1.4 Review and Approval of the Student Organization and Advisor Handbook

The Student Organization and Advisor Handbook shall be reviewed once each academic year by both the Student Organizations Coordinator and the Student Organizations Commission Director of the Student Senate. This yearly review shall be conducted every September and the updated Student Organization and Advisor Handbook will be submitted to the Student Senate for approval for changes to Student Organization policy overseen by Student Senate. Upon approval by the Student Organization Commission the date of the last update as well as the date that the updated version shall take effect shall be published on the cover page. Editorial amendments may be at any time and are subject to approval by the Student Organizations Commission and the President of the Student body. Once approved, all student organizations are must adhere to the policies and procedures outlined in this handbook.
a. May appeal to the Student Senate by informing the President, in writing, one week before the next scheduled Senate meeting that they feel their constitution is complete.
   i. If changes are deemed necessary by the Student Senate, the organization can change parts of the constitution that are out of order, resubmit the changed constitution and begin the process again.
   ii. If approved by the Student Senate, the constitution will be placed in the organization’s file.

b. May change parts of the constitution that are out of order, resubmit the changed constitution, and begin the process again.

2. Organizations needing to make changes regarding their official recognized name need to complete and electronically submit the Petition for Name Change form available on the student organizations website.

3. At the time an organization disbands or becomes inactive, it is to notify the University Program Associate for Student Organizations and the Organizations Commission in writing.

3.3 Constitution Requirements

1. The organization must have a name.
2. The organization must state specific purposes.
3. A statement that control must rest with the student members of the organization.
4. A statement that the organization will be responsible for the observance of the rules and regulation established by the University.
5. A statement that the organization will not use funds collected from membership dues, fees, or fundraising efforts to purchase alcohol or promotional materials for events that can only legally be attended members of a certain age.
6. A statement that the organization will hold all official meetings and events requiring attendance in facilities and establishments that allows persons of any age entry.
7. A statement that all leadership positions in the organization must be held by students enrolled at UW-Eau Claire for at least half-time. Half time is a minimum of six (6) credits for undergraduates and a minimum of three (3) credits for graduate students.
8. A statement that the organization will maintain a minimum of four members, ¾ students of UW-Eau Claire.
9. The inclusion of the following statement verbatim:
   “Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.”

Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.
10. A provision establishing quorum (the minimum number of members of an organization that must be present at any meetings to make the proceedings of that meeting valid).
   a. A statement outlining the percentage of members that must be present in order to conduct business.
   b. A statement outlining the percentage of votes that business must receive in order to pass.
   c. A statement outlining the percentage of votes that an amendment must receive in order to pass (if different than above).

11. The organization must outline procedures for conducting nomination and election procedures for executive board positions.
   a. A statement that election procedures will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.
   b. Time frame, specific dates, must be included in relation to elections and transition of officers.

12. Include recall procedure for executive board and members.

13. All amendments will be submitted to the UWEC Student Senate Organizations Commission for approval before taking effect.

14. A statement that outlines the responsibilities of the organization advisor, who must be a member of the UW-Eau Claire faculty or staff. Organizations are permitted to have multiple advisors, including off-campus advisors, but must maintain a UW-Eau Claire faculty or staff advisor at all times.

Recommendations for Constitutions
Groups or organizations needing to create or update their constitution should refer to the Requirements for Constitutions outlined above, and to the model constitution available on the student organizations website. ENFORCEMENT CLAUSE: The Organizations Commission of Student Senate reserves the right to review and assess both organizations and their constitutions. In addition, should an organization’s national affiliate not reasonably comply with the requirements for constitutions, the Organization’s Commission of Student Senate reserves the right to revoke a campus organization’s recognition status.

Enforcement Clause
The Organizations Commission of Student Senate reserves the right to review and assess both organizations and their constitutions. In addition, should an organization’s national affiliate not reasonably comply with the requirements for constitutions, the Organization’s Commission of Student Senate reserves the right to revoke a campus organization’s recognition status.

3.4 Model Constitution
An organization’s constitution is a written document that incorporates the organization’s basic principles and rules, and defines the way in which it will be governed. Please use the model below as a guide creating your own constitution. The items marked with a (CR) are requirements that MUST appear in your constitution. If you have any questions regarding the importance of any of the following points, or if you need help in formulating your constitution, please contact the Organizations Commission Director (stusen52@uwec.edu) or the Student Senate Program Assistant, 132 Davies. The constitution must be typed in full before it will be reviewed by the Organizations Commission.

The Constitution of (Name of Organization)

Article I
Section 1. The name of the organization shall be (organization name) or shall also be recognized as (nick name or other affiliation).

- An organizations name may not duplicate that of another recognized group. If UWEC or Eau Claire is used in the title, please place it at the end of the organizations name (i.e. The Jolly Laughers of UWEC)
Section 2. Passed on (Date) by a vote of (number)

Section 3. The purpose of the organization is to….

Section 4. (Name of Organization) will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Eau Claire.

Article II – Membership
Section 1. Membership of (Name of Organization) will consist of UWEC students, faculty, or staff members.

Section 2. “Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.”
Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

Section 3. Membership criteria (if applicable) Information on new membership and honorary membership may be include here

Section 4. The primary control of (name of organization) rests with the student members.

Section 5. The organization shall consist of no less than four members and University of Wisconsin – Eau Claire students shall make up a minimum of ¾ of the organization.

Article III – Officers

Section 1. The offices that shall be held in (Name of Organization) are as follows: President, Vice President, Secretary, and Treasurer (and any other officers of Exec. Board)

Section 2. All officer shall be enrolled in a minimum of six credits and remain in good academic standing at the University of Wisconsin – Eau Claire.

Section 3. The term of office shall start (time) and finish (time)

Section 4. The duties of each office are as follows:
A. President – (there responsibilities)
a. Ensure that organization and university policies are interpreted correctly and carried out effectively
b. Serve as a liaison to other organizations
c. Oversee that national obligations are fulfilled to remain in good standing (if applicable)
d. Be familiar with Roberts Rules of Order
e. Understand the role of all other officers

B. Vice President – (there responsibilities)
a. Oversee committees (if applicable)
b. Preside over meeting in the absence of the President
c. Be familiar with Roberts Rules of Order
d. Understand the role of all other officers

C. Secretary – (there responsibilities)
a. Take minutes
b. Handle communication measures
c. Work with President to create a meeting agenda
d. Maintain member contact information

D. Treasurer – (there responsibilities)
a. Collect dues
b. Prepare a budget for the year
c. Keep records of receipts
d. Pay expenses and reimbursements

Section 5. If vacancies occur throughout the course of an academic year, the office will be re-elected and follow the same process for elections as outlined in Article IV.

Article IV – Elections

Section 1. All elections for office should be conducted in a fair and democratic process. (This should remain word for word)

Section 2. (When elections are to be conducted)

Section 3. Elections require there must be fifty percent plus one member in order to conduct business.

Section 4. (Further explain the process by which you will be conducting elections)

Article V – Recall

Section 1. Any officer, whether elective or appointed, who proves negligent or ineffective in office may be recalled by a two-thirds vote of the total membership.

Section 2. Any vacancies by Recall shall be filled as prescribed in Article IV with the exception of the President in which case the Vice President will be given the option to assume the role of President. If the Vice President accepts the role of President, elections will then be conducted
for the office of Vice President. If the Vice President declines, elections will be conducted for the office of President.

Article VI – Meetings
Section 1. There must be fifty percent plus one member in order to establish quorum and conduct business.

Section 2. All official meetings and events requiring attendance will be held in facilities and establishments that allow persons of any age to enter.

Section 3. A majority vote of chapter membership present shall be required for the passage of chapter business as long as quorum has been met.

Article VII – Finances
Section 1. The dues for (Name of Organization) shall be ($amount) and will be charged to every September.

Section 2. The finances of (Name of Organization) shall be the responsibility of the Treasurer, which is responsible for the collection of dues and disbursement of expenses and reimbursement.

Section 3. (Name of Organization) will not use funds collected from member dues, fees, or collaborative fundraising efforts to purchase alcohol that can only be consumed by members who are of legal drinking age and to purchase promotional materials for unofficial events that can only be attended by those of the legal drinking age.

   • This section must be word for word

Article VIII – Advisor
Section 1. The advisor must be a UWEC faculty, academic, classifieds, or administrative staff member. The advisor shall be appointed by the organization.

Section 2. The responsibilities of the advisor shall be…..

Article IX – Amendments
Section 1. Any member of the organization may bring proposed an amendment before the organization at any regular organizational meeting. This amendment must be submitted to the Secretary, in writing, at least one day before the amendment is to be heard.

Section 2. Members should be notified of an amendment one week prior to the vote on the amendment to the constitution.

Section 3. The amendment will be added by a two-thirds vote of those present, provided that this total favorable number shall not be less than half the number of the entire active organization.
Section 3. All amendments to this constitution should be submitted and approved by the University of Wisconsin-Eau Claire Student Senate Organizations Commission before taking effect.

Bylaws

Bylaws address the following issues:

- Members’ rights, duties, resignations, and expulsions
- Initiation fees, dues, assessments, delinquencies
- Names and duties of standing committees, and methods for choosing chairpersons and members of them
- Provision for rules of order or parliamentary manual to be used, such as Robert’s Rules of Order, Revised
- Provision for permitting honorary member or officers if group so desires
- A method for amending bylaws (usually a majority vote)

- The bylaws supplement the constitution by containing more detailed information about each article.
- They are written in a similar format as the constitution (i.e. Articles and Sections).

3.5 Suggested Financial Procedures

It is strongly recommended that organization establish a financial account upon forming. Organizations may opt to have an on-campus account, an off-campus account, or both. To establish an on-campus account, visit the Accounts Payable Office, 104 Schofield. Off-campus accounts may be established at the entity of your choosing. Should your organization choose to establish an account off-campus, it is highly recommended that the organization advisor is added as an account manager, in addition to the treasurer.

The following is an outline for suggested organization financial procedures.

Dues and Membership List

If dues are assessed, a list of paid members (including payment date) should be kept. Encourage members to pay for dues with a check in order to help establish a “paper trail.” If members pay with cash, be sure to write a receipt for every transaction.

Receipts/Expenditures

Receipt books should be used to record appropriate transactions. Organization officers should establish a receipt policy in writing. Receipts should be pre-numbered with a copy remaining in the receipt book as a permanent record. An expenditure policy should also be established describing approval procedures for organization expenses.

Receipt and Expenditure Records
4.7 Fundraising Policy
Student organizations are allowed to fundraise for their organization both on and off campus so long as fundraising events follow all university, city, county, state, and federal rules and laws.

Student organizations fundraising on campus may be subject to facility and/or equipment rental fees depending on the nature of the fundraiser and the space required. All events that generate revenue will be charged such fees, with the exception of bake sales.

If an organization is sponsoring an outside vendor to sell products or services, vendors shall not be allowed to sell items in competition with any University Centers contracted vendors, including Blugold Dining, the University Bookstore, and US Bank. In addition, sales of tobacco, alcohol, or items that can be found in University Centers vending machines are not allowed. For more information about restricted sale items, please contact the University Licensing Manager.

Organizations wishing to sell food or beverage should refer to the Food on Campus Policy (Section 4.2) and Hosting a Bake Sale (Section 5.8).


4.8 Use of Central Campus Mall Policy
Considering the proximity of academic and administrative buildings, the following policy shall apply to the Central Campus Mall during the academic year.

1. All reservations must be made through the Event Services office, 103 Davies, and must comply with existing scheduling policies. Reservations will only be accepted from University departments, student groups or organizations. Usage of the Campus Mall will depend on weather and ground conditions, and that determination shall be made by the Event Services office.
2. Equipment reservations must be made through the Event Services Coordinator. Davies Center staff will set-up and remove all requested equipment. In special cases, the request for chairs and the Davies Center tent will be reviewed and granted on an individual basis.
3. Electrical outlets will be activated for programs scheduled with the Event Services office. No charges are assessed for this service.
4. Only contracted groups which can perform or conduct business in the Blugold Room of Davies Center will be moved indoors due to inclement weather. Promotional displays must be rescheduled by the sponsoring department or organization.
5. Amplified musical events shall primarily be scheduled for no more than 60 minutes between 11 a.m. and 1 p.m.
6. Sales of food and beverages by organizations are allowed, but raw product must be purchased through the University Dining Service Contractor.
7. Entertainment or promotional displays shall not deface the grounds.
8. Signs on the campus mall are limited to areas designated on the maps on pg. 26. All signs can be put up at 7am and must be removed by 7pm.
University Prosecution

The University may choose to prosecute through civil court system. The University reserves the right to proceed with this option with or without the recommendation from SOCC.

Any complaints of harassment or assault by the complainant which stem directly from the accusation or the sanctions thereof, may be reported to the Dean of Students office or the UW-Eau Claire Police Department.

I. APPEALS

A. RSOs have First Right of Appeal to the Student Senate. Appeals must be submitted in writing to the Student Senate within ten (10) calendar days (excluding academic breaks) of the notification of the finding and sanction(s) issued by the SOCC.

B. RSOs have a Final Appeal to the Dean of Students. Appeals must be submitted in writing to the Dean of Students within ten (10) calendar days (excluding academic breaks) of the notification of the decision by the Student Senate.

C. Reasons for appeal include:
   - An error in due process, such as: inadequate notice, failure to follow procedures, or failure to be notified of the hearing procedures.
   - Significant new evidence has come to light, after the initial hearing has been completed and a decision rendered.
   - If the RSO feels that issued sanctions are too severe.

D. All sanctions will be upheld until an appeal is accepted to be heard and sanctions either modified or overturned.

E. The Student Senate and/or Dean of Students will take up the matter within twenty (20) calendar days of the receipt of the appeal and form an opinion based on the original complaint, the findings of the conduct hearing, the decision and sanction, and any necessary records.

F. Decision of appeal may include:
   - Affirmation of the original decision and sanction,
   - Affirmation of the original decision, but modification of the sanction (either positively or negatively for the alleged organization),
   - Reversal of the original decision and sanction.

II. STUDENT ORGANIZATION CONDUCT COMMITTEE
**University Prosecution.** The University may choose to prosecute through civil court system. The University reserves the right to proceed with this option with or without the recommendation from SOCC.

Any complaints of harassment or assault by the complainant which stem directly from the accusation or the sanctions thereof, may be reported to the Dean of Students office or the UW-Eau Claire Police Department.

### III. APPEALS

G. RSOs have First Right of Appeal to the Student Senate. Appeals must be submitted in writing to the Student Senate within ten (10) calendar days (excluding academics breaks) of the notification of the finding and sanction(s) issued by the SOCC.

H. RSOs have a Final Appeal to the Dean of Students. Appeals must be submitted in writing to the Dean of Students within ten (10) calendar days (excluding academic breaks) of the notification of the decision by the Student Senate.

I. Reasons for appeal include:
   - An error in due process, such as: inadequate notice, failure to follow procedures, or failure to be notified of the hearing procedures.
   - Significant new evidence has come to light, after the initial hearing has been completed and a decision rendered.
   - If the RSO feels that issued sanctions are too severe.

J. All sanctions will be upheld until an appeal is accepted to be heard and sanctions either modified or overturned.

K. The Student Senate and/or Dean of Students will take up the matter within twenty (20) calendar days of the receipt of the appeal and form an opinion based on the original complaint, the findings of the conduct hearing, the decision and sanction, and any necessary records.

L. Decision of appeal may include:
   - Affirmation of the original decision and sanction,
   - Affirmation of the original decision, but modification of the sanction (either positively or negatively for the alleged organization),
   - Reversal of the original decision and sanction.

### IV. STUDENT ORGANIZATION CONDUCT COMMITTEE

A. Mission Statement