

Registered Student Organization Handbook



Office of Student Activities

Union 217

660-543-4007

Revised: June 2013

Table of Contents

University of Central Missouri Mission	3
Division of Student Experience and Engagement Mission.....	3
Office of Student Activities Mission Statement	4
Registered Student Organization Privileges	4
Student Organization Terminology.....	4
Office of Student Activities	5
Student Activities Contact Information	5
Regulations Governing Student Organization	5
General Duties of the Office of Student Activities	5
Annual Review of Organizations.....	6
Registration	6
Group Studio (MyCentral Groups).....	6
Rights and Duties.....	8
Recognition and Activities.....	8
Membership	8
Meetings.....	9
Requirements	9
Student Organization Category Definitions.....	9
Discipline and Appeals	9
Administration	9
Penalties	10
Important Campus Contact Information	10
Important Off-Campus Contact Information	11
Club Sport Registration.....	11
Reserving University Facilities	11
Student Organization Funding	12
Rights and Responsibilities.....	12
Travel Policy	12
Posting Policy	13
Alcohol and Drug Policy	13
Solicitation Policy.....	13
Raffles and Sweepstakes.....	15
Nondiscrimination/Equal Opportunity Statement.....	16
Corporate Sponsorship Policy.....	16
Sodexo Marriott Service Catering Office	17
Student Organization Financial Guide.....	18
Demonstrations and Mass Gatherings	25
Guidelines for Being a Successful President/Chair	26
Parliamentary Procedure at a Glance.....	27
Recruiting and Retaining Members	28
Helpful Hints about Fundraising.....	30
Student Organization Advisors	31
Sample Budget.....	32
Vision and Goal Setting.....	34
Productive and Effective Meetings.....	36
Publicity Resources at UCM.....	38
Sample Constitution.....	40

University of Central Missouri Mission

The University of Central Missouri experience transforms students into lifelong learners, dedicated to service, with the knowledge, skills and confidence to succeed and lead in the region, state, nation and world.

In fulfilling its mission, the University of Central Missouri:

- Admits graduates of accredited high schools based on specific admission criteria, actively recruits traditionally under-represented students, and offers a strong merit-based scholarship program to attract highly capable students.
- Provides a learner centered academic environment which challenges individuals to participate actively in the educational process and empowers the faculty to excel in teaching while engaging in scholarship, research, creative activities and public service.
- Offers an undergraduate foundation in the liberal arts, with an emphasis on integrating critical thinking, interaction, valuing, communication skills and technological applications into the curriculum across all disciplines.
- Provides pre-professional, professional, academic and career-oriented undergraduate and graduate programs to meet the changing and technological needs of the workforce.
- Provides in-service instruction for technical educators and other professionals needed to make Missouri competitive in a national and world market.
 - Continues its historical emphasis in preparing educators for Missouri.
 - Provides advanced graduate studies and research in areas of particular strength and need
 - Uses assessment to enhance teaching, learning, research and all university operations.
- Fosters a campus community responsive to the needs of a diverse student population, provides opportunities for global awareness, and promotes an appreciation for human diversity.
 - Shares human and academic resources with schools, businesses, industries, and public agencies through partnerships and outreach activities.
 - Serves as a cultural, artistic and information center for the citizens for Missouri.

Division of Student Experience and Engagement Mission

Our primary purpose as a Student Experience and Engagement division at UCM is to facilitate 'student success'. Certainly, this is an overarching mission of the university and not solely 'owned' by Student Experience and Engagement. Never-the-less it is our divisional mission. Student success at UCM can and does mean many different things to many different individuals.

Among our many concerns are:

1. students receiving the assistance (in the broadest sense of the word) they need
2. being well prepared for the academic rigor of the institution
3. having satisfaction with the UCM experience
4. experiencing personal growth
5. having purposeful academic and community engagement
6. being able to successfully manage financially

In this spirit, these concerns and others like them generally 'roll up' to two very meaningful outcomes that define STUDENT SUCCESS for us:

1. persistence toward graduation at acceptable rates

2. graduation in a reasonable time and at acceptable rates

In the final analysis of how well we are doing as a division, we aspire to measure our efforts in this regarding the previous two outcomes.

Office of Student Activities Mission Statement

To enrich the collegiate experience, Student Activities and the Student Recreation & Wellness Center (SRWC) will provide quality, student-centered programs, services, and involvement opportunities which celebrate diversity, promote retention, and foster leadership, civic engagement and student development.

Registered Student Organization Privileges

- Use of the University's name in the title of the organization.
- Access to University facilities (free or reduced charge), office space when available, and assistance with activities of the organizations.
- Permission from the Office of University Relations to use the University's copyrighted logo – 660-543-4640.
- Ability to apply for funds from the Student Activity Fee.
- Advisement and support through the Office of Student Activities.
- Opportunity to sponsor fund-raising events on campus.
- Permission to use campus bulletin boards for advertising programs/events.

Student Organization Terminology

Registered Student Organization (RSO)

A registered student organization is an organization which has registered in a timely manner with the Office of Student Activities each semester. Registered student organization are eligible for a variety of benefits including reserving rooms, posting information on bulletin boards and applying for Student Funding Committee funds.

Pending Student Organization

A pending student organization is a new organization which is in the process of becoming a registered student organization on campus. Pending student organizations are eligible for a variety of benefits including reserving rooms and posting information on bulletin boards.

Probationary Status

A student organization which fails to register for the semester is on probationary status until they have completed their registration. Probationary organization may not be eligible to reserve rooms or post information on bulletin boards. Probationary organizations are not eligible for Student Funding Committee.

Non-Recognized Status

A student organization which fails to register for two consecutive semesters is no longer recognized by the University. Non-recognized organizations are not eligible for any benefits including use of campus space and Student Funding Committee funds.

Office of Student Activities (OSA)

Classroom education is a priority in your college career, but the learning experience should not stop there. Eighty percent of learning takes place outside the classroom. Becoming an active part of campus life will be one of the most important steps toward making the most of your college career and charting a successful future.

Becoming involved in Student activities will help you develop new friendships, get hands-on experience and develop skills such as teamwork, decision making, and time management. Campus groups and organizations can allow you to make a positive impact on the campus and community as well as gain a feeling of accomplishment.

The Office of Student Activities is committed to extending education beyond the classroom by offering students experiences that will be rewarding and enriching to them personally, intellectually, socially, and physically. The experiences you gain through your involvement will stay with you throughout your college years and last a lifetime.

Student Activities Contact Information

Beth Rutt, Director of Student Activities and Student Recreation & Wellness Center, 543-4381

Emily Bergsieker, Assistant Director of Student Activities, 543-8667

Kristie Brinkley, Assistant Director of Volunteer Services, 543-4380

Jason Cannon, Assistant Director of Student Recreation & Wellness Center, 543-4288

Mike Busekrus, Outdoor Education and Leadership Coordinator, 543-8603

Kevin Sneed, Assistant Director of Intramurals & Club Sports, 543-8595

Regulations Governing Student Organization

Student Activities—Organizations

The Assistant Director of Student Activities for Student Development Programs exercises jurisdiction over all registered student organization.

General Duties of the Office of Student Activities

The Office of Student Activities shall:

- enforce all college regulations and administrative rules relating to organizations
- investigate allegations that an organization has violated a college regulation or administrative policy; and
- review and adjudicate applications, rules, bylaws, and constitutions of all organizations that apply for registration of campus organizations.

Annual Review of Organizations

- Annually, before a date specified by the Assistant Director of Student Activities for Student Leadership & Development, the Office of Student Activities shall review the status of all organizations to determine whether they meet the eligibility requirements stipulated in student planner/handbook, are active, and conduct their affairs in accordance with college regulations and administrative rules.
- When the organization fails to meet the criteria of charter, the Assistant Director of Student Activities for Student Development Programs may determine that the organization be removed from the list of registered student organizations.

Registration

A group shall apply to register in a manner prescribed by the Office of Student Activities. Registration must be completed within Group Studio (MyCentral Groups). Information required for registration includes:

- A current constitution (see page 42 for example)
- A current list of at least 8 members
- A current officer listing

GROUP STUDIO (MYCENTRAL GROUPS)

How to Log into the Group Studio...

1. Log into MyCentral (<https://mycentral.ucmo.edu/cp/home/displaylogin>) with your 700#
2. Click on the Group icon – upper right just below the black bar
3. If your group has been created and you are the leader of a group, it will appear under the My Groups tab. If you are looking for a group click on Group Index and click through the categories or search for your group.
4. If your group doesn't exist, the leader or advisor needs to create the group.

The following items must be completed within Group Studio (MyCentral) to be a registered student organization with the Office of Student Activities:

1. Add members –

- a. Below configuration tools on your group page click members
- b. Click on add members
- c. Members can be add by searching for first and last name or by UCM email
- d. When you click on add for the first time a pop-up box will appear that the top and you need to click to temporary allow then click add member again. You will then need to type a comment to this person so they know they are being added to your group. (Example: Welcome to the leaders group in MyCentral.)
- e. **Note: If you have more than 50 member, email an excel document with 700# to Emily Bergsieker – bergsieker@ucmo.edu and we will upload them for you.

2. Add constitution –

- a. Below content tools on your group page click manage files

- b. Browse for your file (constitution)
- c. Click add

3. **Add officers –**

- a. Officers must be added using the Group Studio Leader Application
 - i. See directions (Group Studio Channels) below on how to add this to your page.
- b. Select the current year
- c. Select the group to which you wish to create an Officer listing. If a group is not listed you are not a leader of that group.
- d. Select the group members name for the first officer.
- e. Select the officer position. If the position is not listed, contact Emily Bergsieker, bergsieker@ucmo.edu to ask for the position to be added.
- f. Add their phone number & email. This is optional for all officers except the president & advisor(s).
- g. Click Add
- h. Repeat Steps 4 to 7 for each officer.
- i. Once all officers are entered click ‘Move Leader to Group Studio’.
- j. To review your new Officer listing, log out of MyCentral and view your Guest page. The new information will be displayed in the “Group Information Block” section of the Guest page.
- k. You can make changes to this information throughout the year by accessing the Group Studio Application again.

Group Studio Channels

Create a Group Leader tab in MyCentral

- 1. Log into MyCentral
- 2. Click on the Content Layout link (under the crest – upper left)
- 3. Click on the ‘Add Tab’ tab on the right
- 4. Enter the name of the tab. For example MyGroups, Group Mgmt, etc.
- 5. Click Submit

Set up columns on the new tab

- 1. Click on the newly Created tab.
- 2. Click ‘Add Column’ and click ‘Add Column’ again!
 - a. Click either Select Column button
 - b. Set the width to 50% of both columns and Save Widths

Add Channels (still in the new tab as described above)

- 1. Click either New Channel button
- 2. Select Applications category and click go.
- 3. Select ‘Group Leader Activity’ channel and click ‘Add Channel’
- 4. Click the other New Channel button (other column)
- 5. Select UCM category and click go.
- 6. Select the ‘Group Studio Leaders’ channel and click ‘Add Channel’

7. Click the Back to link under the crest and navigate to the newly created tab.

Adjusting Group Leader Activity Channel

1. Click the 'edit' button on the upper right (2nd from the left)
2. Check channels displayed in on the left and the applications you want to monitor on the right.
3. Click Save Changes and Done when finished.

Using the Group Studio Leaders channel

This channel is designed to create the 'Officer' listing for your group (displays on the Guest Page) and to capture the data for future use when building co-curricular transcripts. The design is basic and easy to follow. As you build the listing, you can modify entries as needed or renew the file as many times as you want. You can view the results from the Manage Guest Page feature on your group tools console.

Officer titles are established in our campus-wide data system. If you do not find a listing for your officer title, please contact the Student Activities office.

Changing Permissions as Officers Change positions

- When you elect new officers, please make sure that you change the permissions in MyCentral so the new officers have access to the group.
- This can be done by doing the following:
 - Below configuration tools on your group page click permissions
 - Click on the edit group leader button to the left of the names
 - Select the new leaders name then click add.
 - To remove a current leader the new leader must do it. This process is done the same as adding a new leader except you click remove instead of add.
- Delegate to others!

Rights and Duties

Recognition and Activities

A registered organization is entitled:

- to be listed as a student organization
- to sponsor or present a public performance on college property when:
 - a college facility has been properly reserved; and
 - college regulations and administrative rules are followed;
- to raise funds or make other permissible solicitations on college property in accordance with college regulations and administrative rules;
- to reserve the use of college facilities
- to post signs and distribute literature in accordance with college regulations.
- To use campus mail services

Membership

An organization may not deny membership on basis of sex, race, nationality, or religion except as provided by law.

Meetings

- an organization shall give its members and advisors reasonable advance of its meetings.
- An organization shall conduct its meetings in accordance with its charter and constitution

Requirements

- every student organization shall register with the Office of Student Activities **each fall** semester .
- no organization may use the facilities of the college as long as it has a delinquent account with any college department or agency
- each organization should have an advisor present at on and off campus events. And advisor must be present at all events where alcoholic beverages are present. Public safety official(s) will be required for large scale events which are open to the public or have unrestricted access.
- On occasions when college vehicles are used to transport a student organization, an advisor or a designated chaperone must accompany the group (the driver must be an employee of UCM).

Student Organization Category Definitions

Registered Student Organizations (RSOs) are put into broad categories on MyCentral that assist interested students in locating an organization that matches their needs. Categories include:

- **Academic/Departmental:** RSOs affiliated with a UCM academic program or department including pre-professional groups
- **Community Service:** RSOs who donate the majority of their time to being a service organization
- **Cultural Heritage/Ethical Identity:** RSOs that represent ethnic culture and heritage
- **Honor Society:** RSOs that are recognized as an honors group. These groups have strict guidelines with GPA and hours.
- **Recreational/Club Sport:** RSOs that is physically active. (See page ## for additional information)
- **Religious:** RSOs that a religiously based
- **Social Greek Organizations:** RSOs must be charter on campus.
- **Special Interest/Misc:** RSOs that do not fall into any of the other categories but still have an interest to be on campus

Discipline and Appeals

Administration

- When the Assistant Director of Student Activities receives information that an organization has allegedly violated a college regulation or administrative rule, she/he and/or his/her staff shall investigate the alleged violation. Upon completing the investigation, she/he shall report his/her findings to the Director of Student Activities.
- an organization violates a college regulation or administrative rule when one or more of its officers or authorized members acting in the scope of his/her general responsibilities commits the violation;
- one or more of its members commits the violation after the action that constitutes the violation was approved by a majority vote of those members of the organization present and voting;

- one or more members of a committee of the organization commits the violation while acting in the scope of the committee’s assignment; or
- a majority of the members of an organization commit the violation.
- a student may be disciplined for a violation under the student conduct code even though the organization of which she/he is a member is penalized for the same violation growing out of the same factual transaction.
- If the Director of Student Activities determines upon an investigation that an organization has allegedly violated a college regulation or administrative rule, the Director of Student Activities shall refer the case to the Assistant Vice Provost of Experience & Engagement for disciplinary action.

Penalties

Upon finding that an organization has violated a college regulation or administrative rule, the organization may be:

Suspended, for not more than one calendar year, the organizations right to do one or more of the following:

- to publicly post signs;
- install an information and/or display tables;
- publicly assemble or demonstrate;
- sponsor or present a public performance;
- publicly raise funds or make a solicitation;
- reserve the use of college facilities;
- participate in intramural athletics;
- suspend or cancel the organizations registration for a specified period of time.
- Permanently ban the organization from the University of Central Missouri.

Important Campus Contact Information

Please refer to this list for any questions regarding the functioning of the student organization you advise.

The Spotlight (Programming Board)	660-543-4293
Counseling and Psychological Services	660-543-4060
Intramural Sports	660-543-8595
Meetings and Conference Services	660-543-4342
Office of Student Activities	660-543-4007
Public Safety	660-543-4123
Student Engagement & Experience	660-543-4114
Student Funding Committee	660-543-4007
Student Government Association	660-543-4094
University Health Center	660-543-4770
University Housing	660-543-4515
University Relations	660-543-4640
Violence and Substance Abuse Prevention	660-543-4044

Important Off-Campus Contact Information

Please refer to this list for any questions regarding the functioning of the student organization you advise.

Emergency	911
Western Missouri Medical Center	660-747-2500
Johnson County Sheriff Department	660-747-5511
Central Dispatch	660-747-2265
Johnson County Fire District	660-747-5220
City of Warrensburg Police Department	660-747-9133

Club Sport Registration

A club sport is a student organization establishing to promote a common interest and to foster participants and competition in a specific sport or recreational activity.

The Club Sport system is design by the students to develop their leadership and organizational skills in a activity of personal interest to them. It is also the intent for participants to have fun while participating in what will hopefully become lifelong leisure activities. The Office of Student activities, in turn provides support for club sport with qualifies administration who assist students with facilities, final support and a club sport structure that is consistent from year to year.

Club Sports must follow the registration guidelines for student organization online on page 4. Assistant Director of Intramurals and Club Sports advises and administers fund to club sports. It the responsibility of each club sport to contact the Assistant Director at 660-543-8595.

As with all organizations that register with OSA, club sport should have elected officers, a constitution and recruit new members. For more information on these requirements and Club Sports, contact the Assistant Director at 660-543-8595.

Reserving University Facilities Office of Meeting & Conference Services

- Events must be requested through the online form, “Schedule an Event”, found at: www.ucmo.edu/meetings. Your request will be filled within 2 full business days.
- Recurring events must end by 10 p.m. and only last 3 hours.
- All events need to be scheduled at least 2 full business days (no less than 48 hours) prior to the start of the event. Note that the earlier you request, the greater chance it can be filled.
- Each event should have only one primary contact person. The person who booked the event and the president of the organization are the only two individuals who can make changes to an event or cancel it.
- All requests for changing an event must be submitted in writing to your designated event coordinator. Be sure to include the name and date for your event and the specific changes that you are requesting.

- Please make all changes at least 48 hours in advance. Last minute requests can be denied.
- Student organizations are not allowed to advertise for their event before they have received a confirmation for their room from an M&CS Event Coordinator.
- If you are collecting any money for your event, including but not limited to admission fees, registration fees, and/or donations, your student organization will be required to pay for the use of space and equipment (dance floors, portable stage and bleachers). Collecting items (but not money) for a charity is always acceptable.
- Each Registered Student Organization is allowed 2 free hall tables and 1 free fund raising event per semester in the Union.

*Any questions about policies and procedures should also be directed to the Office of Meeting and Conference Services. All of the Student Organization General Event Policies go to:

<http://www.ucmo.edu/meetings>

Student Organization Funding

Purpose Statement

The student activity fee was implemented by a student referendum to allow more quality programming at University of Central Missouri. Every student contributes to the Student Activity Fee. The Student Finance Board is the body chartered by the Student Government Association to oversee the allocation of these funds.

The Student Finance Board evaluates programs and allocates funding based on the guidelines set forth within the Student Funding Guide. For a copy of the Student Funding Guide go to: www.ucmo.edu/sfc.

Rights and Responsibilities

Each student who enrolls at Central Missouri assumes an obligation to abide by the rules and regulations of the University as well as the local, state, and federal laws. The following policies describe some of the privileges and obligations for student members of the University of Central Missouri community. Each student is held responsible for this information. For a complete listing of all the law go to: www.ucmo.edu/student/handbook.

Travel Policy

- Student organizations that wish to travel to a location over 100 miles away must have an advisor (full-time employee) of University of Central Missouri present.
- A travel form must be filled out 2 weeks prior to trip and returned to the Office of Student Activities.
- All University of Central Missouri students are obligated to abide by the rules and regulations of the University as well as all local, state, and federal laws (see University of Central Missouri student handbook.)

Posting Policy

Anything placed on a bulletin board/kiosk is considered a poster/flyer, and must be posted in accordance with the guidelines established in this procedure. The posting and/or distribution of signs, handbills and flyers in buildings at the University of Central Missouri will be limited to registered student groups and official units of the university. For specific locations of these designated areas where information may be posted contact the Office of Campus Activities. Posters advertising non-university sponsored events must be of general interest to the university community and sponsored by not-for-profit organizations. Business and profit organizations will be allowed to post information only on the bulletin board in the University Union that has been designated for these organizations. Commercial advertising and/or posting of personal notices except where designated is prohibited.

Writing with chalk, paint, etc. on the sidewalks and/or stairs is not allowed on campus.

Please contact the Office of Student Activities (Union 217, phone 543-4007) to receive specific information regarding campus posting policies.

For complete posting policy go to: www.ucmo.edu/upo/index.cfm?pg=policy.cfm&upoID=posting

Alcohol and Drug Policy



The University has established and is committed to enforcing clear policies that promote an educational environment free from the abuse of alcohol and other substances. The University complies with federal regulations that require an alcohol and drug testing program for safety sensitive positions. The University expects students, employees, visitors, and organizations to adhere to state statutes prohibiting individuals under the age of 21 from drinking or having alcohol in their possession. Drinking or possession of alcoholic beverages is prohibited in

University buildings and residence halls except in those places where an explicit exception has been granted. The University also expects students, employees, and visitors to comply with laws that govern the possession, use, distribution, and sale of alcohol and illicit drugs. Anyone found to be in violation of such laws shall be subject to all applicable criminal penalties, as well as disciplinary action in accordance with applicable policies of the University of Central Missouri. Students under the age of 21 are reminded it is unlawful to use fictitious identification for purchasing alcohol. Health risks associated with the use of illicit drugs and alcohol include, but are not limited to, addiction, accidents as a result of impaired judgment and ability, overdose, damage to internal organs or a developing fetus, and unpredictable or violent behavior. Information on referral and assistance with alcohol or drug-related problems is available from Counseling and Psychological Services (660-543-4060), University Health Center (660-543-4770), or Human Resources (660-543-4255).

Solicitation Policy

Solicitation is defined as the sale of goods or services, taking orders or collecting money from other than members of a sponsoring organization, petitions, surveys, collecting ideas or opinions, distributing political information, or the proselytizing of religious beliefs.

General Requirements:

Solicitation on campus must be conducted according to the following guidelines:

- Solicitation should have the primary objective of service to students rather than profit.
- Any form of solicitation should not interfere with the educational activities of the University.

- Solicitation of ideas, petitions and surveys should be in keeping with good taste and should not be disruptive.
- Sales of goods and products may be conducted on campus in designated locations if such is not in competition with products or services offered by the University.
- Campus groups will be given first priority for space usage or rental.
- All solicitation must comply with state and federal regulations.
- Solicitation of funds from any individual or group should not hinder or compete with the fund raising efforts of the Office of University Development, the UCM Foundation, or the Athletic Department.

Registration and Approval

All solicitation with the exception of petitions must be registered in the Office of Student Activities one week in advance of the designated activity. Specific approval for solicitation in various locations/areas on the campus must be obtained according to the information below:

- University Housing
 - Solicitation must be approved by University Housing (located in Ellis Hall). Solicitation will be restricted to designated public areas.
- Elliott Union
 - Selling of items, merchandise or the solicitation, to include credit cards, by registered campus organizations, businesses, or individuals is prohibited except by authorization and sponsorship by the University Store or Elliott Union. Authorization may include a 15% commission to be paid to the University Store or Elliott Union, and any sales subject to sales tax is the responsibility of the seller. Bake sales are prohibited in the Union unless they are held as a part of a Union-wide activity. Reservations for these events are made with a completed event registration form through the Office of Meeting and Conference Services, Elliott Union 303, 660-543-4342.
- Multipurpose Building/Audrey J. Walton Stadium & Vernon Kennedy Field
 - Approval for solicitation must be obtained from the Athletic Director. The sale of goods or products must not interfere with normal building activities and will generally be restricted to special activity days or events (such as games, meets, etc.). Soliciting groups must be registered campus organizations.
- Pertle Springs
 - Approval for activities must be obtained from the Athletic Director. Solicitation in outdoor areas will be permitted only during special activity days or events (such as Homecoming, music contests, etc.).
- West Fields and Outdoor Facilities/Areas
 - Approval must be obtained from the Office of Meeting and Conference Services. Solicitation in outdoor areas will be permitted only during special activity days or events (such as Homecoming, music contests, etc.).
- Classroom Buildings
- Generally, solicitation is discouraged in classroom buildings except where special days or events make the activity advisable. Information may be obtained in the Office of Meeting and Conference Services.

Solicitation Guidelines can be viewed online at www.ucmo.edu.upo under UCM Procedures and Guidelines.

Raffles and Sweepstakes

Gambling, with only a few exceptions, is illegal in Missouri. Those exceptions are restricted and highly regulated.

There are many types of gambling. Promotions that award prizes may be called contests, sweepstakes, lotteries, **raffles**, drawings or games.

Three elements make up an **illegal** promotion: **prize, chance** and **consideration**

- Prize is any benefit, cash or property awarded a winner.
- Chance means the winner is chosen by "luck" with little or no skill or ability involved.
- Consideration is the exchange of something of value for the chance to win a prize.
- A raffle is when a participant **buys** a ticket for a chance at a prize, with the winner determined by a random drawing. Raffles and sweepstakes are popular money-making efforts. Missouri law is clear, however, concerning which groups may legally sponsor these promotions.

In 1998 Missouri voters adopted a constitutional amendment allowing raffles and sweepstakes to be sponsored by **groups recognized under federal law as charitable or religious** (*Missouri Constitution*, Article III, Section 39(f)). **UCM is not a charitable organization.**

Games of skill, no-purchase-necessary games.

Missourians may legally participate in raffles or sweepstakes where no consideration is required to be eligible for a prize. Many fast-food restaurants offer no-purchase necessary games in which consumers can obtain free tickets without a purchase.

Assuring that a prize or award has been given without violating the legal prohibitions means that one of the three elements of the lottery or sweepstake is not present. Again, the elements are 1) prize (something of value), 2) chance and 3) consideration (payment). Obviously a prize is involved so you can eliminate chance by holding an actual competition or eliminate consideration by not requiring payment for an opportunity to win the prize.

Example that is legal: A television is donated to an organization to be "raffled" off. The organization sets the amount of each donation at \$.50 per entry. They give everyone whom buys a ticket a fresh-baked brownie and an entry blank to fill out to enter the contest for the television. The winner of the television is drawn from the entry blanks that were completed by those individuals who purchased a brownie.

Example that is illegal: A student organization has a jar filled with pennies that students are to guess the number of pennies in the jar. The person who most accurately guesses the number of pennies in the jar will win a \$50.00 gift certificate to Wal-Mart. It will cost participants \$.50 per guess to enter this contest. They receive nothing in exchange for payment of \$.50 other than the chance of winning the gift certificate.

Nondiscrimination/Equal Opportunity Statement

University of Central Missouri actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, national origin, Vietnam Era veterans, and persons with handicaps and disabilities. This policy applies to all employment practices, the awarding of student financial aid, and the recruitment, admission, housing, placement, and retention of students, faculty, and staff. It is in compliance with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion, and sex discrimination; Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; and other state and federal laws and regulations.

(University of Central Missouri Student Handbook)

CORPORATE SPONSORSHIP POLICY **University of Central Missouri**

The following statement constitutes the policy adopted by the University on September 9, 1991, regarding corporate sponsorship of campus programs and events.

• PURPOSE:

The purpose of the Corporate Sponsorship Policy is to provide guidelines for campus units wishing to enter into agreements with corporations when developing program or events.

II. RATIONALE:

University of Central Missouri has an interest in protecting the integrity of the University's name and desires that campus units enter into agreements with corporations which will insure the integrity and reputation of the University through its association with certain corporations, and allow campus units to be fairly treated by corporations when such agreements are entered into. This policy permits Campus groups, offices, or departments to utilize external assistance in sponsoring programs or events in certain instances when such sponsorship is compatible with campus philosophy and other campus policies. The policy applies when a group, office, or department, which is in any way identified with University of Central Missouri, seeks corporate sponsorship for an event whether or not the event is to be held on campus.

III. DEFINITION OF CORPORATE SPONSORSHIP:

Corporate sponsorship shall mean: The involvement of a for-profit or not-for-profit organization or corporation in the support of a program or event being sponsored by a campus group, office, or department. This involvement can be either in the form of monetary subsidy, or by supplying the sponsoring campus group, office department with product(s), publicity materials, and/or services.

IV. POLICY STATEMENT:

- Corporate Sponsorships must maintain the integrity of Central's operational philosophy and be established in concert with the mission and goals of the University.
- Corporate Sponsorship at the University of Central Missouri may be approved by the President's Cabinet.

- Any campus group, office or department wishing to enter into a Corporate Sponsorship agreement must receive approval as indicated in Number 2 above.
- Written procedures will be established to ensure that Number 1 above is accomplished.

SODEX CATERING OFFICE

Sodexo Food Services is the current food vendor on the campus of University of Central Missouri. Any organization wishing to hold an event on campus that requires food service, must contact Sodexo Food Service for their food needs. When you contact the Catering Office located in the University Union, you will be provided with a menu-planning brochure to assist you in selecting food for your program/event. Any organization wishing to hold a bake sale as a fundraising activity must get permission in advance from Sodexo Food Service

Guarantee

The guarantee is the number of people attending your event. We must obtain a guaranteed number of exact attendance for functions by noon, 48 hours prior to your event. You are responsible for 95% of the guaranteed number of actual number served, whichever is greater. We will be prepared to serve 5% more than your guarantee. Increases in your guaranteed number can normally be accepted up to six hours prior to your event; however, guarantee numbers may not be decreased on the day of the event.

Cancellations

In the event your catered function is cancelled, please notify us as soon as possible. We require at least 48 hours notice or there will be a charge based on expenses incurred on your behalf.

Service Time

It is our desire to serve your group promptly at the time you selected. If your group starts its events more than 15 minutes later than scheduled there will be a charge based on the number of food services personnel involved.

Payment

Please make payment of your invoice within 10 days of receipt. A 50% deposit is required for all non-University-related events ten days prior to the event. All non-University events are subject to applicable taxes.

Physical Set-up

It is your responsibility for tables, chairs, audio/visual equipment, registration tables, etc. through the Office of Facilities Coordination, 543-4342.

Off Premise Charges

All meals delivered or served on china out of the University Union will be subject to a \$3.00 per person charge. Meals with service out of the University Union on paper or plastic will be subject to a \$1.50 person charge. For delivery only meals out of the University Union on paper/plastic there will be a minimum service charge of \$10 or 15% of the cost of the event, whichever ever is greater. A fee of \$7.00 will be assessed for refreshment deliveries outside of the University Union.

Service Charge

There will be a \$15 service charge based on actual attendance, for buffet meals for less than 30 people or served meals of less than 10.

Attendance

Events that require extra attendants or serves will be charged at the rate of \$10.50 per hour per attendant.

Removal of Food

Due to Board of Health regulations and the nature of catering services, any food not consumed may not be removed from the serving location and remains of the property of Sodexo. All deliveries are for immediate consumption and we assume no responsibilities for handling.

Student Organization Financial Guide

The Office of Accounting Services at the University of Central Missouri is committed to serve recognized student organizations (RSO) by:

1. Assisting and educating officers about their financial responsibilities.
2. Insuring the accuracy of comprehensive financial records.
3. Aiding organizations in keeping their activities in sound financial condition.
4. Facilitating continuity between financial officers and their successors.
5. Providing the means for recognized organizations to use University facilities and services.
6. Maintaining and upholding fiduciary guidelines as custodians of student organization funds.

Essential Information for RSO Transactions:

- The RSO Fund number or Index Code for your organization.
- The exact name of your student organization.
- Who is the organization's authorized signers?

University Agency Funds (AF) Account

What is an AF account?

A University Agency Fund (AF), records on the University's Chart of Accounts the funds held by the University as custodian or fiscal agent for a University related organization. These funds do not belong to the University by means of tuition, fees or other revenues. Each RSO raises its own supporting funds through personal donations, money received through fundraising events, and member dues. Due to University policy, University funds cannot be donated to charity on behalf of a student organization, therefore groups are not permitted to use University for donation purposes.

How to Open an AF Account

A student organization that is registered and has active status can choose to set up an AF account. The request can be made in person at the Office of Accounting Services (Admin 316). A memorandum outlining the request and the authorized signers for the AF account needs to be submitted.

How to donate funds from the AF account

A student organization will fill out a Payment Request form using the same procedure used for reimbursement as outlined on page 4. In addition to the form, a group is required to attach a brief memo including the date, purpose of the donation, where the donation is going and how the money was raised, signed by all authorized signers. This will provide support for audit purposes.

Closing an AF Account

An account must have a zero balance in order to close. If there are funds remaining in the account and all outstanding debts have been cleared, your organization may choose to donate/transfer the funds to another recognized student organization or other University account. The closing account will not be able to disburse the funds without proper documentation (e.g. receipts, invoices, or other evidence of outstanding debt). To close an account, a letter of explanation detailing the reason for closing the account and specifying the destination account signed by at least two authorized signers must be submitted to the Office of Campus Activities.

Accounting Services suspends all inactive accounts yearly. An organization that is not a currently registered RSO is considered to be inactive. Accounting Services will close any accounts that have been inactive for 2 years. Any funds remaining in the account that is closed due to inactivity will be transferred to a defined account.

Commercial Bank Accounts

Some student organizations view bank accounts in outside financial institutions as beneficial. Use of outside accounts is **STRONGLY** discouraged!

Banks require either an individual's Social Security Number or a federal tax identification number for a company. No student organization is authorized to use the University's tax identification number to open an outside bank account.

There are no institutional checks on spending from an outside bank account. Many student organizations have found themselves without recourse after their outside account was depleted as a result of unauthorized withdrawals.

If you see a benefit for your organization by opening an outside account, please speak to Campus Activities or Accounting Services first. Accounting Services works to make the procedures and processes as streamlined and efficient as possible. Your feedback and input are integral to this process!

Depositing Funds

Any and all money received by an organization or raised on University property must be deposited into your RSO account. Deposits must be made in person at the Student Financial Services (SFS) office (WDE 1100) and can be made by any person affiliated with your group. All funds deposited are subject to University of Central Missouri rules and regulations.

Note: Do not send deposits through Campus or U.S. mail. Take all deposits directly to the SFS office.

You should have a total count of the money to be deposited, and a subtotal of each category (currency, coin and checks). A completed deposit form found at

<http://www.ucmo.edu/acctserv/documents/Depositform.pdf> must be remitted with deposit. The depositor should take the following steps to expedite the depositing process:

Currency - Separate by denomination with bills facing up.

Coin - Include small amounts in the total of the deposit. Large amounts of loose coins (including bucket drives) will need to be sorted and rolled prior to depositing at SFS.

Check/Money Orders - Must be payable to the University of Central Missouri and restrictively endorsed on the back right end. The RSO FOAPAL must be written on the front of each item and the complete name of the organization in the memo field of the check. **Note: Two-party checks will not be accepted.**

Upon deposit, SFS credits your account for the deposit including the amount of any checks. Consequently, checks that are returned for any reason (i.e. account closed, insufficient funds) will be charged back against the organization's account in the amount of the check.

Assigning Revenue Account Codes

You must assign a revenue code to each deposit. Revenue Account Codes identify funds deposited into your organization's account. They are used extensively on the University's monthly financial statements, which are available for every account. These reports reflect your group's revenue as well as expenses on a monthly basis.

NOTE: Revenue from the sale of tangible items (i.e. t-shirts, records, books, etc.) must be deposited separated between sales of goods and the appropriate sales tax withheld to be reported to the State of Missouri.

Once a deposit is processed in SFS – the organization is given a receipt of the deposit. Each organization should retain this receipt for its records for subsequent verification against each month's account statements.

All funds generated by student organizations on University Property must be deposited into a RSO account. Those funds can be used for the following purposes only:

- To benefit organizations defined in Sections 170(B)(1)(A) and 501(c)(3) of the Internal Revenue Code.
- To benefit a substantial segment of the student body, faculty, or staff.
- To aid in the accomplishment of lawful and legitimate University-related purposes of the sponsoring organization.

Student organizations must provide adequate assurance that the funds generated are used for the purposes, which are described above. The University will refuse to disburse funds for purposes which are against University policy and/or do not fall within RSO procedures.

Change Fund

Some events require door sales, or have other circumstances where your organization may need change for cash transactions. If change is needed for your event, Accounting Services will process a temporary change fund in order to supply the necessary coins and/or currency, provided there are sufficient funds in your account to encumber until the change fund is returned. Accounting Services

will place a hold on the account until the change fund is returned.
Note: An organization may only have one change fund at a time.

Using Funds in Your Account

The RSO “banking system” is different from the usual banking system with which you may be familiar. Accounting Services serves as your financial advisor (bank) and will issue checks from the University on behalf of your organization. Checks will be issued based on your request and pending verification of the information provided. Accounting Services cannot issue checkbooks to student organizations. If any special situations arise, Accounting Services will work with your organization to find a solution. Before any disbursements are processed, the following required information is verified:

- The agency fund number
- The authorizing signatures
- Supporting documentation
- The account balance

If any of the required information is invalid or missing, the attempted transaction will not be completed. Any transactions that will place an account under a minimum balance of \$10 will be held until sufficient funds are deposited into your account.

There are four ways to disburse funds from your account:

- Purchase Order (payment to vendor)
- Travel Expense Voucher (reimbursement)
- Interdepartmental Transaction Form (within University departments)
- Payment Request Form (services)

All expenses must adhere to the University of Central Missouri’s Fiscal Policy and Travel Guidelines.

Adding and Deleting Signers

Any changes to the authorized signers on an RSO account will require the approval of two current authorized signers. To add or remove a signer to an RSO account, please send a memorandum to Accounting Services. This memo should outline the proposed changes to the RSO and be signed by each of the authorized signers.

Payment Request Form

A check request for reimbursement can be submitted by completing the payment request form found at <http://www.ucmo.edu/payable/forms.cfm>.

The payment request form and supporting documentation need to be taken to the Accounts Payable Office (Admin 316) for verification of receipts and funds in order to complete the request. Checks are sent US mail. In certain circumstances, checks can be picked up with a valid picture ID by the recipient of the disbursement or an authorized signer on the account.

NOTE: Additional information is needed to pay an individual for services or an individual who, in turn, paid someone who provided service to the organization. Student organizations must complete a payment request form, a certificate of self-employment form and W-9 to pay individuals for services rendered.

Authorized Signatures

An authorized signer cannot independently authorize a check (sign a Disbursement Authorization form) for him/herself or a relative. In addition, an authorized signer attempting to access funds from the account must be currently enrolled as a student or a current faculty member at the University of Central Missouri.

Expense Account Codes and Description

Expense Account Codes help the University's financial system identify various types of expenditures, which are charged to your account. They are used extensively on the University's financial statements which are available to every student organization. These reports reflect your account's activity on a monthly basis.

Supporting Documentation

All Payment Request Forms require supporting documentation to ensure that funds derived from University sources are properly accounted for, and that no funds are used for private gain. All supporting documentation is imaged and is available for in-office inspection by authorized signers on the account. The inset contains a list of requirements essential for valid supporting documentation.

Documentation needed when reimbursing an individual from your RSO account

All documents must be originals (no copies or faxes)

Note: All other funding sources (schools, student governments and departments should be given COPIES only).

Receipts

- Establishments that serve alcohol must be itemized
- Must state vendor name
- Must be dated
- Must contain an amount and description of transaction
- Receipts from online purchases must show the complete company address, credit card type, amount paid, and clearly state the items purchased

Invoices

- Must be dated
- Must contain an amount and description of transaction
- Must state vendor name (on letterhead or stamp)
- Must clearly indicate "PAID" by the vendor
- Establishments that serve alcohol must be itemized

A Credit card statement is not an acceptable document for proof of purchase and is only to be used as secondary support. Documents labeled as a “Statement” are not acceptable means of proof of payment for reimbursement or to be used as support for payment.

Note: Accounts Payable reserves the right to request further support for any transaction.

Mileage Reimbursement

University of Central Missouri policy does not allow reimbursement for the purchase of fuel; however the University does permit mileage reimbursement equivalent to the current UCM Mileage Rate. The current mileage rate can be found in at: <http://mileagepad.com/irs-mileage-rates/>. Reimbursement will be done through the Travel Expense Summary Form and the following must be supplied as the support documentation for disbursement:

- Travel Expense Summary Form must be completed for all mileage reimbursements
 - This form is used to calculate how much an individual will be eligible for based on the current IRS mileage rate and the total number of miles travelled.
 - This form must be signed by an authorized signer on the account for authorization
 - Please remember that if one of the signers is the payee on the disbursement they cannot be the signer on the form.
 - This form can be found on the Accounts Payable website at <http://www.ucmo.edu/payable/forms.cfm>.
- A map showing the total travel route (can be Map Quest, Google Maps, etc.)

NOTE: Accounts Payable will reimburse for fuel when a university vehicle was used. In this case Accounts Payable will accept the fuel receipts along with a Travel Expense Summary Form. Please indicate on the receipt that the fuel was purchased for a University vehicle.

Gifts and Awards

If a student organization wishes to award gifts and/or prizes to an individual, reimbursement can be done through the RSO account. All awards will be processed through a Payment Request Form. Supporting documentation should include the following:

A flyer and/or memo describing the contest and the amount awarded

- Brief explanation of the judging criteria
- Signed by all authorized signers
- Completed W9 for the person receiving gift card or award

NOTES:

- *When requesting reimbursement for gift cards, a completed W9 is required from the person receiving the gift card. The W9 must be presented at time disbursement is requested. Gift cards from establishments that sell alcohol, tobacco, firearms/ammunition, and/or fuel are not permitted to be reimbursed.*

- *If the individual is a current employee at the University, or has been employed within the previous 12 months, award will be subject to the withholding of taxes. Contact Accounts Payable for questions/concerns pertaining to tax issues.*
- *If the individual is not a current employee and receives funds \$600 or greater, the individual will receive a 1099 from the University of Central Missouri.*

Purchase Orders

In order to utilize the University of Central Missouri's purchase order system, the RSO will need to work with the Campus Activities Office to enter the requisition into the university's e-procurement system. This requisition will be turned into a purchase order.

Transfer of Funds

If an organization needs to transfer funds from their RSO account to another student organization or UCM department an Interdepartmental Transaction Form (IDT) must be completed and can be found at http://www.ucmo.edu/acctserv/documents/IDT_001.pdf.

The IDT Form should be completed as follows:

- Amount to be transferred
- Organization name and FOAPAL being credited (where you are sending the money to)
- Expense account code
- Description of the transfer

Accounting Services will process the forms and the supporting documents will be imaged for recordkeeping.

Maintaining Balances in Accounts

The financial officers of your organization have been entrusted with the great responsibility of financial management and record keeping for your group. In performing the duties of financial officer, it is important to have a clear and accurate picture of the organization's monetary status at all times. Student organizations are advised to keep independent financial records and use the monthly management reports and audits as checks on their internal records. Please consult with Accounting Services personnel with any questions you may have regarding your financial activity.

Financial Statement of Activity

A computerized Statement of Activity from UCM's Banner Finance System can be generated for every account at any time during the month. Statements of activity, along with the organization's financial records, should be accurately maintained from year to year, and passed along to the new officers. This will help assist the new officers in preparing budgets, financial reports, and in planning activities for the upcoming year. Financial officers should check the statements against their records to verify all transactions that have occurred. If there are any differences in statement balances and your organization's records, the discrepancy should be investigated immediately. The Accounting Services staff is always available to answer any questions and resolve problems regarding your statements.

Account Information Requests

Authorized signers for groups may contact the Accounting Services office anytime by phone or email to request account information such as account numbers, balances or to request a statement to be emailed to them. We can be reached by phone at 660-543-4406 or email at acctpkts@ucmo.edu (make sure to send the request from your @ucmo.edu email). Be sure to provide your name, group name and account number in your request.

Audits

Financial records of student organizations are subject to audit by the University of Central Missouri and Freedom of Information Act at any time. It is therefore important that your organization maintain orderly and detailed records of all transactions and events.

Deficit Balances

Organizations are not permitted to run deficit balances. If an account does run a deficit, Accounting Services will place a freeze on the organization's account(s), and no further transactions will be permitted until the account balance is no longer negative. Accounting Services will notify the organization if their account balance is in deficit. To stay up to date on the financial status of your account and to help prevent an account from running a deficit balance, you are highly encouraged to keep independent records and to review your account activity no less than monthly. The organization must make a deposit into their account to remove the deficit. In cases where organizations may have more than one account, a funds transfer can be processed to cover the deficit.

Campus Activities will receive monthly listings of any RSO deficit accounts. They are instructed not to accept requests or charges initiated by those organizations that appear on the listing. It is the responsibility of the authorized signers to secure funds in the account before incurring any University services.

Demonstrations and Mass Gatherings

In some instances it may be the desire of some students or other individuals to express their views and make their opinions known through the process of orderly demonstration. The maintenance of an atmosphere and conditions conducive to effective conduct of academic affairs and to preservation of the dignity and decorum of ceremonies and public events is considered to be a primary responsibility of the University.

The freedom to assemble and exchange views is an essential component of the education process. This policy is intended to clarify the rights and responsibilities of the University of Central Missouri, members of the University community, visitors, and guests regarding public speech activities.

Students, faculty, and staff are subject to laws, ordinances, and University policies when they engage in public speech activities, and violations will be addressed through university and/or law enforcement forums. Members of the University community, visitors, and/or guests planning to hold or sponsor a public speech activity should provide the Office of Public Safety with notification of the desired time, location, and expected attendance of the activity, the type of activity planned, at least 24 hours in advance of the activity. The university is not obligated to grant permission for a public

speech activity if it has information that university operations will be disrupted or that an imminent threat of unlawful activity or violence exists.

Note: For the purposes of this policy, “public speech activities” may include demonstrations (individual or collective), picketing, distribution of leaflets/ publications, sit-ins, marches, mass gatherings, and all other similar gatherings.

This is not a complete version of the Public Speech Activities Policy. To obtain the Policy in its entirety, please look on-line at www.ucmo.edu/upo under the Board of Governors Policy Manual or in print from the General Counsel’s Office.

Guidelines for Being a Successful President/Chair:

- Always start the meeting on time because the members that show up on time should not be punished for having to wait for members running late. You will start encouraging other members to start running late if you do not start on time. Further, you create resentment for those members who have to wait for others to get started.
- Keep the minutes to an hour—one of the quickest ways to lose members is to have long meetings. It is all right every once in a while to have meetings run longer than an hour, just limit this habit.
- Speak clearly.
- Stop aimless discussion by recommending further study.
- Keep the meetings moving; interest lags when action lags. Try to encourage as much participation as possible, but keep the responses short and to the point.
- Insist on order in the meetings; discourage side conversations because they disrupt.
- Sum up what the speaker has said and obtain a decision.
- Always remain impartial—it is very inappropriate for you to take sides. Ask questions if you need clarification, but always remain impartial.
- Make sure adequate minutes are kept of each meeting and subsequently distributed to all committee members.

Parliamentary Procedure at a Glance

Motion	<u>Explanation</u>	What to Say . . .
Adjourn	To terminate a meeting	“I move that we adjourn”
Amend	To change the wording of a motion	“I move we amend by. . .”
Appeal	Used to appeal the decision of the presiding officer	“I appeal the decision of the chair”
Division	Recount of a vote which allows no abstentions	“I call a division of the house. . .”
Committee	Move the matter under discussion to a committee	“I move we refer this to. . .”
Extend/Limit Debate	Set time limit on debate, or extend time limit	“I move to Extend/Limit debate to. . .”
Inquiry	To ask a question, anytime (only for matters of parliamentary procedure)	“Point of inquiry”
Motion	To initiate a course of action by the body	“I move that we. . .”
Nominations	Open nominations	“I nominate. . .”
Nominations	Close nominations	“I move nominations be closed”
Order	To point out an error in parliamentary procedure	“Point of order”
Postpone	Used to postpone debate on a motion under consideration	“I move we postpone debate until. . .”
Reconsider	Reconsider a motion or action being considered	“I move we reconsider”
Question	Call debate to immediately end and vote on motion	“I move the previous question” or “Question”
Table	Remove from debate the matter under consideration	“I move we table the motion until. . .”
Table (take from)	Bring back into discussion	“I move we take . . .from the table”
Withdraw	Withdraw a motion from discussion	“I withdraw my motion”

Parliamentary Procedure at a Glance

Motion	Second	Debate	Amendable	Vote
Adjourn	Yes	No	No	Majority
Amend	Yes	Yes	Yes	Majority
Appeal	Yes	Yes	No	Majority
Division	No	No	No	None
Committee	Yes	Yes	Yes	Majority
Extend/Limit Debate	Yes	No	Yes	2/3
Inquiry	No	No	No	None
Motion	Yes	Yes	Yes	Majority
Nominations (open)	No	Yes	No	Majority
Nominations (close)	Yes	No	Yes	Majority
Order	No	No	No	None
Personal Privilege	No	No	No	None
Postpone Debate	Yes	No	No	Majority
Reconsider	Yes	Yes	No	Majority
Question	Yes	Yes	No	2/3
Table	Yes	No	No	Majority
Withdraw	No	No	No	None

Recruiting/Retaining Members

Steps to Sell Your Organization to the Right Person:

Know your organizations benefits. It is critical that every member in your organization understand all the benefits your organization offers people. Your organization will probably need to have a meeting to brainstorm all the benefits your organization offers to members.

- Possible benefits an organization can offer a potential member:
- Professional networking opportunities for jobs
- Social opportunities to meet new people
- Having a connection with people at the university/college
- Opportunities for leadership positions
- Meeting faculty in your major
- Opportunities to meet other students in your major
- Making new friends
- Meeting alumni
- Interpersonal development opportunities
- Organizational abilities
- Networking with alumni
- Academic support system
- Hearing professional speakers in specific fields
- Find Out Potential Members Needs

Remember that your members never should guess what potential members are looking for in an organization. Just ask the person what is important to them and what they want-they will tell you.

Simple ways to find out what the prospective member is looking for is by asking questions like:

- What do you like to do for fun? Why do you like doing that activity?
- What are your interests?
- What do you like about this university?
- Have you met a lot of friends since you started at this university?
- Are you looking for leadership opportunities? What do you want to develop?
- Is it important for you to know some of your professors?
- What do you want to do when you graduate from college?
- What is important to you now to be prepared for your future job?
- What did you do in high school?
- What do you do in your free time?
- Why did you want to attend this university?
- What do you want to do in the future?
- What are your future goals?
- Once you determine what the potential member is looking for, match your organization's benefits to that person's needs—you make the sale.

After discovering the needs of the potential member, tell the person you your organization can meet those needs. For example, if a student is looking to get into politics in the future, student government could offers learning opportunities.

Where to Find Your Potential Members:

- Classes
- Sporting Events
- Intramural Games
- First Year/Transfer Orientation Sessions
- Student Organizational Fairs
- University Union
- Library
- Residence Halls
- Other Student Groups
- Campus Wide Events

Retention—Keeping Your Members

It is just as important to keep your members, as trying to recruit new ones. If the organization is not meeting the member's needs, he/she will most likely leave the organization and use his/her time elsewhere.

Your member should actually experience the benefits and incentives that motivated them to join in the first place. Each member has different expectations of what is important to them in the organization. Some ways to increase retention:

- Assigning members to committees that interest them
- Making people feel important and that they are wanted
- Including members in the decision making process
- Asking members opinions on events, marketing strategies, elections, social events, etc.

- Giving members the opportunity to deal with conflict in a positive manner. Members ought to be encouraged to talk about their problems.
- Promoting members to positions with more responsibilities.
- Give members more responsibilities.
- Distributing thank-you notes
- Are your goals clear to the members? Do members get to participate in the goal setting process for the organization?
- Celebrating people's success through award recognition ceremonies, social events, etc.
- Have a brag board
- Asking members what they would like to be involved in.
- Assigning deserving members to leadership positions.

Helpful Hints about Fundraising

Fund-raising is an essential part of most successful student organizations. Only student groups who register each semester are allowed to have fundraisers. Listed below are possible fundraising ideas, but the list is not exhaustive. Remember to check the policies and procedures concerning fundraising before scheduling an activity.

- | | |
|---|--|
| ▪ Car Wash | ▪ Sell stuffed animals for Valentine's Day |
| ▪ Work at Worlds of Fun | ▪ Sell Calendars |
| ▪ Work a Chiefs game | ▪ Sell Greeting Cards |
| ▪ Work security at a Blades Game | ▪ Face Painting Stand for Athletic Events |
| ▪ Sell candy | ▪ Cartoon Portraits |
| ▪ Walk-a-thon | ▪ Christmas Tree Ornament Painting |
| ▪ Fun run | ▪ Dance-a-thon |
| ▪ Carnival | ▪ Pie in the Face Booth |
| ▪ Sell Frozen Food | ▪ Dunking Booth |
| ▪ Sell candles | ▪ Concession Stand Worker |
| ▪ Jail and Bail | ▪ Bowling Tournament |
| ▪ Work Security/Clean up for a Central event | ▪ Garage Sale |
| ▪ Bake Sale | ▪ Auction |
| ▪ Sell T-shirts | ▪ Gift Wrapping |
| ▪ Softball tournament | ▪ Greased Pig Competition |
| ▪ Basketball shoot-out | ▪ Pumpkin Carving |
| ▪ Volleyball tournament | ▪ Sell Easter Baskets |
| ▪ Bingo tournament | ▪ Host an Easter Egg Hunt |
| ▪ Soccer tournament | ▪ Use Book Sale |
| ▪ Twister competition | ▪ Basketball Carnival Game |
| ▪ Lip sync competition | ▪ Sack Race Competition |
| ▪ Sell roses on Valentine's Day | ▪ Cook Off |
| ▪ Have a singing telegram service for Valentine's Day | ▪ Golf Tournament |

Student Organization Advisors

When selecting an advisor, there are many points to consider. Generally, your advisor is going to be a full-time employee of the university. These individuals are usually busy people who will be giving of their time to help you. Don't be afraid that they may have not been an advisor before—sometimes these individuals make the best advisors. Advisor manual can be found at: <http://www.ucmo.edu/osa/studentorgs/Advisor.cfm>

An advisor:

- Should be available to meet with officers and general members of the organization on a regular basis for advice.
- Should help the organization with goal-setting
- Should add continuity to your organization by ensuring that new officers are aware of their duties and responsibilities
- Should be able to clarify university policies and procedures for the student organization
- Should help members settle interpersonal conflicts when they arise
- Should work with officers to complete an organizational budget; the advisor should always sign off on checks with the president or treasurer of the organization
- Advisor should advise the organization, but not have the power to control the policy or organizations; except in situations where any policy violates university regulations
- Should be aware of travel procedures of student groups
- Should be aware of liability issues and advise the organization in order for the group to make prudent decisions on these issues in planning organizational activities.
- Should attend meetings and activities of the organization
- Should encourage the organization to provide opportunities for educational and personal development for its members.

Establishing and Effective Student/Advisor Relationship

Listed below are some key components of a successful advisor/organization relationship.

- The responsibility for building the relationship must be shared between advisor and students.
- The relationship must be based upon open, direct communication
- Both the advisor and the students must recognize their various roles and responsibilities in and outside of their advisor position
- Both advisor and student are human beings who make mistakes, follow their own value systems, and work in individual professional and personal styles
- Both advisor and student are continually growing, changing, and learning each within their own unique stages of development

Having Challenges with your Advisor

Suggestions for working through challenges:

- Speak to your advisor about your concerns; be specific. It is extremely important that the issue is focused on—not the person.
- Speak to the Assistant Director of Student Activities for Student Leadership & Development. This person can give you ideas on working with your advisor.

- As a student organization, you have the right to select a new advisor if needed. Remember this is a last resort. After all efforts have been made in dealing with the situation and no agreements can be made, then it is time to look for a new ad

Sample Budget
(not all items are applicable to all programs)

Expenses	Detailed Description	Estimated Cost	Actual Cost
Artist Fees	Name of Vendor/Act		
Headliner			
Other			
		Subtotal:	
Equipment Rentals	Equipment Needed		
Sound Equipment			
Lights			
Stage			
Tech Labor			
Facility Rental			
Other			
		Subtotal:	
Advertising Costs	# of items/cost per item		
Posters			
Flyers			
Banners			
Brochures			
Radio Ads			
Newspaper Ads			
Mailbox Stuffers			
Programs			
Table Tents			
Other			
		Subtotal:	
Hospitality	# of people/cost per item		
Meals			
Hotel			
Transportation			
Other			
		Subtotal:	
Physical Plant	#of items/cost per item		
Electrical Hookup			
Electrician			
Tables/Chairs			
Barricades			

Garbage Cans			
Other			
		Subtotal:	
Security	# of officers/cost per hour		
Public Safety			
Mule Patrol			
Other			
		Subtotal:	
Tickets	# of tickets/outlet locations		
Ticketmaster			
Other			
		Subtotal:	
Revenue	Source of Income		
	UCM Student Price x est. attendance		
	Non-student Price x est. attendance		
Co-sponsor donation			
		Subtotal:	
Totals:		Estimated Costs	Actual Costs
Artist Fees			
Equipment Rentals			
Advertising Costs			
Hospitality			
Physical Plant			
Security			
Tickets			
		Total Expense	
Revenue			
Ticket Sales			
Co-Sponsor Donation			
		Total Revenue	
		Total Cost	

Vision and Goal Setting

Vision and goal setting is an important part of organizations. It give the leadership and its members a roadmap to follow throughout the year. In developing a vision there are six components that need to be observed. They are listed below.

- Challenging the Process
- Accepting a mindset of change and innovation.
- Thinking about radical departures from the past.
- Considering doing things no one has ever done before.
- Seeing yourself as a change agent, acting as a catalyst to move our organization forward
- Being prepared to take risks

Challenging the process can be very difficult since many of our organizations do things a certain way because “that’s the way it has always been done!”

- Imagining the future
- Freeing your mind of rigid constraints
- Seeing, feeling, sensing the future in as much detail as possible
- Being creative, being unique

Once you are able to let go of those old traditions that may not be working for your organization, you can begin to let your mind wander. This brainstorming process often leads to great ideas!

- Articulating the future
- Being passionate and clear about your vision
- Seeing yourself as a person who “focuses the projector,” no matter how much input others have in shaping the vision, the leader must articulate it
- Creating slogans and themes that capture your vision
- Enlisting others in your vision
- Fostering a commitment from the group by pulling others into the dream
- Seeking input and innovation from others
- Listen, listen, and listen some more!
- Utilizing key people to promote change
- Making work valuable and do-able

Enlisting others in your vision can be a difficult aspect of visioning since people are naturally fearful of change. The following are some suggestion on how you can help your organization build commitment to change.

- Allow room for participation in the planning of change
- Provide a clear picture of the change
- Divide a big change into more manageable and familiar steps
- Minimize surprises; give people advance warning about new requirements
- Demonstrate your own commitment to change
- Offer positive reinforcement for competence
- Allow expressions of nostalgia and grief for the past-then create an excitement about the future
- Taking Action

- Putting your ideas into a Planning Guide with specific deadlines
- Planning small wins
- Celebrating your accomplishments and giving recognition
- Admitting mistakes and learning from failures

This is the step that will truly set your vision into motion. The steps in action planning for change are:

- Decide what specific steps need to be taken to implement the vision (i.e. talk to people, solicit ideas, set goals as an officer, etc.) It is very important to be specific, don't underestimate the small steps.
 - Decide who is going to be responsible for each activity; it need not be you! This could be delegated to other officers, peer, someone who seems committed to change.
 - Implementation dates; attach specific dates (months, not necessarily days) to getting an activity accomplished.
 - Obstacles: it is important to think ahead to what might cause problems for you as you implement change.
 - Strategies to deal with obstacles: think of ways to minimize resistance; possibilities such as timing, ceremonies, forming groups, involvement of others, etc.
 - Schedule in ways to celebrate your accomplishments. Consider parties, awards, recognition for small wins toward the vision.
-
- Anticipating resistance
 - Realize that resistance to change is normal because people have a fear of the unknown and suffer a sense of loss due to change
 - Remember: Change is experienced as a loss and people grieve over losses
 - You need to find ways to legitimize grieving so that losses are worked through to acceptance
 - Look ahead and identify key people who will be most affected by change—involve them.
 - By involving people, resistance is lessened

Goal Setting

Why set goals?

- To improve the self-image of the group by making members aware of the strengths and weaknesses
- To give the organization an orderly direction in which to proceed
- To set priorities
- To make the organization responsible for its own "life"
- To sharpen decision making

Who should set goals?

The group leaders have a responsibility to see that an organization has written goals and objectives. The entire membership should be involved in the goal setting process in order to:

- Increase motivation and combat apathy by allowing each member to express his/her opinions and priorities for the group

- Increase effective communication, because every member will know the planned direction for the group
- Build a strong feeling of teamwork among members

When should goals be set?

Goals should be set as early in the year as possible. Some clubs and organizations choose to set their goals when the transition of new officers takes place. That time would be designated in the club constitution. Others choose to wait until the beginning of the academic year when new members are present in order to start this process. Since goal-setting takes time and concentration, it should be handled at a special meeting, not in a regular business meeting.

Be Smart with goals

Goals work best when they are specific, measurable, achievable, realistic, and timely. A goal statement that contains each of the elements explained below will provide an excellent basis for setting and monitoring progress and achieving the goal.

- **Specific**—the goal should be detailed, particular or focused. A goal is specific when everyone knows exactly what is to be achieved and leaves no doubt as to what is to be accomplished.
- **Measurable**—Goals should be quantifiable or should communicate a specific end result. It must have a method for comparison to indicate when the goal is reached
- **Action Oriented**—Goal statements should indicate activity, a performance, an operation or something that produces results. They tell us what is to be done to reach the goal.
- **Realistic**—Goals should be practical, achievable, and possible. Yet, goals must be high enough to motivate and encourage growth.
- **Timely**—Goals should be scheduled or regulated by a particular amount of time. Time constraints encourage action to get activities completed. Deadlines encourage activity.

Taken from *Chowan College Club and Organization Manual*

Productive and Effective Meetings

Before Meetings:

- Meetings should be scheduled regularly: same day, time and place.
- Determine specific objectives for meetings in advance.
- Prepare and distribute an agenda in advance. Have a copy of the agenda and any other handouts for each member at the meeting.
- Determine time limits for agenda items.
- Determine in advance who needs to be at the meeting; inform individuals if they are expected to make a report of any kind at the meeting. Indicate the time limit they should observe.
- Let everyone know in advance how long the meeting will be.
- As well as expected, consider a meeting time that is both convenient and strategic in terms of its members and the group's function.
- Apply similar criteria in determining a meeting site; don't choose a place that is too comfortable; choose a place that is conducive to a meeting.
- Arrange for audiovisuals as needed.



- Be prepared-gather all the important facts needed for the group to make decisions. Know what you are talking about.
- Practice: It does make perfect!!

During Meetings:

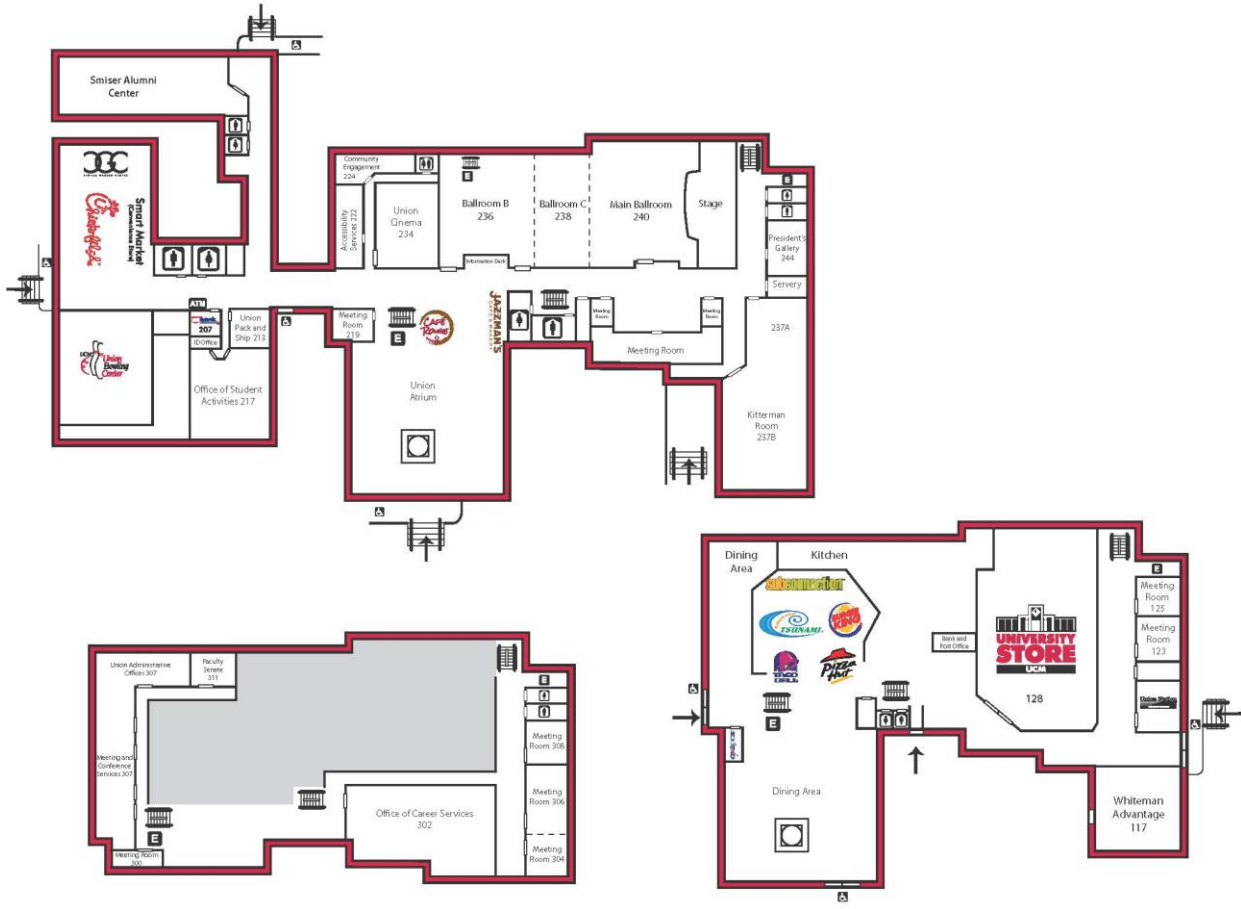
- Begin the meeting on time whether everyone is there or not. Don't penalize those who came on time and reward latecomers. Don't repeat everything that was said before the latecomers came, you can fill them in after the meeting.
- Don't waste time on unnecessary rituals such as reading minutes. Members can read those.
- Announce the established time limits for potentially lengthy agenda items.
- Start with and stick to the agenda; do not let people drift off onto different subjects or go on tangents.
- Prevent interruptions, private conversations, and other distractions.
- Summarize progress and remind members of time limits when necessary.
- Listen to opinions and encourage individuals to speak up.
- Do not monopolize the discussion.
- Do not allow arguments.
- Accomplish purposes; restate conclusions.
- Clarify tasks, giving specific information about expectations and deadlines.
- Act confident-members look up to you so play the part. Your attitude and feelings are communicated to the group through your actions.
- Finish on time and on a positive note.
- Evaluate the meeting. What could be done to improve the meeting?

After meetings

- Minutes should consist of clear statements of conclusions reached, action taken, and tasks assigned. Distribute a copy to all members as soon as possible.
- Follow up with individuals responsible for specific tasks. Do they have the necessary information and skills to complete the task?

In General

- Be assertive in asking members who are consistently late, waste the group's time, or fail to carry through on assigned tasks to change their pattern of behavior.
- Speak clearly, be confident, and enthusiastic.
- Talk you members language-use terms that they understand.



Elliott Union 2012

Publicity Resources at UCM

University Relations Office

Submit press release 3-4 weeks before event or as soon as possible, Administration 302. For campus and local distribution of information including radio, newspaper, and television.

Notify of any specific instructions or request, as well as targeted audience. Press releases can be emailed to Mike Griefe - mgriefe@ucmo.edu.

You-CM (Monday newsletter distributed to all students)

Submitting events is done through an online process that is quick and easy. You will need your advisor to have administrative rights to make entries. If they don't already have this, it is also a very simple process that can be done by contacting Robin Krause in University Relations. Information needs to be submitted by 5 p.m. each Friday to be included in the next week's newsletter. The YOU-CM Newsletter is posted on the student portal and is also e-mailed to each student every Monday.

UCM Daily

- Daily newsletter to faculty and staff with news, notices and happenings on campus.
- Items must be submit by faculty or staff at www.ucmo.edu/daily the day before the posting.

Posters/Flyers

- **Posters/Flyers:** 53 copies of fliers sent/dropped off at the Office of Student Activities. All posters/flyers/handbill must be approved before distribution.

Buttons

- **Button Maker:** Buttons are made at the cost of \$0.25 a button. Designs should be emailed to bergsieker@ucmo.edu.

Table Tents in Union & Dining Halls

1. Table tent requests will be considered for registered student organizations and UCM departments once a reservation form (below) is completed and given to the Union Information Desk for review **AND** the artwork has been emailed and reviewed.
2. Table tent space availability must be approved by Housing and Teresa Huffman (for the Union). Email a copy of the table tent to housingmarketing@ucmo.edu (for residence hall table tents requests) and/or to thuffman@ucmo.edu (for Union requests) by 12 p.m. (noon) on the Monday before the week you would like the table tent distributed. Table tent requests will be approved or denied within two days.
3. Request and other guidelines are found at www.ucmo.edu/union/info

Kiosk - outdoors, four-paneled, display windows with

- North-located at the northwest corner of the Administration Building
- South-located at the southeast corner of the Union
- Contract Robin Krause at Krause@ucmo.edu to publish events
- Items will be posted as space is available

Announcements at Athletic Events

- Contact: Shaun Jones, Assistant Direct of External Relations, MPB 203, 660-543-8091, sjones@ucmo.edu. Must be typed.

The Bridge 90.9 (Public Radio)

- Contact: Wood Building, room 11, webmaster@ktbg.fm
- Send new release or flyers and they will re-write it according to their standards.

KMOS-TV (PBS)

- Contact Wood Building, Room 11, kmos@kmos.org & tomlinson@kmos.org
- Give 2-3 weeks to post on the Community Calendar; notify of special requests, such as specific air time.

University Magazine-KMOS-TV

- Contact: Wood Building, Room 11, Contact Wood Building, Room 11, kmos@kmos.org & tomlinson@kmos.org

- Send news release and they choose events according to availability.
- Weekly TV shoe about happenings on campus.

Muleskinner (Student Paper, Thursday publication)

- Located in Martin 30
- Contact: Features Editor, #4050; Advertising Manager, #4051
- Ad's-1 week before you want it to appear. Artwork should be on disk and meet their software specifications.
- Newsbriefs-Monday, noon, week of publication, but get it in as early as possible.

(SAMPLE) CONSTITUTION

This sample constitution is provided as a guide for use in developing constitutions for student organizations at University of Central Missouri. Student organizations are encouraged to adapt this sample constitution to the unique needs and purposes of the organization.

Constitution Outline

I. Name of the Organization

Also include any acronyms organization will use.

II. General Description

Mission statement & Statement of purpose and practice.

III. Membership

1. Explain who can be a member, who has voting privileges and decision making power. Eight of the members must be regularly admitted students at CMSU.
2. No organization shall deny consideration for membership to any student because of gender, race, religion, creed, national origin, handicap, marital status, or sexual orientation.

IV. Officers

List the officers and advisor of the organization. Include responsibilities and authority, term and procedures for election, removal, and the filling of vacancies.

V. Meetings

Specify information regarding the meetings of the organization. Include regularly scheduled meetings, procedures for calling special meetings, required notice for meetings; how meetings will be run, quorum, order of business, and disposition of minutes.

VI. Committees

List the committees of the organization. Include information regarding the process of appointment, responsibilities, and reporting.

VII. Constitution and Amendments

1. Specify how the constitution will be ratified, and amended, including the procedure(s) for amendments including advance notifications, number of readings, and required vote for adoption.

2. Constitution and amendments shall not be valid until a copy is placed on file with the Office of Campus Activities, Union 217 on Group Studio (MyCentral Groups)