UW Marshfield/Wood County

Club and Organization Manual

2016-2017

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Welcome!

We are glad that you are involved in a campus club or organization! Student clubs and organizations are a vital component of the campus community and teach skills that improve your experience as a student while enriching the University environment.

This manual is updated each academic year. The information in this manual is specific to our campus.

Campus clubs are governed by Student Senate and therefore it is vital to keep the lines of communication open between Student Senate and your club. This is why you will see that it is mandatory for each club to have a representative (Senator) to Student Senate. If at any time you have questions, please contact one of the Student Senate Officers or the Student Senate Advisor.

Student Senate Meetings

Although all students are invited to attend the Student Senate meetings, it is required that all club senators attend the **full** Student Senate open meetings. Watch your email for upcoming meeting dates. Meetings are usually held in room 131 on Tuesdays at 12:20, but please watch your email for any changes.

Club Constitution

If you need a copy of your club constitution, please contact the Student Senate Advisor in Student Affairs/Solution Center. It is imperative that all club meetings and events promote the mission of your club or organization.

Please review your constitution yearly. If at any time your constitution is revised. You must submit a copy to the Student Affairs/Solution Center Office.

You may wish to discuss:
- How your club or organization fits into the mission of the UW system.
- How your club or organization fits into the mission of UW-Marshfield/Wood County.

Segregated Fee Allocation

CLUBS

Farrago	$600
Intervarsity Christian Fellowship	$1,134.00
Insight	$1,700.00
The Villas Club	400.00
International Club	$400.00
Future Medical Professional Association	$700.00
Senate Exec Board	$7,900.00

Other Allocations (Non-Clubs):

Ambassadors	$1,550.00		Continuing Education	$300
Art Gallery	$4,500.00		Drama	$3,750.00

Success Center	$13,000.00
Music	$2,000

Student Senate Exec.	$7,900.00
Discretionary Fund	$100.00

NOTE: Your club treasurer is responsible for keeping track of all club expenditures. If you need to verify financial information please contact the Student Senate Treasurer.

Campus Copy Code: You'll need a copy code to make copies for your club on campus. Contact your advisor for the code. If your club does not have a code, contact the Business Services Office.

Checklist
The following checklist is provided as a reminder of important dates for recognition as a registered student organization by Student Senate:

_____ Complete the Student Organization Registration Form and submit it to the Student Senate office or Student Affairs/Solution Center by deadline sent in email.
_____ RSVP with the number attending the Club Officer Orientation. Up to three officers and two advisors are invited to attend. Club Senators should be one of the three officers who attend. Please watch email for information.
_____ Attend Club Officer Orientation (date and time to be determined and sent to all in an e-mail).
_____ Complete Application for Funding: Segregated University Fees form by December 2. More information about completing the form is available in the financial information section of this manual.

Information for a Prospective Club or Organization
If you are planning to start a new club or organization at UW-Marshfield/Wood County you must:
1. Complete the Student Organization Registration From.
2. Create a constitution for your club.
3. Submit the completed originals of the Student Organization Registration Form and your Club Constitution to Student Affairs/Solution Center.

Following the submission of the above materials, Student Senate will meet to take action to either approve or deny the new club registration.

If you are interested in requesting funding you must also complete an Application for Funding: Segregated University Fees form.

Information for Renewing an Existing Club or Organization
If you are planning to renew an existing club or organization at UW-Marshfield/Wood County you must:
1. Complete the Student Organization Registration From.
2. Submit the Registration form to Student Affairs/Solution Center by deadline.

Following the submission of your renewal form, Student Senate will meet to take action to either approve or deny the registration.

Your Club's Senator to Student Senate and Responsibilities
You will note on the Student Organization Registration Form that there is a request for a Senator to Student Senate. The Student Senate Constitution and By-Laws details the Senator duties and responsibilities. These duties and responsibilities must be read and agreed to prior to submitting the form. If a change of Senator needs to be made due to a conflict with the Student Senate meeting schedule, please notify the Student Senate President.

Privileges and Responsibilities of Recognized Student Clubs and Organizations

Privileges
- Reserve rooms and use facilities on campus
- Confer with the Student Senate Vice President for Public Relations and the UW-Marshfield/Wood County Student Life and Events Coordinator regarding promotion of your campus activities and events
- Eligible to complete the Application for Funding: Segregated University Fees form (due by December 2)
- Reserve media equipment
- Ability to post meeting notices and information in accordance with the posting policy
- Ability to have a club webpage linked to the UW–Marshfield/Wood County website

Responsibilities
- Submit a Student Organization Registration Form by deadline
- Club Officer Orientation must be attended by at least two club officers, including the Senator
- Follow Student Senate and University policies and regulations (i.e. regarding field trips, reservation of facilities/media equipment, etc)
- Have faculty/Staff advisor (or substitute advisor appointed by the faculty/Staff advisor) present at all club-sponsored events
- Contact Student Life and Events Coordinator to publicize events through the local media

Club Officer Orientation (mandatory)

Although you are invited to bring up to three club officers, this meeting **must be attended by at least two club officers from each student organization**. It is highly recommended that one of these be your Club Senator. Advisors are encouraged to attend. One week prior to the orientation, please RSVP with the number attending from your club to Student Affairs/Solution Center. Watch your email for the date and time.

Month-By-Month Club Guidelines

September
- Read/review the club constitution
- Recruit new members
- Establish a regular meeting time and begin holding meetings
- Hold elections for any open officer positions
- Brainstorm possible events for fall and spring semesters
- RSVP to the Student Life/Events Coordinator regarding the number of Club Officers and Advisors that will be attending the Club Officer Orientation next month.
- Submit the Student Organization Registration Form

October
- Attend the Club Officer Orientation

November
- Begin to discuss plans for spring semester

December
- Evaluate the fall semester meetings, activities, projects, etc.
- Complete and submit the Application for Funding: Segregated University Fees form by December 2nd

January/February
- Determine if any officers have academic eligibility concerns
- Resume meetings for the spring semester
- Review the club's financial standing
- Solidify spring semester plans and events

March
- Begin to identify future leadership of club

April
- Hold elections for club officers for the following academic year
- Plan/assist officer transition – determine if summer meeting is necessary
- Begin brainstorming/planning activities for the next academic year

May
- Celebrate the club's achievements
- Evaluate the effectiveness of the club and brainstorm possible enhancements

Club Meetings
Your group will need to determine where to meet, when to meet, how long to meet, and how often to meet. You will need to let your members know about the meetings. Try to establish a regular schedule early in the semester.

In most cases, a well-run meeting is the result of good pre-planning. Meetings usually consist of reporting, planning and decision-making. Make sure everyone who is presenting a report is prepared. Try to have the agenda set a few days in advance to give everyone ample notice of topics.

Room arrangement can have a strong impact on group dynamics. Try to get everyone seated in a circle or around a table to ensure good eye contact. Have the president and secretary seated next to each other at a table so they can communicate easily and share resources, if needed. Have the agenda ready and find a way to distribute it to all attendees, including those arriving late.

Food for club meetings should be purchased through the Campus Café. Food can be purchased from outside the Campus Café only if it can be obtained at a cheaper rate than the Campus Café can offer.

Developing an agenda
A well-developed agenda is the best way to ensure that your meetings will run smoothly. All attendees should have a copy of the agenda, or it should be placed in full view of all (i.e. written on a blackboard). All members should have the ability to place items on the agenda. The officers should strive to develop the agenda one to two days ahead of time in order to ensure all members have time to gather any necessary resources.

The following is a SAMPLE AGENDA:
I. Call the meeting to order
II. Attendance or sign in
III. Guest Speaker
IV. Additions/approve agenda
V. Change/approve the minutes of the previous meeting
VI. Officer reports
VII. Committee reports
VIII. Updates on projects/events
IX. Old or unfinished business
X. New business
XI. Adjournment

Conducting the meeting
Start the meeting on time. Follow the agenda as closely as possible. Keep discussion focused on the current topic. The secretary is to take notes/minutes of agenda items and any decisions that were made, tasks that were assigned, who is responsible for those tasks, and dates for completion of tasks. It is important to think things through! If a decision was made, who will notify the people it affects and how, etc. Hold members accountable for any assignments made during the meeting. Thank any invited guests for their participation. End the meeting on time. Keep minutes and distribute them to all in attendance. Examples of Parliamentary Procedure can be found in the appendix of this document. You may run your club meetings as you wish unless your club constitution states that your meetings must be conducted using a particular forum (i.e. Robert's Rules of Order).

Advertising meetings

Email: Club Officer(s) will send email to Ashley Masephol-Student Life and Events Coordinator. On your Student Organization Registration Form please note with an asterisk which club officers have been chosen for this task.

Posting Information: Any recognized student club or organization may post information on a designated portion of the bulletin board in the Crossways near the upper Commons. You may also hang posters around campus, but you must abide by the campus posting policy.

Hallway TV's & Campus Computer Screens: To advertise your meetings and/or events on the hallway TV's or campus computer screens, complete a PowerPoint slide with the necessary information and forward via email attachment to [Anna Komenecki](), Campus Administrative Specialist.

Planning Events
On Campus
I.   Assess the needs and interests (brainstorm, word of mouth, survey)
II.   Begin planning (dates, times, place, program, solidify ideas, determine goals and objectives)
III.   Identify resources (determine budget, reserve room, delegate duties, email msf-maintenance with event information)
IV.   Publicize (identify your market, determine types of publicity)
V.   Carry out the program (confirm everything!, greet guests, make introductions, enjoy the program)
VI.   Follow-up (clean up, thank you notes)
VII. Evaluate (Were objectives met? Did attendance meet expectations? Were participants interested? Is the program suitable to repeat in some way?)

If an outside contract is involved, please alert the Student Life and Events Coordinator to obtain preliminary information and work with the Regional Associate Dean for Administration and Finance to obtain the UW Rider and sign the contract. Do not sign any contracts without first communicating with and receiving approval from the Regional Associate Dean for Administration and Finance.

Off Campus Events
When planning an event that will take you off campus, please refer to the Student Senate Field Trip Policy and Planning Guide found on the following pages. The planning guide includes a timeline which will be very helpful to follow. Continuing Education will work with a designated club representative(s) and the advisor to plan the event. It is important to note that if segregated university fees will be used to fund any part of the event you must
- be accompanied by a club advisor or another faculty or staff member in lieu of the club advisor
- allow any UW-Marshfield/Wood County student to attend
- advertise the trip to all students (email, hallway monitors and posters are suggested)
- have all promotional materials in place at least 10 days prior to the trip date. You may need to have promotional materials in place much sooner than that in order to hit your break even number of students by the date designated by Continuing Education.

<center>**Student Senate Field Trip Policy**</center>

Campus wide non course-related field trips will now be planned using the Student Senate Field Trip Planning Guide. The following is a proposal on the procedures for planning a campus wide field trip and on how these field trips should be funded:

If a student organization/club wishes to plan a trip solely for the members of that group, then the org/club is responsible for all funding. The group would then use any combination of the following funding options:
- require org/club members to pay for the trip
- institute fund raising for the trip

Any funds collected from students and/or from fund raising must be turned into the Business Office.

The other field trip funding option is to approach Student Senate and request aid. Should an org/club wish to do so, they must meet the following criteria:
- The trip must be available to the whole student body at the same time.
  - To explain, the trip may not be open to only student org members and/or members of a particular course, and once all these students have had the opportunity to sign up, be opened up to the student body. All students must have equal opportunity to sign up.
- Special criteria must be followed if the field trip is course connected.
  - Professors may not give extra credit to students for attending the field trip—*unless* some other extra credit option of equal point value is offered to those students who do not attend the trip.
  - This does *not* mean that educational field trips may not receive Student Senate funding.
  - If a professor wishes to take a field trip just for his/her class, then a special course fee will be required through the Business Office. Financial aid will cover this fee.
- The org/club takes financial responsibility for the field trip and must plan the trip using the Student Senate Field Trip Planning Guide in order to ensure proper procedure.
  - Continuing Education is responsible for collecting all funds from the club/students attending and booking all necessary arrangements.
  - The org/club is in charge of collecting and keeping track of bills incurred by the trip (i.e. bus, hotel, etc.).
  - Any materials necessary for the trip are also the responsibility of the org/club.
- The student organization/club must estimate the cost of the trip and the cost to each student before requesting money from Student Senate.
- The group must ask for a specific amount from Student Senate, which will not fluctuate.
- The org/club is responsible for advertising the field trip around campus but may request assistance from the Student Senate Public Relations officer.

A student organization/club may receive partial funding from Student Senate, but these criteria must still be met. In this case, the trip needs to be advertised as being co-funded (ex. By Student Senate and Student Nursing Association).

Any changes made to these guidelines must be done through a Student Senate majority vote. Also, before *any* field trip is scheduled, it must be approved as noted on the Student Senate Field Trip Planning Guide. This ensures that no segregated fees are applied to field trips that do not meet these criteria.

Suggestion for receiving Student Senate funds:
> Tentatively plan a bus for the trip, having the size be appropriate to the number of students expected to attend. Get an estimate on the cost for the bus (ex. $300). Ask Student Senate to pay for the bus (in this case $300) and have the students attending pay for any tickets, meals, lodging, etc. Or have the student org./club pay for/contribute to the cost of tickets, meals, lodging, etc.

- *Passed by Student Senate on October 24th 2001*
- *Revised by Student Senate on October 19 2004.*

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Public Relations and Advertising for your Event
Please contact Ashley Masephol-Student Life and Events Coordinator if you are interested in advertising your event.

So you want a club webpage!
A club webpage may be requested through Ashley Masephol in the Student Affairs/Solution Center Office. Please include the following information: name of club, name of club advisor, name of student(s) who will be in charge of updating the information. If it is approved, Student Life will send the club the guidelines for the website and send the request for the page to our web developer who will create the initial page.

Additional opportunities for your club and/or members

A UW Colleges-wide leadership training conference is held each year. Invitations are sent to all 13 of the UW Colleges. If you or any of your club members are interested in attending please contact the Student Senate President for more information.

Student Governance Council (SGC) of the UW Colleges (http://www.uwc.edu/students/student-life/sgc/) is the student governing body of the UW Colleges. The primary role of SGC is to maintain the student role in shared governance at the UW colleges-wide level. Each of the 13 UW Colleges campuses is eligible to provide two voting members from its student body. If you are interested in being involved with Student Governance Council, please speak with the Student Senate President.

United Council (http://www.unitedcouncil.net) is the largest student research and advocacy group in Wisconsin and currently represents over 140,000 students on 23 University of Wisconsin System campuses. It is a student owned and operated corporation committed to enhancing the quality of student life and education. You, as a student, are a part owner since each UW-Marshfield/Wood County student pays $2.00 per semester to United Council. There are approximately 7 General Assembles each academic year in addition to multiple retreats and conferences. If you are interested in being a UW-Marshfield/Wood County student representative or contact to United Council, please speak with the Student Senate President.

Student Rotar Program – Two students per month are requested to represent our institution at the Marshfield Noon Rotary meetings, held each Monday at noon. Any interested students must contact the Student Life and Events Coordinator to determine what months are available.

Pathway Partners is a mentoring program for Marshfield Senior High School students. As a mentor, you would meet with the student assigned to you at least once per month during the academic year. If you are interested in this program, the necessary forms may be downloaded from their website: (http://www.marshfield.k12.wi.us/schools/high/pathwaypartners.cfm).

Thinking about next year yet?
The leadership skills you will develop over the year will give you the experience to run for a Student Senate position next year! It's easy to do. Email your current Student Senate President or speak with the Student Life and Events Coordinator to request a nomination petition and information sheet. Executive positions include President, Vice-President, Vice President of Internal Affairs, Vice President of Public Relations, Treasurer, and Secretary. The election for these positions is typically held in conjunction with the Spring Picnic. Elections are held in the fall for three First Year Executives.

Working with your Advisor

The Role of the Advisor
- Helps bridge the year-to-year changes in membership and organizational officers
- Helps the group to focus, set goals, and stay motivated
- Serves as a resource for your organization
- Assists in resolving conflicts between members
- Shares their experience and wisdom

The Responsibilities of Group Members to the Advisor:
- Group and executive board meetings should be scheduled at a time when the advisor is able to attend
- Keep the advisor fully informed of the programs and activities of the group
- Keep in mind that your advisor has other responsibilities and that he or she volunteered to assist
- Let your advisor know she or he is appreciated!

Advisor Information

> "What you do, what you say, who you are, may affect people
> in ways you'll never know; your influence, like your shadow,
> extends to where you may never be." ~Author Unknown

Thank you for agreeing to serve as a student organization advisor. As the poem states, your influence and assistance can greatly impact the success of the organization you work with as well as the individuals you mentor as leaders in the group. If you have questions about your role, please contact the Student Services Coordinator.

Your responsibilities are to the group, the individuals within the group and to UW-Marshfield/Wood County.

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy and funds.
- Assist the group in completing various forms including the Student Organization Registration Form, the Application for Funding: Segregated University Fees form (by Dec 15) and any Pre-Authorization Forms for Student Organization Spending throughout the academic year.
- Make sure that meetings are properly scheduled and attend all events
- Encourage the active participation of all members
- Provide suggestions and criticisms to be certain that all activities promote the mission of the club or organization

The UW System Risk Management Policy and Procedure Manual

(http://www.uwsa.edu/oslp/rm/manual/index.htm, Part 10, A, IV) includes the following regarding the role of faculty and staff advisors to student organizations:

I.   Role of Faculty and Staff Advisors to Student Organizations:

Faculty and staff advisors who have been appointed as such are provided liability protection for their actions when acting in the scope of their employment or agency. Ideally, the appointment should be included as part of an employee's written position description, or at a minimum, the appointment should be in writing. Faculty and staff advisors should be active when working and advising student organizations. They should take responsibility for questioning activities of a student organization and voice disagreement if they see a problem with a proposed event. These actions are within their scope of employment. They must feel comfortable when questioning a student activity as that event or activity may have an impact on the university's liability coverage.

UW-Marshfield/Wood County Student Senate Constitution and By-Laws

The UW-Marshfield/Wood County Student Senate Constitution and By-laws can be found on the clubs webpage.

Please take special note of Article III and Article XI.2 of the Constitution and Article I, Section 7 of the by-laws. It is imperative that your club senator understands the responsibilities prior to agreeing to this role.

Also note Article XIII of the Constitution regarding recognition of student organizations and Article II, Section 2 of the by-laws regarding the budget process.

Using State Vehicles

I. **Student Employees, Students, and Volunteer Driver Authorization:**

Before protection can be extended to students, student employees or volunteer drivers, they must complete the Student or Volunteer Driver Authorization Form (page 7, D.12). When properly completed this form will indicate usage for a legitimate University activity and will be signed by the designated departmental staff person and department chair if appropriate. The form must be submitted to the institution's risk manager who will review the intended use and the driving record. Upon approval, this form will help serve to designate the non-employee student and the volunteer as an agent. Students, student employees and volunteers shall not be allowed to drive without having an approved authorization form on file. As an authorized driver, liability protection is afforded by the State for the individual only while acting within the scope of the campus activities.

II. **The Motor Vehicle Record Evaluation Process for Student Employees, Students and Volunteers:**
    A. If all sections of the Driver Authorization Form are not completed, the form will be returned to the department to complete, and approval or denial will not be determined until it is completed and returned to the risk management office.
    B. Violations and/or Accidents - Denial of use will occur if any one or more of the following conditions exist:
        1. Three or more moving violation(s) and/or at fault accident(s) within a 2-year period.
        2. Violations within the past 12 months for:
            a. Drunk driving,
            b. Driving under the influence of drugs,
            c. Reckless driving.

            There are instances where an individual has a violation for drunk driving, driving under the influence of drugs or reckless driving and they are given an occupational license. This does not mean that they are approved to drive a University vehicle, only their own vehicle. The individuals that fall under this section (VI) will not be allowed to use University vehicles under any circumstance. (This stipulation applies to all situations where someone has an occupational permit due to a poor driving record).

    C. Driver experience - Denial will also occur when someone has:
        1. A reinstated license in effect less than one year after revocation.
        2. Less than two years licensed driving experience. Having a learner's permit does not apply toward this requirement.

III. **Vehicle Use (This applies to student and volunteer use of a University-owned vehicle.)**

Vehicle use approval should only be given for official University business including activities necessary to sustain a traveler away from home such as going out to eat (within a reasonable distance). A substantial or unreasonable use of a State vehicle for personal purposes may result in a decision that a driver is, was, or will be, operating outside of the scope of employment or agency.

        1. Some examples of approved usage are:
            a. Class related field trips that are for educational purposes and have on-site supervision by a UW employee or agent.
            b. Educational programs which require training to be taken off campus and are course-required. This does not include students who are required to train off campus on a regular basis as part of a practicum or internship.
            c. Business errands for a department.
            d. University-related conferences, meetings, and events; provided that a designated instructor/faculty advisor approves of the trip.
            e. Research under the direct supervision of a principal investigator or instructor.
            f. Volunteer programs that are under the direct supervision and control of the University, that provide benefit to the University, and that involve an agent agreement approved by risk management.
        2. Some examples of denial are:
            a. Individual research projects or course-work primarily for the personal benefit of a student working toward a degree.
            b. Student field trips that do not have the approval of the faculty or advisor and/or are not class related.
            c. Fraternity or sorority trips which are not related to student participation in institutional governance.

STUDENT OR VOLUNTEER DRIVER AUTHORIZATION FORM

1. Name:_____

   Indicate One: Student _____Volunteer _____

2. Purpose for using vehicle

   _____ Field Trips   _____ Educational Program Training
   _____ Business Errands   _____ Conferences, Meetings, Events
   _____ Volunteer Programs   _____ Research Under Supervision

3. _____ Other (Describe)_____
4. Date of Departure:_____ Date of Return:_____
5. Number of years driving experience: _____ Birth Date _____
6. Driver's License: Regular _____ Probationary _____ #_____
7. Social Security # _____
8. Notarized statements are required for: (Check if any apply)
   1. Individuals holding out-of-state driver's licenses. _____
   2. Individuals having Wisconsin driver's license less than 3 years, due to previously being licensed in another state/country.(Statement must list any moving violations and/or describe any accidents in past 3 years.) _____
9. When a privately owned vehicle is to be used, it should be in a good state of repair. In case of accident, owner's coverage is primary.

VEHICLE USE AGREEMENT

I acknowledge that I have read a copy of the statewide Fleet Policies booklet and understand the statewide and agency-specific fleet policies and procedures.

As a condition of my accepting a vehicle, I agree to a check of my driving record. I also understand that my driving record may be checked annually and that any negative change in the status of my driving record may result in the revocation of the privilege of driving a state-owned vehicle.

_____   _____

Signature of Volunteer or Student Driver   Date Signed

_____   _____

Signature of Prof./Coord. making request   Departmental Phone Number

_____   _____

Signature of Dept. Chair, Dean or Dir.   Unit-Division-Dept. Code

Posting Policy

The UW-Marshfield/Wood County posting policy has been updated as of May 2014. Please review the policy for rules regarding paper, campus television, and email posting.

Financial Information

Agency and State Accounts…what is the difference?
> An **agency account** holds the money that your club has raised. Not all clubs have an agency account.

Depositing funds into an agency account:
Any funds raised by your club must be deposited through the business office. Please see Anna Komenecki in the Business Office to deposit your money.

Expenditures from an agency account:
You have much more freedom with the way you spend money in an agency account but all funds must still be spent ethically and in accordance with the mission of the club. No funds should ever be spent until the expenditure is approved in a meeting, noted in the minutes and a Pre-Authorization Form for Student Organization Spending has been completed and approved.

Agency funds (unlike any state funds) may be used for donations, scholarships, gifts and awards.

Agency accounts are maintained by the business office and therefore if you would like to know if your club has an agency account and/or what the balance of the account it, please contact the Business Office. The following are fund raisers that have been successful on other campuses.

Culvers Night – contact your local Culver's Restaurant and contract a Culver's Night for your club. You advertise it and your group gets 10% of the profits for that night!

A & W – They will typically donate everything you need to make A & W root beer floats! Everything you earn is clear profit!

Your *state account* holds the money that your club was awarded through the segregated university fee budget process.

Depositing funds into a state account:
Typically there will be one deposit made into the club's state account which occurs only if the club requested funding through the Application for Funding: Segregated University Fees form and the funds were approved by the budget committee.

Expenditures from a state account:
Because this money was acquired through UW-Marshfield/Wood County student segregated university fees (SUF), there are restrictions based on the requirements of the United States Constitution, the Wisconsin Constitution and applicable state statues, regulations and policy directives.

You can find examples of appropriate and inappropriate SUF expenditures here:
http://www.uwsa.edu/fadmin/fppp/fppp50.htm. These will be helpful for your club officers to review prior to completing your budget request. All funds must be spent in accordance with the mission of the club. No funds should ever be spent until the expenditure is approved in a meeting, noted in the minutes and a Pre-Authorization Form for Student Organization Spending has been completed and approved.

Completing the Application for Funding: Segregated University Fees form

In November, an email will be sent out with a copy of the Segregated University Fee Budget Request Form. This form must be completed, signed and returned to the Student Senate Treasurer or Student Affairs/Solution Center by December 2.

Please review the financial and administrative policies regarding segregated fee expenditures found in this section of the manual prior to completing your application. Limit your requests to those items that are allowable by law.

All clubs requesting funding will be notified early in the spring semester regarding the funding decision made by the budget committee. At that time club representatives will be given the opportunity to meet with the budget committee to defend their request if they choose. A final decision will be made by the budget committee and the budget will be forwarded to the Regional Campus Dean, who will then either approve or decline the recommendation. If declined, the budget will be returned to the budget committee, if approved the budget recommendations will be forwarded to the Chancellor. Until final verification is received from the UW Colleges, the budget allocation should be considered tentative.

Pre-Authorization Form for Student Organization Spending

Because we are a state organization and are audited on a regular basis, UW-Marshfield/Wood County and all the clubs and organizations must not only be fiscally responsible, but abide by all statues, regulations and policies.

Although cumbersome, it is necessary to complete a pre-authorization form for student organization spending prior to spending any segregated university fees that were approved for your organization through the budget process. This form allows multiple individuals to verify that the expenditure is acceptable under the terms of the financial and administrative policies regarding segregated fee expenditures (F20).

Please follow the instructions on the form.

Appendix:

Parliamentary Procedure
-sample 1
-sample 2

A motion is a formal statement of a proposal for consideration by the assembly. The essential steps by which a motion is brought before the assembly are:

1. A member rises and addresses the chair and waits for recognition.
2. The chair recognizes the member.
3. The member proposes the motion by saying, "I move that ..."
4. Another member without rising or addressing the chair seconds the motion.
- A second merely implies that the seconder wishes the motion to be considered by the assembly, but not that she/he favors the motion. He/she may wish to speak against the motion and vote against it.
- A motion made by direction of a board or committee requires no second.
- If a motion is not seconded, it is not before the assembly. It does not die; the chair just proceeds to the next item of business.
5. The chair states the motion, which then becomes the question. "It is seconded that ... Is there any discussion?" If the wording is not clear or requires smoothing, the chair should put it into suitable form. The wording in the minutes should be the same as was stated by the chair.
6. Discussion: The speaker must,
- Be entitled to the floor.
- Address their remarks to the chair, be courteous, and avoid speaking about personalities.
- Confine the discussion to the pending question. If secondary motions are made, they become the pending question.
- Observe the rules as to the number of times and length of time a speaker may speak to a question according to bylaws and whether or not debate has been limited.
- Asking for information is not considered as debate.
7. The chair puts the question to vote by saying "Those in favor of the motion that .... (repeat the motion or have the secretary read the motion) ... say 'Aye' and those opposed say 'Nay'." The chair must always call for the negative vote and tell the assembly what to say. If the chair is in doubt, a rising vote or show of hands may be taken.
8. The chair must announce the vote. "The Ayes have it and the motion is carried" or "the Nays have it and the motion is lost." If the vote is tied, the motion is lost as it is not a majority. The chair may, but is not compelled to, vote to make or break a tie vote. The chair does not vote on a voice vote, in a rising vote or a show of hands. The chair always votes to break a tie.

Parliamentary Procedure – Sample 2
Procedure to Introduce New Business (according to Robert's Rules of Order)
You may use any adaptation of this unless your club constitution states that your meetings must be conducted using Robert's Rules of Order.

1. Member raises hand
2. When recognized by the presiding officer, member stands, gives name, and states his/her motion. e.g. "I move that (club name) _____."
3. Member may give a brief explanation for introducing the motion
4. Another member must second the motion to continue
5. Presiding officer calls for discussion on this motion

(The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share his/her opinions.)

6. Presiding officer calls for a vote on the motion*
7. Presiding officer states results of vote and resulting action

*Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing his/her opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

C. Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer
2. Member states his/her amendment (e.g. striking and/or adding words/phrases)
3. Amendment must be seconded
4. Presiding officer calls for discussion on the amendment
5. Presiding officer calls for a vote on the amendment, and announces result

(If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.)

D. Options Related to Motions

- Referral to Committee

During discussion (B5), it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. If the motion passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. Member raises hand and when recognized by the presiding officer, and makes a motion to refer the motion to committee

2. Motion must be seconded
3. Presiding officer calls for discussion
4. Presiding officer calls for a vote, and states result of the vote and action taken

- Tabling a Motion

  Tabling a motion lays aside an item of business temporarily in order to attend other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling. Note: If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

  1. Member raises hand and after being recognized by the presiding officer, makes a motion to table the motion
  2. Motion must be seconded (No discussion)
  3. Presiding officer calls for a vote, reports the result of vote, and states the action taken

- Remove a Motion from the Table

  A member may move to remove a motion from the table during the Unfinished Business part of the meeting (A6) once all agenda Unfinished Business items are addressed.

  1. Member raises hand and after being recognized by the presiding officer, makes a motion to remove a motion from the table
  2. Motion must be seconded
  3. Presiding officer calls for discussion
  4. Presiding officer calls for a vote, reports the results of the vote, and states the action taken

- Motion to Postpone

  A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

  1. Member raises hand and after being recognized by the presiding officer, makes a motion to postpone the motion to another date (usually the next meeting)
  2. Motion must be seconded
  3. Presiding officer calls for discussion
  4. Presiding officer calls for a vote, reports the results of the vote, and states the action taken