immediate needs and future directions of the organization should be considered and the constitution should be developed so that both can be accomplished. A constitution should be flexible enough to permit for changes in either the direction or structure of the group without extensive changes.

The following should be included in the constitution:

Name of the Organization:

Specify the name and any abbreviated name. Any external affiliations must be disclosed. This section should specify how the organization relates to external affiliates and the requirements of this relationship.

Purpose (Mission Statement):

State the philosophy, mission, goals, and specific purposes for which the organization has been created. Be clear, precise, and definitive. This statement will be used to describe your organization in published materials.

Membership:

The eligibility requirements for membership must be stated explicitly (please refer to the UWMC equal opportunity agreement on the Organization Registration form). This section should state whether or not community members will be allowed to participate (community members may not vote or hold office).

Officers:

Officers must be currently enrolled and in good academic standing at UW-Marathon County. Clubs can call the officers whatever they choose and may have as many officers as they need. You must specify the responsibilities and duties for each officer as well as the term of office. The voting powers of officers should be addressed. Generally officers retain voting rights; however, the president often votes only in the event of a tie.

Elections of Officers:

The election of officers should take place once a year at a specified time and through a definite process. The section of election of officers should specify:

1. The nomination procedure;
2. The eligibility requirements of each office;

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3. The election process including when, where, and how the voting takes place, who counts the votes, and when/how the results will be announced;
4. The eligibility requirements for voting;
5. The vote required to elect an officer;
6. Whether or not an officer can hold more than one position;
7. Whether or not absentee or proxy ballots can be cast.

Removal of Officers:

There is no need to specify why officers can be removed, but it is essential to define the process by which officers are removed and the vote required to approve removal.

Vacancies:

When an officer resigns or is removed, the vacancy should be filled. The process for filling the vacancy should be defined, and the term of the replacement should be specified (usually the remainder of the term).

Advisor:

The role, responsibilities, duties, and authority of the advisor should be defined.

Standing Committees:

Standing committees of the organization should be defined, including how the chair is chosen, and powers and duties of both the committee and the chair.

Please reference Appendix D. for a suggested constitution format.

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Club Funding

Officially recognized clubs and organizations may request funding from the Student Government Association (SGA). Individual clubs may request up to \$500 per fiscal year. Special consideration may be given to large clubs and extenuating circumstances. Clubs may request funds above and beyond \$500 after May 1 if there is any available.

What can club funds be used for?

1. Travel expenses (including admission and registration fees) incurred by UW staff or students to participate in events such as:
 - a. Attendance at educational, cultural, social, or recreational events that are directly related to the interest of the student organization.
 - b. Representing UWMC or the student organization at meetings, conferences, or functions.
2. Personal or professional services (e.g. concert performers, bands, lecturers, etc.) and hospitality requirements as part of their contract.
3. Production of an event (e.g. advertising, printing, facility rental, etc.). On-campus facilities must be used whenever possible. Exceptions require the prior approval of the Student Activities Coordinator.
4. Equipment, materials, and supplies related to the organization's mission/purpose (please note that equipment and materials purchased with club funds belongs to UWMC).
5. Promotional items such as key rings, pens, etc. used to promote an organization.
6. Funds can be used for banquets as long as a list of participants and a program/agenda are submitted with the club fund request.

What can club funds not be used for?

1. Gifts, donations, and contributions (including charity contributions).
2. Direct financial aid to an enrolled student; such as, scholarships, tuition, etc. If a student organization wishes to set up a scholarship, please contact the Scholarship and Awards Committee chair.
3. Equipment, materials, or supplies that are not related to the organization's mission or function.
4. Alcohol, weapons, ammunition, or illegal drugs.
5. Meals, parties, or activities that are not directly related to the organization's mission or function.

Agency Account

Every club has the ability to keep an *agency account* with the business office. An agency account is for fund raised money or donations to the club. This money is kept separate from your club funds because it is money that your club has raised,

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whereas club funds are segregated fees paid for by the student body. The agency account gives your club more freedom in terms of spending that money. Going out to dinner and charitable donations are two examples of what can be spent from the agency account but not the club fund account.

Agency Fund Request Procedure

1. When depositing revenue to your Club account, please complete the “Club/Organization Deposit” form which is available from Eileen Weller. Attach documentation in support of your revenue generating activity. (Promotions, meeting minutes approving event, etc.) All camp funds will be run through 128 accounts rather than the Agency account. We have created additional accounts for specific clubs. Only club/organization ‘profit’ will be held in the Agency account IF a 128 account cannot be created.
2. When requesting reimbursement for your Club/Organization activity, please provide extensive documentation in support of your expenses. (Receipts, participation list, meeting minutes, etc.)
3. Both Revenue generating activities and expense related activities need to be approved by the Club/Organization at an organized meeting open to all Club/Organization members. Minutes of the meeting need to be attached with Deposits OR Expense forms—this has to be a recognized and voted upon action by the Club/Organization
4. If your Club/Organization wants to host a ‘camp’ or ‘clinic’ as a fund raising event, proper procedures need to be followed. Submit an agenda or daily schedule, a list of ‘camp’ or ‘clinic’ participants, and Hold-Harmless forms. Club members must actively participate in the events.
5. Secure funding for supplies and items before requesting use of the campus Clearing card. All requests for the use of the Clearing purchase card for a Club/Organization must be made in writing and submitted to the Assistant Dean for Administrative Services. Please state the specific ‘use’ of the card. If approved for purchase, the ADAS will return the approval in writing, copying the Financial Specialists.
6. A Club/Organization ‘Advisor’ is just that—an advisor. The Club/Organization’s purpose is to provide an opportunity for the students to get involved in campus activities. An Advisor purpose is to provide guidance to the student lead group.

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Club Fund Request Procedure

1. Fill out a club fund request form (forms can be copied out of this handbook, downloaded from the web site, or picked up from the SGA or Student Activities Coordinator).
2. Be as detailed as possible in your request. If requesting money for an event, break down the costs (advertising, food, etc.).
3. Keep in mind that club funds may only be used for the items listed on the request, so think through your needs carefully.
4. Submit the request to the SGA Student Life and Communications Director no later than 48 hours before an SGA meeting.
5. Send a club representative to the SGA meeting to speak on behalf of the request.
6. The club will be notified of the SGA's decision within two days of the SGA meeting where the request was presented.
7. A detailed written report of how funds were spent is due within two weeks of spending to the SGA Executive Director.
8. Funds must be spent within six weeks of allocation unless the SGA makes an exception.

How Are Funds Accessed?

After the SGA has voted to allocate funds to your club, the Business Office will receive a copy of the club fund request form and the line items the SGA approved. Remember that the club can only spend money on what is specifically outlined on the club fund request. *If funds are needed for a different purpose, you must go back to the SGA and ask for the money to be reallocated.*

Club funds can be accessed by bringing detailed, printed receipts to the Business Office. A handwritten receipt or a receipt that does not specify goods purchased will not be accepted. Clubs cannot receive a cash advance for purchases. Only a club officer listed on the club registration form can access the funds. Receipts must be turned in by the end of each semester.

A list of participants must accompany a reimbursement request for conferences, trips, and meals.

Gas receipts will not be reimbursed, mileage is reimbursed at the state rate. When going on university/club business, keep track of the mileage and fill out a travel expense report in the Business Office upon return.

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Event Planning Policies and Guidelines

Planning events is often the most fun, exciting, and rewarding part about clubs! They also include a lot of details and policies. Please read this section carefully when your group is planning an event, and feel free to consult the Student Activities Coordinator for advice!

Suggested Event Planning Timeline

Procedures for event planning are listed after the timeline.

8 Weeks Before Your Event:

- Create a budget for your event and turn in a club fund request from to the SGA
- Reserve a room
- If your group wants to hire a speaker or entertainer, speak with your advisor to fill out a pre-contract worksheet
- Organize a committee to assist with planning and promotion

6 Weeks Before Your Event:

- Meet with the Student Activities Coordinator to initiate a contract
- Make a request to the Reservations Office for any special room set up needs
- If your event requires sound or light support, make a request to the Reservations Office to hire the Theater Manager for the event

4 Weeks Before Your Event:

- If necessary, request catering from the UWMC Food Co-op.
- Create a promotion timeline and put out your first pieces of advertising

2 Weeks Before Your Event:

- Delegate responsibilities to committee members
- Continue to introduce new forms of advertising to grab your audience's attention

1 Week Before Your Event:

- If applicable, contact your hired speaker or entertainer to confirm details
- Double check everything – from room reservation to catering to volunteer assignments

After Your Event:

- Thank your volunteers!
- Go over the total expenses and update your budget
- Turn in receipts to the Business Office
- Evaluate your program – what went well and what would be done differently next time
- Take down your posters and promotion

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Room Reservation Process

Once you have decided on a date and time for your event, please contact the Room Reservation Office. You will need to submit the following information:

Name of Event	EXAMPLE:	Club Meeting
Club/Organization sponsoring the event		Knitting Club
Name and phone number of Contact person	Cable Stitch	x6555
Day(s) of the event		Tuesday, June 12, 2007
Start time		1:00pm
End Time		2:00pm
Number of people attending		12
Room – first preference, second preference		251; 217
Equipment Needed		speaker phone, podium
Food/Refreshments needed		yes
Campus Food Service Contacted		yes
Table/Chair Arrangement		Conference Round
Special Setup requests		additional table for snacks

Food and Catering Policies

The University of Wisconsin Marathon County Foodservice Cooperative (UWMC Food Coop.) was formed in July of 1998 to provide foodservice to the residents of Marathon Hall and the UWMC campus. This policy was created for a two-fold purpose: 1.) the need for campus food safety and sanitation is of great importance. 2.) The livelihood of the Food Cooperative is dependent on the revenues generated from the Residence Hall and the Campus.

Guidelines have been established and are listed below.

All food/beverage needs for Marathon Hall activities must be processed through the Food Coop.

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All food/beverage needs for campus-sponsored events must be processed through the Food Coop. No outside food sources are allowed.

All food/beverage needs for community groups or organizations who have requested campus room reservations must be processed through the Food Coop. No outside food sources are allowed.

Campus sponsored Clubs and Organizations are limited to three “bake sale”, “food sale” fundraising events per year. (There is no limit to non-food fund raising events.) The policy is designated by the Marathon County Health Department which states: “Wisconsin Statutes exempt church, religious, fraternal, youth, civic, or patriotic organizations from licensing, if they serve food to the general public for fewer than 4 days during any 12-month period. If they go over the 3 “free” days per year, they need to be licensed. These groups are allowed to prepare meals/snacks for their own membership as many times as they want without needing a license. Typically, people know these types of dinners/snacks are not made under controlled conditions; and therefore, they are eating at their own risk.”

Campus clubs and organizations meetings: “These groups are allowed to prepare meals/snacks for their own membership as many times as they want without needing a license.” **Club Advisors:** If the Club or Organization sponsors an event on campus, open to the Public, Food and Beverage needs must be requested from the UWMC Foodservice Cooperative.

Food Fundraiser Policy

Based on Marathon County Health Department policies and procedures for temporary food service entities and the desire for UWMC to provide safe and sanitary food items to campus guests, the following guidelines have been established.

Each club or organization will be allowed three food related fund raiser/events per academic year.

Food related Fund raiser/Event Form must be completed and submitted to the Manager of Student Services Auxiliaries a minimum of 48 hours in advance of the proposed activity.

Food must be prepared in a separate location from serving area. (For example, pancakes must be cooked in a separate location away from the area where they will be served.) A hand sink must be accessible in the preparation area.

When preparing or serving food, it is imperative that the preparers and servers wash their hands with soap and water at the beginning of the process and often throughout the preparation and serving period.

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If at all possible, food should be prepared in a commercial kitchen OR in a clean, animal/pet free environment.

Be aware of temperatures! Hot food must be held at a temperature above 145 F and cold food needs to be at a temperature below 40F. Perishable foods may be at room temperature for no more than four hours. Throw away leftovers after this amount of time.

When serving food, use disposable gloves and appropriate utensils to handle food. Hair should be restricted.

When preparing or serving food, do not touch hair or face, if this occurs, wash hands with soap and water.

If you are sick, do not participate in the food related fund raiser.

MOST IMPORTANT RULE-----WASH HANDS OFTEN

Please see the forms section at the end of this handbook for a Food Fundraiser Form.

Contracts and Hired Entertainment

Student organizations and individuals of those organizations are not allowed to initiate, negotiate, or sign contracts for university performances or appearances.

There should always be at LEAST two conversations with the agency/artist in the booking process. The first conversation is just information gathering (perhaps there could be more than one info gathering phone call) and the second conversation is for the Student Activities Coordinator to book the act. Also remember, a VERBAL CONTRACT IS A CONTRACT so never even say that you'll "probably do the event" unless you mean it.

WHEN GATHERING INFORMATION...

- What is the program/act like?
- How long is the program/set?
- How much will it cost?
- What does the price include (travel, lodging, meals, sound)?
- How many people are in the group?
- How does the act interact with the audience?
- Do you have any promotional materials you could send me to review (such as CDs, videos, press kits, etc.)?
- Does the artist provide any promotional materials for campus?

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- Has this artist/program performed at any other schools in the area (Check these schools for a reference.)
- What dates are available?
- Can you please fax a copy of the technical rider? I need to see if we can support your technical needs. The Student Services fax number is (715) 261-6331.
- Once they fax the rider, the Student Activities Coordinator and Theater Manager will determine what is needed to technically support the event.

If the agency wants to pressure you into making an offer and you're not ready, you can tell them that you are not allowed to make contracts and that the Student Activities Coordinator will contact them shortly. **BEFORE YOU COMMIT TO AN ACT...**

- Check to make sure a room is available and RESERVE IT!
- Make sure you know the technical needs.
- Make sure that SGA has committed to provide funding.
- Ask for input from your organization and advisor.
- Make an appointment with the Student Activities Coordinator.

Pre-Contract Worksheet can be found in the **Forms** section of this handbook. *Fill this out and bring to the Student Activities Coordinator.*

Off Campus Events

Off campus events must be granted approval from the Student Activities Coordinator.

Posting Policy

Posters may only be posted on bulletin boards and on glass walls outside the union. During SGA elections, the wall across from the Union is allowed to be used. Excessive posting and obscene advertising will be removed. Posters may not be taped to doors, windows, above water fountains or on restroom walls/doors. Sidewalk chalk may only be used where the rain can reach it; e.g. not underneath overhangs. Please remove your advertising after your event and do not cover other posters.

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Contacting the Media

Student organizations and their advisors must consult with the UWMC University Relations department before sending out press releases or contacting the media directly.

Black Out Policy

No club or organization may hold meetings or activities during the activities black out period. The black out period begins at 4:00 p.m. on the last day of classes each semester and lasts until the end of the final exam period.

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Off-Campus Trips and Conferences

Funding

Clubs may request funding from the SGA to support trips and conferences. Things that can be funded include: mileage, club related activities, lodging, conference registration fees, and meals.

Some rules of thumb about funding:

- Whenever segregated fees are used, non-students must pay their own way. This includes their share for lodging and transportation.
- Do not request a certain amount of money for gas and expect to be reimbursed; gas mileage is paid at the state rate. Keep track of your mileage and fill out a travel expense report upon return.
- It is expected that participants will share hotel rooms when possible.
- Meals will be reimbursed according to the state per diem rate (www.gsa.gov/mie).

Fleet Cars

UWMC owns two state cars that may be checked out to use for university business. The use of the car is free, but clubs will be charged back for mileage at the state rate, so plan for this in the budget.

Before being allowed to drive a state vehicle, drivers will be required to sign a vehicle use agreement and agree to a check of their driving record.

If an organization is interested in using a fleet car for a trip or conference, pick up a driver authorization form from the Business Office at least 6 – 8 weeks prior to the trip. After approval, a driver does not need to be reauthorized for subsequent trips.

University Liability

The UW system, the UW Colleges, and UWMC does not and may not provide medical insurance covering injuries that participants in student clubs or organizations may sustain as a result of such participation. Further, participation in student clubs or organizations, or student club or organization functions and/or activities are purely voluntary. Participants in said activities, do by their voluntary participation, release the University of Wisconsin – Marathon County, its successors, assigns, officers, agents, and employees from any and all claims, demands, liability, and causes of action whatsoever in any growing out of said participation. ***Signed university liability waivers must be on file with the Student Activities Coordinator prior to participation in off-campus activities and trips.***

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Additional University and Student Government Association Policies

Non-Profit

All UWMC student clubs and organizations must be non-profit.

Drugs, Alcohol, and Gambling Policy

At no time during any club or organization meetings, trips, or other functions will the use of illegal drugs or alcohol be allowed. Suspected use of drugs or alcohol at club meetings or activities will result in immediate removal or arrest and be reported to the campus dean. This policy includes all Student Government Association supported events.

State law prohibits gambling in campus buildings, on the grounds, or during any off campus club meeting or activity.

Raffle Licenses

Clubs may not sell raffle tickets without a license. If your club is having a drawing for door prizes, please advertise it as a “drawing” and not a “raffle”. For more information on how to obtain a raffle license, please reference <http://www.doa.state.wi.us/>.

Equal Opportunity Agreement

The following statement appears on the organization registration form and must be signed by officers and the advisor:

“The University of Wisconsin-Marathon County is committed to equal opportunity for all persons regardless of race, color, sex, creed, age, ancestry, religion, national origin, disability, sexual orientation, political affiliation, marital status, or arrest or conviction record in its education programs, activities, and employment policies. We, the undersigned officers and advisor of this UWMC club affirm that our club policies, procedures, and practices are in compliance with this policy. We also affirm to the UWMC Student Government Association and administration that in cases of regional, national, or international affiliated groups that membership selection policies of the parent organization do not require the local organization to exclude anyone from membership based on the guidelines of this policy.”

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Political Campaign Activities

As a university student or university-recognized student group, may I organize a political event to be hosted on my campus?

Yes. Political events may be sponsored by either recognized or independent student organizations under certain circumstances. In fact, institutions and student groups are particularly encouraged to arrange non-partisan events such as campus tours for legislators and candidates, as well as to sponsor forums in which political figures or candidates may debate one another.

Student groups wishing to organize such events should contact the appropriate facilities administrator to ensure compliance with UW System policies on use of university facilities (UWS 21, Wis. Adm. Code), and applicable institutional policies.

Please note, however, that state law strictly prohibits the use of state-owned buildings for political fundraising.

Can student groups utilize segregated fees or university resources to contribute to a political campaign?

No. In accordance with UW System Financial and Administrative Policies (F20) and consistent with campaign finance law, student groups may not use segregated fees to make direct gifts, contributions, or donations to political campaigns or candidates.

May segregated fees be used to fund the printing of posters, political advertisements, or t-shirts indicating our group’s support of a candidate or political party?

As discussed above, student organizations may not use segregated fees in a manner which would constitute making a direct gift, contribution, or donation to a particular candidate or political party. Accordingly, if the funding of these materials constitutes a gift, contribution or donation to a candidate or party, it would not be permitted. Student organizations may, however, use segregated fees to support their own expressive activities and views.

Questions about appropriate uses of segregated fees should be referred to the Student Activities Coordinator.

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Appendix A.
New Organization
Registration Checklist

	Completed?	Date	Initials
Find four students interested in forming the club.			
Find a faculty or staff member to serve as advisor.			
Write a constitution.			
Complete the registration form, including all required signatures.			
Submit all materials to the Student Activities Coordinator in Student Services.			
Elect officers.			
Attend Student Organization Orientation.			

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Appendix B.

Established Organization

Registration Checklist

	Completed?	Date	Initials
Find four students interested in continuing the club.			
Ask the previous year's advisor if they will continue as advisor. If not, find a new advisor.			
Review the constitution on file and make updates if necessary. If there is not a constitution on file, a new one must be written.			
Complete the registration form, including all required signatures.			
Submit all materials to the Student Activities Coordinator in Student Services.			
Elect officers.			
Attend Student Organization Orientation.			

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Appendix C.

Advisor/Organization Expectations Worksheet

Listed below are some expectations student leaders have of their advisors. This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of the advisor in organizational affairs.

DIRECTIONS: The advisor and each officer should respond to the following items, then meet to compare and “iron out” any differences. For some items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the following statements, respond on a scale of 1 – 5 on how important this function is:

- 5 – Essential for the advisor to do
- 4 – Helpful for the advisor to do
- 3 – Nice but they do not have to
- 2 – Would prefer they not do
- 1 – Absolutely not the advisor’s role

THE ADVISOR IS EXPECTED TO...

- _____ 1. Attend all general organizational meetings.
- _____ 2. Attend all executive committee meetings.
- _____ 3. Call meetings of the executive committee when he/she believes it necessary.
- _____ 4. Explain UW Colleges policy when relevant to the discussion.
- _____ 5. Explain UW Colleges policy to the entire membership at a general meeting once a year.
- _____ 6. Have scheduled one-on-one meetings with officers.
- _____ 7. Help prepare agendas.
- _____ 8. Speak up during discussion when he/she has relevant information.
- _____ 9. Speak up during discussion when he/she believes the group is likely to make a poor decision.

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- _____ 10. Be quiet during meetings unless called upon.
- _____ 11. Give opinions and discuss club business with officers between meetings.
- _____ 12. Take an active part in formulating the goals of the group.
- _____ 13. Initiate ideas for discussion when he/she believes they will help the group.
- _____ 14. Be one of the group except holding office and voting.
- _____ 15. Attend all group activities.
- _____ 16. Require the treasurer to clear all expenditures with him/her before financial commitments.
- _____ 17. Request to see the treasurer's books at any time.
- _____ 18. Get a carbon copy of all official correspondence.
- _____ 19. Be custodian of all organizational paraphernalia, records, etc. during the summer and between change-over of officers.
- _____ 20. Keep the group aware of its objectives/goals/mission when planning events.
- _____ 21. Veto a decision when it violates a stated objective, bylaws, codes, or standing rules of UW Colleges policy.
- _____ 22. Mediate interpersonal conflicts that arise.
- _____ 23. Be responsible for planning leadership skills/event planning workshops.
- _____ 24. State what his/her advisor responsibilities are or as he/she sees them.
- _____ 25. Let the group work out its problems, including making mistakes and “doing it the hard way”.
- _____ 26. Insist on and/or lead evaluation and reflection of activities.
- _____ 27. Take the initiative in creating teamwork and cooperation between members.
- _____ 28. Recommend programs, events, etc.
- _____ 29. Cancel any activity when he/she believes it has been inadequately planned.
- _____ 30. Take an active part in the orderly transition or responsibilities between old and new officers at the end of the year.

PLEASE ADD ANY OTHER IDEAS YOU HAVE ON THE ADVISOR'S ROLE:

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Appendix D.

Suggested Constitution Format

Constitution of (Organization Name)

University of Wisconsin-Marathon County

ARTICLE I: Name

Section 1: Title

Section 2: Affiliation (if applicable)

ARTICLE II: Mission Statement

ARTICLE III: Membership

Section 1: Active members (open to all UWMC students; they have the right to vote and hold office)

Section 2: Associate members (open to faculty/staff, NTC Marathon Hall residents, and interested people outside UWMC; they may not vote or hold office)

Section 3: Membership requirements

Section 4: Duties of members

ARTICLE IV: Officers

Section 1: Titles of officers

Section 2: Duties of officers

Section 3: Terms of office

Section 4: Voting powers of officers

ARTICLE V: Election Procedures

ARTICLE VI: Removal of Officers

Section 1: Procedure for removal of officers

Section 2: Procedure for filling vacancies

ARTICLE VII: Duties of the Advisor

ARTICLE VIII: Standing Committees

ARTICLE IX: Amendments (2/3 majority, given in writing a week in advance of business meeting)

BYLAWS: All other operative procedures should appear in the bylaws.

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Pre-Contract Worksheet

Fill this out when you're requesting a contract for an event. Follow along when talking with the agency/artist to make sure you have all the necessary information. Return completed worksheet to the Student Activities Coordinator, Student Services.

Today's Date:

Your Name:

Student Organization:

ABOUT THE EVENT

Artist's Name:

Artist's Fee:

Location of Program:

Date of Program:

Start Time of Program:

Finish Time of Program:

Ticket price (UWMC students should be free unless it's a fundraiser, community members must be charged):

TECH/SET UP

Time of Artist's Arrival:

Time of Artist Set Up:

Is a special room set up required?

How long will it take down to break down/load out?

Do they need any student help with load in or load out?

Sound System (Provided by artist? Yes or No):

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HOSPITALITY

*All hospitality requests must be in the contract. We will not be able to provide any hospitality items to the artist on site unless already stated in the contract. Please make this clear to the agency/artist when negotiating the terms of the contract.

Does the artist need a hotel room? How many?

Does the artist request catering?

Any special requests (vegetarian, etc.)

What time would they like the meal?

EVEN IF THE ARTIST DOES NOT WANT FOOD, YOU STILL HAVE TO REQUEST BOTTLES OF WATER TO BE PUT IN THE CONTRACT.

CHECK/PAYMENT

Name to Appear on Check:

Social Security Number or Federal Employee Identification Number:

Street Address:

City/State/Zip:

Phone:

Fax:

Organization Officer's Signature:

Date:

Advisor's Signature:

Date:

Has SGA funding been approved?

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**UNIVERSITY OF WISCONSIN SYSTEM
UNIFORM STATEMENT OF RESPONSIBILITY,
RELEASE, AND AUTHORIZATION
TO PARTICIPATE IN A STUDENT ACTIVITY**

Whereas, I desire to participate in the activity of _____ sponsored by the University of Wisconsin-Marathon County, (*University*), and the University has approved my participation during the period of _____, 200_ to _____, 200_, I hereby agree as follows:

- 1) I assume full legal and financial responsibility for my participation in the program;
- 2) I grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during the my participation in the activity including authorizing medical treatment on my behalf and at my expense and returning me home at my own expense for medical treatment or in case of an emergency;
- 3) I shall conform to all applicable policies, rules, regulations and standards of conduct as established by the University to ensure the best interest, comfort and welfare of the activity;
- 4) I shall accept termination of my participation in the activity by the University with no refund of fees if I fail to maintain acceptable standards of conduct as established by the University;
- 5) The University reserves the right to make changes to the program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to program participants as a result of such changes;
- 6) I voluntarily indemnify and hold harmless the University, Board of Regents of the University of Wisconsin System, (*Board of Regents*) their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney’s fees) arising out of my participation in the activity and which do not arise out of the negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency;
- 7) I acknowledge that I have read this document and understand and accept its terms.

Participant’s Signature

Date

Signature of Parent/Guardian (if participant is less than 18 years)

Date

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Food Fund Raiser Event Form

Please complete and submit form to Manager of Student Services Auxiliaries a minimum of 48 hours in advance of event.

Today’s Date: _____

Sponsoring Club or Organization: _____

Advisor: _____

Date of Event: _____

Name of Event: _____

Purpose of Event: _____

Type of food: _____

Where will food be prepared: _____

Where will food be served: _____