

Registered Student Organization Handbook

The Office of Student Activities

UAHuntsville

2012-2013

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**Policies listed in this handbook are subject to change. As changes occur, the Office of Student Activities will notify all recognized student organizations.*

A MESSAGE FROM THE DIRECTOR OF STUDENT ACTIVITIES

College is about experiences – both academic and social. At UAHuntsville, we understand that students who are involved outside of the classroom statistically are stronger students inside of the classroom. Because of this, The Office of Student Activities strives to provide our students with an abundance of activities – from departmental to honorary, religious to service, Greek life to intramurals – there is something on this campus for everyone!

College is about exploration - trying new things, making mistakes and learning from them. I want to encourage you, our student leaders, to step out of your comfort zone - take a class that has nothing to do with your major, attend a student org meeting because you know nothing about the organization, and strike up a conversation with the person in your class least like your current friends.

College is about education – the campus community’s role is to help you realize and develop your potential to achieve great things. If you are new to an Executive Board, there is no better time than now to begin this process. By becoming involved and working to lead your peers, you are guiding students to explore new personal and professional opportunities, as well as helping shape your future.

UAHuntsville is home to over 100 registered student organizations. My role on campus is to help you succeed as students and further support your growth and development. Through your involvement with student organizations, you will have the opportunity to enjoy meaningful relationships with other, learn about yourself, and develop lifelong skills. You also have the ability to make a difference and significantly impact the UAHuntsville campus.

I want you to succeed as a student leader. Whether you need assistance in starting a new organization, event planning, working through an issue, or any other organizational need, I am here to assist you. I encourage you to drop by The Office of Student Activities in UC 106 during our business hours, 8:15 a.m. – 5:00 p.m., Monday through Friday. Whatever you may need, I am confident that we have the resources to assist you!

I am looking forward to working with you and having a great academic year!



Nichole M. Goode

Director of Student Activities

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities is part of the UAHuntsville Division of Student Affairs whose mission is to provide opportunities for students to engage in a diverse community of learners characterized by a supportive campus environment that encourages individual growth and development. This mission is accomplished through comprehensive programs and service focused on student learning and success.

We want to make you aware of University policies and provide support for your organization. In addition to reference materials included in this handbook, listed below are a few additional ways we can support you:

- Resources on advising and group dynamics
- Funding for campus wide events (through SGA)
- Publicity for your group through Student Activities publications and webpage
- Assistance with event planning

The Director of Student Activities acts as the liaison between student organizations and the administration for any assistance that the organization may require. The Student Activities staff is available to:

- Assist groups in resolving conflicts between the organization and the administration.
- Assist organizations in the coordination of group activities, conflicts, public relations, community service projects and leadership.

Please contact us:

Office of Student Activities

University Center – Room 106

256-824-4720

studentactivities@uah.edu

<http://www.uah.edu/student-life/activities/activities-units>

INFORMATION FOR REGISTERED STUDENT ORGANIZATIONS

The *Registered Student Organization Handbook* has a summary of matters of interest to UAHuntsville organizations. The *RSO Handbook* contains information helpful to your organization and those groups trying to form and become registered. With changes in membership from year to year, the *RSO Handbook* serves as a valuable resource for your organization's leadership. Copies of this publication are available online at: <http://www.uah.edu/student-life/activities/student-organizations/resources>

The following information can be found online at the Student Activities website:

1. List of registered organizations
2. Student organization registration process
3. Sample organization constitution
4. Links to commonly used forms
5. Reservable space for registered student organization use

Student Organization Benefits

UAHuntsville's Office of Student Activities provides certain privileges to registered student organizations in good standing. Those privileges include:

- Use of campus facilities at no cost
- Use of campus services and equipment
- Opportunities to apply for funding through SGA
- The right to post on campus
- Banner privileges in the University Center
- RSO mailbox in the Student Life Office
- A UAH email address
- Use of the Student Organization Resource Center (SORC)
- Participation in campus wide events such as RSO Involvement Fairs, WOW, Homecoming, New Student Orientation, etc.
- Eligibility for leadership awards.

In order for a group to become a registered student organization, a completed application packet must be submitted annually. For returning student organizations, the process must be completed every September.

Starting a New Student Organization

Before beginning the process of creating a new student organization Student Activities asks that you consider the following:

- Is there a current registered organization that shares a similar mission or goal? Can your organization work together with the existing student organization?
- Are there adequate university resources (space, funding, potential participants, etc.) to support the group's activities?
- Have you made the effort to determine if any existing programs offering similar services?
- Is your organization sustainable? Will it exist after you graduate?

If after reviewing all other options, you determine that creating a new student organization is needed, please review the information in the packet. The Office of Student Activities is available to assist as you have questions.

Student organizations must register annually with The Office of Student Activities in order to receive the benefits of being a student organization. Registrations for new organizations are accepted on a rolling basis. Re-registration for existing organizations occurs annually during the month of September.

Steps in Registration Process

- Each student organization must have at least 5 currently enrolled student members to
 - Organizations must allow for self-nomination for membership
 - All members must be currently enrolled students at UAHuntsville.
 - Membership selection and expulsion procedures should be outlined.
 - Membership in registered student organizations shall be open to all students of The University of Alabama in Huntsville, without regard to race, religion, sex, disability, or national origin, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.
- Each student organization must have a faculty or staff advisor
- Each student organization must have at least 3 officers
 - Officers must be full-time students (enrolled in 12 hours as Undergraduate; 9 hours as Graduate)
 - Officers must be in good academic and social standing with the University.
- Each student organization must have an approved constitution
 - To gain approval all constitutions must have:
 - A purpose statement
 - The University of Alabama in Huntsville Non-Discrimination Policy
 - Officer election and removal procedures
 - Quorum standards (percentage of members necessary to conduct business)

- A process for making amendments to the constitution
- Within 30 days of organization becoming recognized, a complete roster of members must be submitted to the Office of Student Activities.

Registered Student Organization Responsibilities

- Register organization annually
- Accept responsibility for sponsoring and supervision of programs
- Be familiar with the rights and responsibilities outlined in Student Code of Conduct, Student Handbook and the Student Organization Handbook.
- Accept responsibility of the safe operation of all programs
- Accept responsibility for ensuring that facilities are used in accordance with University policy
- Ensure that all solicitation and fundraising requests are in line with the University Solicitation Policy and have been approved by the Office of Student Activities
- Maintain active, up-to-date files with the Office of Student Activities (membership roster, constitution, and related registration materials)

Categories of Student Organizations

The Office of Student Activities uses a classification system in order to assist you with finding organizations of interest. Organizations select their classification; however, The Office of Student Activities reserves the right to reclassify groups in order to assist the general campus community in finding an organization. Please note that classification is used purely in assisting individuals in finding student groups and does not define the sole purpose of the organization.

- Academic: An organization representing a specific academic area or college
- Community Service: Service organizations are those that are primarily dedicated to providing improvement, aid or assistance to others on campus or in the community.
- Fraternity/Sorority: An organization in this classification must be a member of the collegiate chapter of the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Council
- Honor Society: An organization whose membership is based on academic achievement and whose purpose is to recognize such
- Leadership: An organization that offers training and development for aspiring leaders at UAH. Assists in identifying, and building confidence in, your leadership abilities while

finding your niche at UAH through interactive leadership activities, guest speakers and service projects.

- Multicultural: An organization focused on providing support and fostering community within the various cultures, races, religions and orientations represented among the student body.
- Political: An organization that encourages expression, debate, and support of political issues, views and/or candidates.
- Recreational: An organization that encourages participation in and promotion of team sports, physical fitness, health and wellness, and leisure activities.
- Religious: An organization whose purpose is religious instruction and fellowship
- Special Interest: An organization whose chief purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest

STUDENT ORGANIZATION STANDARDS

Through their formation and registration, Registered Student Organizations (RSO's) are members of the UAHuntsville community. With this membership come both benefits and responsibilities. The University's Student Code of Conduct forms the basis for behavioral expectations in the university community for both individual students and RSO's.

The UAH Student Code of Conduct is designed to protect the health, safety and welfare of members of this community so that they may pursue their educational goals without undue interference. In addition, the Student Code of Conduct helps to foster student's personal and social development, to maintain and enhance the ethical climate on campus, and to better prepare students to handle the responsibilities of citizenship. The following standards are designed to instill within the individual the necessity to develop a personal set of higher standards and to exercise personal self-discipline.

RSO's are expected to adhere to the Student Code of Conduct and violations of the Code will be adjudicated within the Office of Student Conduct.

If it is alleged that a Registered Student Organization (RSO) or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the

revocation of registration. A student organization that is suspended or no longer registered by the University loses all privileges and benefits granted to student organizations. Additional sanctioning may occur by the University to individual members of an organization if it is determined that members of a student organization violated the Student Code of Conduct while acting in accordance with student organization principles and/or philosophies.

OTHER UNIVERSITY POLICIES

Hazing

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

Some examples of prohibited behavior include, but are not limited to, forced drinking of alcohol or water, paddling, creation of fatigue, physical shocks, degrading or humiliating games, acts of servitude, physical harassment, branding, public stunts, and forced tattoos.

Movie Copyright Law

Any showing of movies or television programs at UAHuntsville must abide by copyright laws and the following guidelines:

What is the law?

- The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.
- It is illegal to publicly display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, who are usually the movie studios.

What is a “public performance”?

- To perform copyrighted materials publicly is “to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.” (Residence Life Cinema, Film and Copyright Infringement: An RA’s Guide to Legal Movie Usage. Swank Motion Pictures. St. Louis. 2005)

What is illegal according to copyright law?

- Playing a movie on DVD or VHS as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.
- This restriction also applies to programs recorded off of a television to be shown later.

What is NOT illegal according to copyright law?

- Programs that involve the viewing of television programs are fine.
- Other programs involving movies, so long as a license for public showing has been purchased by the RSO.
- Showing the video in “face-to-face teaching activities” (section 110.1 of The Copyright Law) where the video is directly related to the class and an instructor is present.

Other Questions/Information

- Can I watch DVDs and movies in my room?
 - Of course. Any movies owned by students (either purchased or recorded) are theirs for private viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student or student organization have a large

number of people, invite the entire membership of the club or promote the event on campus through any form of advertising it becomes a public performance.

- Are the lounges in the residence halls “public” areas?
 - Yes, any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while at UAH, only the individual rooms/apartments are considered “private” for the purposes of copyright law.
- Is there an educational exception to copyright law?
 - Yes, but it is very narrow. In order to qualify for the exception, the material must be:
 - From a legitimate copy
 - Part of the course curriculum/syllabus
 - Shown by the instructor or the students
 - Shown in a classroom or place reserved for academic instruction
 - Shown at a non-profit institution
 - Shown only to teachers, students or relevant guests
 - ALL of the conditions mentioned above must be met to claim this exception.
- If I advertise the movies without using the movie titles, do I violate copyright law?
 - How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law.

How to Obtain a Public Performance License

You can obtain a license by contacting the Office of Student Activities. A license does require a fee (for which each RSO is responsible for) and those fees vary based on the particular video and the nature of your event.

Alabama Credit Union Off-Campus Accounts

Conducting financial business for your student organization is a privilege and a responsibility. While an on campus account will be created for you if you receive funding from SGA, your RSO is also able to open an account through the Alabama Credit Union, located on campus. In order to establish an account with ACU, you must meet complete the following:

- Your organization must be registered through the Office of Student Activities
- Have advisor complete the Account Agreement and Association Resolution (form must be picked up at ACU)
- Schedule an appointment with ACU for all signers on account
 - For new accounts:
 - Two forms of valid ID for each signer
 - Verification of Tax ID number for your RSO (see next section for information)
 - Completed Account Agreement and Association Resolution form
 - For existing accounts (need to change signers):
 - Two forms of ID for each new signer
 - Letter from Student Activities stating need for removal of old signers/addition of new signers

Tax Identification Number

Applying for an EIN is a free service offered by the Internal Revenue Service.

The online application is the preferred method for customers to apply for and obtain an EIN.

The form can be accessed at: <https://sa2.www4.irs.gov/modiein/individual/system-unavailable.jsp>

Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

This is not the same as being **TAX EXEMPT**.

EVENT PLANNING

Campus Reservations

The Conferences and Events Office oversees all reservable space on campus. In addition to reservations, Conferences and Events Office also handles promotional poster space and fliers in the University Center. Space for posters and fliers can be reserved for up to one week at a

time. Posters and fliers must be brought to UC 100, approved, and stamped by a UC staff person. Posters to be displayed in the banner holders in the UC Lobby will be hung, after approval, by a UC staff person.

Room reservations can be made at no cost for registered student organizations. Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization. If reservation policies are violated, loss of privileges can be revoked for up to one year.

Reserving Space on Campus

All space reserved by RSO's is done through UAHuntsville's Conferences and Events Office. Reservations are made online at:

<https://uahastra.uah.edu/AstraSchedule/Portal/GuestPortal.aspx>

1. No log-in information is required to make a request
2. Click the tab "Events" in the upper left corner of the screen
 - a. Click "Event Request" - You will be directed to the request wizard
 - b. Type in the title of your event
 - c. Select "Event Request Form" from the drop down menu
 - d. Click "Next"
3. Request Event Wizard
 - a. Type in your contact information in the appropriate fields
 - i. Name
 - ii. Email
 - iii. Phone number
 - iv. Department
 - b. Fill in the Event Information
 - i. Title (should be filled in for you)
 - ii. Descriptions - Write a brief description of the event
 - iii. Select "Add/Remove Meeting"
4. Add/Remove Meeting
 - a. Add meetings
 - b. Fill in the date and start and end time of the event
 - c. Click "Add Meeting"
5. Click "Request Room" from upper right corner
 - a. Select "Edit Filter"
 - b. Select the building of the room you want to request (i.e. UC, FFH, etc.)
 - c. Click "OK"
 - d. Click the box of the room you wish to select under your meeting (box should turn green)
6. ***IF RESOURCES ARE NOT NEEDED***

- a. Go to main topic 4 “Completing your Request”
7. **IF RESOURCES ARE NEEDED:** (tables, chairs, etc.)
 - a. Click “Resource Request”
8. Resource Request
 - a. Click the corresponding box to the equipment you need (box should turn green)
 - b. Click “Save and Update”
9. Completing your Request
 - a. Be sure all the entered information is correct
 - i. Contact Information
 - ii. Event Information
 - b. Click “Submit Request”
10. Your Event Request has been submitted. Please allow 2-3 days for a confirmation via email.

If you have any problems, please contact Juanita Owen by phone at: 256-824- 7776 or through email at: owenj@uah.edu.

Outdoor Event Requests

To host an outdoor event, a separate form must be completed. This document is available online at: <https://sites.google.com/a/uah.edu/conferences-and-events/home/forms>. A copy of this document is also available in the FORMS section of this manual. All requests must be completed and submitted to the Office of Conferences and Events no less than 10 business days PRIOR to the event.

Room Usage Policies

1. RSO’s are responsible for all guests and participants of the event. The RSO is financially responsible for any damages caused to the rented space and its contents during the reservation time.
2. The user agrees to comply with all federal, state and local laws, as well as University policies and regulations.
3. The user shall promptly remove all the decoration, props and any other items used for the event. Nothing should be tapped, tagged or nailed to the walls. Easels are available upon request. Trash should be bagged and ready for disposal. Additional trash bags are available from UC Room 100.
4. Fireworks, luminaries, candles and other open flame items are not permitted inside campus buildings.
5. Weapons are prohibited in the campus buildings.
6. Furniture can’t be removed from any campus facility. Any public area furniture rearranged for an event must be returned to original arrangement at the end of event.
7. Smoking is prohibited in campus buildings.

8. In select campus buildings, including the UC, food service and catering must be provided through University Food Service (256-721-9428). Under no circumstances may food and/or beverages, from outside vendors be brought into the UC for an event or activity. A special RSO catering menu, which offers a variety of affordable options, is available online at: <http://www.uah.edu/dining/documents/ShoestringCateringGuide.pdf>. A copy of this document is also available in the FORMS section of this manual.
 - a. All catering orders placed off of the Shoestring Catering Menu must be placed at least 72 hours in advance of event.
9. Alcoholic beverages are prohibited in University Center, except when Sodexo is present to provide the alcohol and bartender. Anyone under the age of 21 may not consume alcoholic beverages.
10. Some event may require additional campus policy services and/or custodial services. The group is responsible for additional cost incurred for the service provided.
11. The User agrees to cancel the reservation for the facility as soon as possible after it is determined the event has been postponed or canceled. The event may be rescheduled when space is available. A cancellation charge may be assessed to cover any expenses incurred by the University.
12. All Reservation requests must be completed at least 48 hours in advance of the event.
 - a. If last minute request is accepted, the group agrees to accept the room set up “as is”.
 - b. If adequate staff is available for room setup, the UC team will try to accommodate last minute request.
13. Due to circumstances beyond the University’s control, there may be a time when a room reservation will be changed. Every attempt will be made to find an alternative location for the event. Notification will be given as soon as possible. If the alternative location is unacceptable, the group may cancel event without penalty or reschedule.
14. Fees for room rental:
 - a. RSO’s are allowed to reserve a space on campus at no charge, providing space is available.
 - i. When an event is scheduled by a RSO and no admission fee is charged, there will be no room rental fee assessed.
 - ii. When an event is scheduled by a RSO and an admission fee is charged, a room rental fee will be assessed up to one half of the regular room rental fee.
 - b. A list of current fees is available online at: <https://sites.google.com/a/uah.edu/conferences-and-events/home/pricing>

MARKETING EVENTS & POLICIES

When it comes to events, there’s no guarantee who will attend. But there are some basic steps to take to assist in making sure there are people in your seats when the event starts:

- 1. No one can attend if they don’t know about the event.**
Follow the basics:

- What: Title, brief description and highlights of event
- When: Day and time
- Where: Location of event
- Who: Sponsoring group(s)
- Why: What's the purpose?
- How much: If it's free, make sure to say so!

2. If you don't tell them, who will?

This might be the most important part of event promotion. No one sings the song quite like the person that wrote it. The enthusiasm and pride that comes with the ownership of an idea transfers through to the promotion of that idea. So, make sure you spread the word . . . to everyone!

3. Publicity Campaign

Enthusiasm, Enthusiasm, and a little bit more Enthusiasm!! Enthusiasm is born of belief and knowledge. Enthusiasm is more than just mere excitement. Enthusiasm is contagious. Enthusiasm sells!

Marketing Your Campus Event

1. Charger Student News (free)
 - a. E-newsletter sent to every UAHuntsville student on Monday
 - b. Submissions are due Friday before you want your submission included
 - c. Online submission at <http://uahchargers.wufoo.com/forms/charger-student-news-submission-form/>
2. Student Events Calendar (free)
 - a. Online calendar for all on-campus student events
 - b. Online submission at: <http://uah.edu/studentevents>
3. University Center and Shelby Center Electronic Screens (free)
 - a. For campus-wide events
 - b. Submissions need to be sent in 2 weeks prior to your event
 - c. Email slides in PowerPoint format to Will Hall: hallwm@uah.edu
4. The Toilet Paper (free)
 - a. Updated every Monday, the Toilet Paper appears in the bathroom stalls around campus
 - b. Content is gathered from the Charger Student News submission form and the Student Events Calendar so submit any content you would like to have in the Toilet Paper through these systems
5. University website events
 - a. Online events found on the front page of the University Website
 - b. Submit content to <http://www.tinyurl.com/UAHCurrentEvents>
 - c. Content has to be approved and only events that are intended for a broad audience should be submitted
6. Residence Hall Flyers/Posters (cost of flyers)

- a. Distribute to each building (please sort and paperclip with each building designated)
 - i. 6 - Charger Village
 - ii. 5 - Frank Franz
 - iii. 5 - North Campus Residence Hall
 - iv. 1 – SEHC
 - v. 5 – CCRH
 - vi. 2 - Housing Office
 - b. Flyers must be approved by the Housing Office and should be delivered to the Housing Office (at Charger Village) at least 2 weeks in advance of the event
7. Chalking (cost of chalk)
- a. Chalking is permitted on campus except on BENCHES, BRICKS, BUILDINGS, and BREEZEWAYS (chalking cannot be placed anywhere that rain will not wash it away)
 - b. No registration of chalking is required
8. UAHuntsville’s Charger Times (cost of advertisement)
- a. UAHuntsville’s weekly newspaper sells advertising at reduced rates for student organizations and campus departments
 - b. Advertising and rate information is available by emailing ctadvertising@uah.edu
9. Flyers/Posters (cost of flyers)
- a. No centralized distribution or approval system on campus
 - b. Each building requires approval for posters/flyers and departments/student organizations are required to get their own approval and distribute flyers/posters themselves
 - c. Posters/flyers for the University Center can be approved at ID Card office.
10. Huntsville Times Community Calendar (free)
- a. This should only be used for those events that are also open to the public b. Events can be submitted online at <http://myevent.al.com/web/event.php>

Banner Posting in The University Center

- Only RSO’s and University departments can post banners in the University Center
- Banners may be a maximum of 36 inches long by 24 inches tall.
- There can only be one poster per event at a time. Organizations hosting multiple events in the same time frame are encouraged to combine promotion on one banner.
- To hang a banner, organizations request space through the University Center Assistant Director, Andrew Hudson (UC 100). Space is given on a first come, first serve basis.
- Candidates for any type of elections may not request posters to be hung in the frames in the UC Lobby overhang. However, banners advertising the actual election (the event) will be allowed.
- Banners are to advertise events only, not regular weekly meetings.
- Student Organizations may not physically hang up or take down their own banners.
- Banners are hung on the 2nd level overhang by the SGA Office.
- Banners are taken down within 24 hours of the completion of the advertised event or function.

- Organizations are not penalized if the UC staff does not take down the banner in time.
- Paper banners are not returned.
- If an organization is found not in accordance with this policy, they may lose banner AND flyer posting privileges.

CAMPUS CATERING

In select campus buildings, including the UC, food service and catering must be provided through University Food Service (256-721-9428). Under no circumstances may food and/or beverages from outside vendors, be brought into the UC for an event or activity.

A special RSO catering menu, which offers a variety of affordable options, is available online at: <http://www.uah.edu/dining/documents/ShoestringCateringGuide.pdf>. A copy of this document is also available in the FORMS section of this manual.

All catering orders placed off of the Shoestring Catering Menu must be placed at least 72 hours in advance of event.

FUNDING FOR REGISTERED STUDENT ORGANIZATIONS THROUGH SGA

General Guidelines

These are the basic guidelines that apply to each type of student organization funding sponsored by the Student Government Association (with the exception of Travel Grants).

Operational Funding

Operational funding is used to fund the day-to-day operations of student organizations. Receiving money from the operational fund does not require your application to go through the SGA financial panel. After an online application is submitted, requests for operational funding go directly to the Director of Organizational Funding. The maximum amount that can be received is \$50 per fiscal year.

Event Funding

Event funding is used for organizations that are looking to plan events that benefit the University, within the scope of its mission as charged by the University, and which are open to all students. Events must be on-campus unless the University cannot accommodate the needs of the student organization's event. Event funding requests must be approved by the SGA financial panel by filling out a funding request application.

Travel Funding

Travel funds are meant for organizations, looking to travel within the scope of their mission as charged by the University, and whose travel benefits the University. Travel funding requests must be approved by the SGA financial panel by filling out a funding request application.

Equipment Funding

Equipment funds are allocated to organizations wishing to purchase equipment or software that can be used over a period of time. This request also accommodates items that do not fall under other SGA funding procedures (Operational, Travel, and Event), but which are still deemed important for the student organizations.

Travel Grant

Travel Grants are for individual students who wish to attend a conference or an academic event in which they will be honored in some way.

General Information about Receiving Funds

- A student organization applying for funds must be registered with the Office of Student Activities and recognized by SGA. Accessibility to funding is dependent on the registration status of the organization.
- A student organization may apply for funding in any of the four following areas: operational funding, event funding, equipment funding and travel funding. Guidelines for each type of funding can be found on the SGA website.
- Travel funding requests must be made 4 weeks prior to the planned trip. Event funding requests must be submitted 2 weeks prior to the event.
- All funding will be given out on a first-come, first-served basis throughout the fiscal year.
- The financial panel is a group of Student Government representatives which oversees each event funding, travel funding and equipment funding decision. The panel consists of one faculty/staff member, the SGA Director of Organizational Funding, the SGA Vice President of Finance, a representative from the SGA senate Finance Committee, the SGA President, the SGA Executive Vice President, and up to five student representatives from the Student Government Association.
- There is no minimum or maximum amount that the SGA can appropriate to any particular student organization. The decision will be made based on the merit of the individual request and the organization's standing with the SGA.
- There is no limit on the number of event or travel request that can be made by a student organization. Each request will be considered individually.
- The SGA will **NOT** accept late submissions of funding applications. Accepting late submissions will reduce the efficiency of the funding process.
- If the student organization is found to have requested and received funds from Student Activities or Student Affairs for an event that SGA has allocated funds towards, the SGA has the right to deny and/or revoke all funds allocated to the organization and the organization would be held liable for the funds received. SGA is funded through Student Activities/Student Affairs which utilizes the same resources.
- SGA will not grant funding to student organizations for fundraisers or prizes.
- Every registered student organization is eligible to receive funding from SGA, but careful consideration and monitoring is needed for funding religious and political organizations. Activities for special funding must *not* involve campaigning or lobbying or be purely religious in manner.

- All student organizations must have their treasurer or another member of the executive committee attend a Finance Workshop (held at the first President's Roundtable) in order to be eligible for funding. If the organization is unable to attend or is a newly registered organization, it's members may set up a time to meet with the Director of Organizational Funding to make up the workshop.
- All Events and Travel Funding Requests must be filled out online completely with proper documentation which will be submitted to the SGA Director of Organizational Funding and then sent to the financial panel. There will be a two week waiting period before hearing if funds will be allocated to your organization. Each request will be assessed separately. After you have heard if you will or will not be receiving SGA funding, please refer to the section on the SGA website titled What Do I Do Now?
- In the instance that the SGA Director of Organizational Funding is unable to meet the responsibilities specified herein, the SGA Vice President of Finance can and will assume the responsibilities.

Spending Restrictions

Funds allocated shall not be used by student organizations for any of the following items:

- Donations or contributions.
- Prizes or giveaways.
- Gifts or membership recognition.
- Personal recognition or awards.
- Financial aid or scholarships.
- Legal services.
- Expenses incurred prior to SGA approval.
- Wages, salaries, stipends for advisors, executive board members, officers, or members.
- Damages of any kind.
- T-shirts and clothing.
- Expenses of a personal nature.
- Existing organizational debts.
- Alcohol, tobacco, or drugs/drug paraphernalia.
- Travel resulting in academic credit, at UAHuntsville or another institution.
- Travel required by an academic program.
- Internships for academic credit or professional development.
- Other unapproved expenses.

SUSPENSION & REVOCATION OF RECOGNITION & FUNDING

The SGA retains the right to suspend and revoke the recognition and/or funding of any organization, who as a whole or individual member:

- Engage in illegal activities under local, state, or federal law, or are directed to inciting

or producing imminent lawless action and are likely to have that effect; or

- Engage in a violation of reasonable campus regulations regarding conduct, or are directed to inciting or producing an imminent violation of such regulations and are likely to have that effect; or
- Engage in directed to inciting or producing an imminent, material, and substantial disruption of the educational processes of the University or invasion of the rights of others and are likely to have that effect; or
- Constitute a misuse of SGA appropriated funds, under the requirements and limitations set forth in this policy; or
- Indicate that the organization has misrepresented to the SGA pertinent and important facts regarding the organization's purpose and/or activities.

Student organizations retain the right to appeal any recognition and/or funding suspension/revocation actions taken by the SGA to the Dean of Students and then to the Provost of the University. Appeals must be made within thirty (30) days of notification of decision. An appeal process will follow as outlined in the Code of Student Conduct.

ACCOUNT MANAGEMENT

If an organization chooses to open an outside account, there are additional issues that must be considered in order to protect an organization's funds.

- The first issue that must be addressed is whether the banking institution has special accounts for tax-exempt entries. A monthly charge on an account can quickly deplete an organization's funds. **The Alabama Credit Union on campus will allow clubs to open a no-charge checking account if you have a tax ID number.**
- Embezzlement is another key issue. The banks recommended a checking account requiring dual- signature authority, which means that two members of the organization must sign a check to carry legal force.

Remember that all organizations will be assigned a University Account number for the University's accounting purposes. All the funding SGA awards will be transferred to the University account, to make the spending process transparent.

Proper Account Management

It is important that each organization be aware of their current account balance. The SGA Director of Organizational Funding will aid organizations by providing a statement that shows the organization's account balance as of the end of each quarter. For additional details an officer of the organization should make an appointment with the SGA Director of Organizational Funding in order to review your account.

Proper fund management is the responsibility of the organization's treasurer. The treasurer should be the officer to deal with the organization's finances. Therefore, he/she should submit paperwork for reimbursements, purchases, and etc. to ensure that all paperwork is filled out completely and correctly before turning it in the SGA Director of Organizational Funding. In addition, the Director of Organizational Funding will give account information to the treasurer and the treasurer should make sure that the other officers are informed.

In the event an organization's obligation exceeds estimates, it is unlikely the Senate will allocate funds to cover the shortfall. It is recommended that, whenever possible, organizations get firm contract prices. Occasionally an event will require some flexibility in the logistics, which in turn means a firm price cannot be given. When this type of situation results, the organization should stipulate in your agreement a "Not-To-Exceed" (N.T.E) price. In most cases, a NTE contract will allow the flexibility necessary without opening the organization to unknown obligations.

OPERATIONAL FUNDING

- Please read General Guidelines first.
- Student organizations may apply for no more than \$50.00 per fiscal year and must do so at the beginning of their new registration or during the startup time period of re- registration (Dates stated each fiscal year by the SGA Director of Organizational Funding).\
- Student Organizations who receive dues from members or receive funding from Student Activities are not eligible for Operational Funding.
- When the Operational Funding window has closed, the SGA shall inform all student organizations that the all SGA funding has been allocated and that Operational Funding has been closed with the exception of newly registered organization.
- Funds can be obtained by filling out the SGA Operational Funding Application found on the SGA website.
- On the application there is a section to attach a list of items you will be purchasing with the Operational Funds. Funding will be given based on meeting the requirements for items purchased with the Operational Funding.
- If the application is completed with proper paperwork, a meeting will not be required to receive the Operational Funding.
- Once the application is complete, the Director of Organizational Funding will determine the validity of the request and finish the process of funding if approved.
- After an Operational Funding is approved by the Director of Organizational Funding, the organization who receives the funding has 10 class days to spend the funds and return the proper paperwork or the funds will not be released.

Items that can be purchased through Operational Funding

- **Office Supplies:**
 - Office Supplies necessary to conduct business and meetings of the organization.

- Items that are readily available in the Student Government and Organizations Complex may not be approved for funding.
- **Food/Beverages:**
 - Recruitment of new members is the only permissible time to purchase food or beverage with Operational Funds.
 - Flyers advertising the meeting and location of the food and beverage are required to receive funds for this line item.
- **Printing and Binding**
 - Funds used for printing services must be used for the printing or copying of newsletters, agendas, informational resources, organizational constitutions, meeting announcements, etc.
 - Only University printers or the University Copy Center may be used for operational printing.
- **Advertising and Promotional:**
 - Advertising and Promotional items must be used to promote the student organization and its meetings, its purpose, and the recruitment of members. Any off-campus services shall be determined valid or invalid on a case-by-case basis by the Director of Organizational Funding.

EVENT FUNDING

- Please read General Guidelines first.
- Student Organizations who receive funding from Student Activities are not eligible for Event Funding.
- Student Organizations that have misappropriated funds or failed to fill every requirement specified for Event Funding (or any other type of funding), are not eligible for future Event funding until the previous issue has been resolved.
- Student Organizations may apply for Event funding at any time during the year until all funds allocated for Student Organization funding have been allocated.
- There is no maximum or minimum amount the SGA can appropriate to any particular club. **The decision will be made based on the merit the event will bring to UAHuntsville and the value the event holds with the student body as a whole.**
- When all Student Organization funding has allocated, the SGA shall inform all student organizations that the funding has been expended and that funding requests have been closed with the exception of new organizations.
- Funds can be obtained by filling out the SGA Funding Application Online found on the SGA website.
- The Application must clearly break down the costs of the event under consideration. Each item is shown separately and the total of other contributions must be included. The request must clearly state the amount an organization wishes to receive from SGA. It is recommended to include a memo to explain in further detail why the organization is requesting the money for this event.
- Proper advertising for events should be demonstrated around campus. The link to Marketing our Campus Event can be found on SGA website. **One week prior to the event, all**

proper advertisement is mandatory to receive funding.

- All Events must be open to all UAHuntsville student. Pre-determined guest list Events will not be funded. The majority of all attendees at event being funded should be non- members.
- Events in which there is alcohol present are not allowed funding.
- On the application there is a section to attach a list of event items you are requesting to purchase with the Event Funds as well as a place to attach a marketing or advertising plan for the event being applied for.
- Once the application is complete, the Director of Organizational Funding will submit with application to the finance panel to determine if funding is approved.
- After an Event Funding request is approved by the finance panel, the organization who receives the funding must follow the proper procedures to complete the process and spend the funds and return the proper paperwork. (See: *What Do I Do Now?* for more information).
- We strongly ask student organizations to announce that the event was funded in coordination with SGA to promote better student-organization-SGA cooperation.

Items that can be purchased through Event Funding

• **Equipment and Other Supplies**

- Items under this line item may include equipment and supplies, rentals or tech- services through the university used in line with the applying organizations' mission to the University.
- These funds may not be used to pay damages to facilities or equipment.
- Most items being applied for in this category are through the Reservations Office, and they should be contacted for quotes, pricing, and reservations before groups are applying for grants.
- Information required for funding require applications are as follows: quotes and pricing from the University offices, the number of technicians and hours needed, equipment necessary to the success of the event, and any other relevant applicable information.

• **Program Supplies**

- Program supplies are low-cost items that are crucial to the success of the event through outside vendors.
- Program supplies must be stored on campus after their use and may not be given away or destroyed
- .Program supplies require documentation of price, quantity, and purpose for each individual item in order to be considered by the Committee.

• **Food/Beverages**

- Food and beverage for events must be for only UAH students.
- In order to be considered for funding the online application must include itemized documentation and appropriate menus, or dummy contracts or invoices from food vendor. Any event held food must be from Sodexo unless given a special exception.
- Maximum amount that will be allocated per student for food is \$15.
- Organizations are only eligible to receive food for one event per semester.
- Event grants may not include Food and Beverage as the only line item in the request.

- **Printing and Binding**
 - The printing line item is for all items that are to be printed or contracted to print, regardless of the purpose behind it (i.e.: advertising or program supplies). This includes but is not limited to: programs, handbills, posters, fliers, etc.
- **Advertising and Promotional**
 - Advertising is defined as any form of social networking, University Media, promotional material, outside publications and prints, and anything else related to advertising with the exception of items that are funded under the printing line item.
 - The organizations must utilize all the proper advertising channels (as in Student Newspaper, Events Calendar, free UC Banners, Student Activities free poster printing services).
- **Honorarium**
 - Defined as monies given to an artist, lecturer, entertainer, performer, or otherwise professional and group providing services.
 - The applying organization is required to make all travel arrangements pertaining to travel for the honorarium.
 - A university contract must be used when making arrangements and securing payment after funds have been allotted for this category.
 - A biography or description of the services to be provided, as well as the name and email address of the performer or agency must be submitted with this line item in order to be considered by the Committee.

HOW TO USE SGA FUNDING FOR EVENTS

MISCELLANEOUS VOUCHER/ REIMBURSEMENTS

If a member of your organization pays for supplies, services, or food, a “Miscellaneous Voucher” form must be completed for reimbursement. Each item must be completed in order to be reimbursed.

1. The “Reimbursement” box must be checked.
2. Name, Telephone, and Address of the person receiving reimbursement must be completed. This is to whom and where the check will be sent. The officer’s position in the organization should be placed on the title line and the department is the organization’s name.
3. The A number of the student being reimbursed.
4. The “Description” box must contain a description of the event or purchase and must contain the signature of the person being reimbursed on the “Signature of Purchaser” line.
5. The Director of Organizational Funding and the Dean of students must sign this form before it can be processed.

REQUISITION FOR SUPPLIES

This form is used to purchase any supply items from the University Bookstore. In most cases the funding for these items will come from the student organization's operating budget. The top portion must be filled out by SGA VP of Finance and the Bookstore staff will fill in the areas relating to cost, etc.

1. The user is the person requesting the supplies.
2. The room number should be the SGA Office (UC 106) with the Department listed as SGA- (student organization's name). The phone number should be the SGA Office (824-6375).
3. The account number should be the club's account number with SGA.
4. Authorized Signature must be the SGA VP of Finance.
5. The top section includes pre-discounted items that are found at the Bookstore.
6. There are certain restrictions to use this form:
 - a. Purchases are limited to supply items only.
 - b. Equipment must go through Procurement so these items cannot be put on a "Requisition for Supplies."
 - c. Special items that are ordinary supplies must also go through Procurement. The yellow copy of this requisition, with the receipt attached, must be brought to the SGA Director of Organizational Funding for records.

MAIL SERVICES ON-CAMPUS

An organization can mail out items through the Mail Services office on Campus and charge it to their account. There are two different procedures to do this.

- Write your account number on the envelopes and drop them in a mail pick-up on campus. This will only work if the cost is under \$10 and is the only expenditure you can make on the SGA account without the SGA's signature. **There is a mail pick-up area in the University Center (UC) in room 109.**
- For Bulk Mailing over \$10, a form letter for Mail Services will have to be picked up from Mail Services. The SGA VP of Finance will sign the letter and fill in the account number to charge along with the name of the club. The organization will then have to take the form back to the Mail Services Office in the Central Receiving Building. **There is a mail pick-up area in the University Center (UC) in room 109.**
- Third Class Bulk, minimum of 200 piece mail, mailings need to follow several other prerequisites in order to qualify for mailing at the discounted rate.
 - All mailings must be "printed" and "like" matter and must not be personalized in nature.
 - All articles must be sorted by the zip code of destination and then be bundled by zip codes.
 - The thickness of the individual bundle should not exceed that which could be grasped in the hand of an average person.

Services from the Bevill Center/ Charger Café

Food Service POLICY

- All food service and catering in the University Center must be provided by or through the University Food Service. No food and/or beverages, alcoholic, may be brought into the facility in connection with an event or activity. Exceptions to this policy may be made by the Dean of Students.
- This policy is in effect because the University Center holds a restaurant license. Because of this license, the Center must follow all the regulations as established by the Alabama State Board of Health. These regulations are quite strict and hold the restaurant licensee responsible for the food service on the premises.

Rationale for Student Organizations

In order to better serve the student organizations which use the University Center, an exception to the above policy has been created. Student organizations may bring food and drink in to be used during meetings closed to MEMBERS ONLY. This exception is subject to the following guidelines:

1. Only factory pre-packaged food and beverages may be used.
 - a. No homemade products can be served.
2. No dairy product may be served in any form.
3. No egg product may be served in any form.
4. All food and beverages must be brought in the original containers and prepared in the area it is being served.
5. Neither the University Center nor the University Food Service will supply dishes, plates, cups napkins or any other item necessary to serve the refreshments.
6. The sponsoring organization is responsible for cleaning up all food and beverage prior to leaving the event.
7. This exception applies to refreshments only; no full meals may be served.

The Sodexo catering can be funded by the SGA Event Funding as well. Sodexo has published simpler rates for the Registered Student Organizations. Please review them here:

<http://www.uah.edu/dining/documents/ShoestringCateringGuide.pdf>

The Shoestring Catering menu provides the food and delivery (for an additional cost) but the Student Organization will be responsible for bringing the utensils and paper products.

Transfer Authorization

This form is filled out by the SGA Director of Organizational Funding to transfer money between two University accounts. This is used in cases such as University Food Service, Bevill Center and other situations. If your organization needs to transfer money, either a quote must be provided with the services and total or an email explaining the reason why money is being transferred, name of account, account number, and total amount. Money cannot be transferred from an SGA organization account to a foundation account.

What do I do now that I have received Event Funding?

- In order for a student organization member to be reimbursed, he/she must provide the **original** receipt in order to receive their money. **NO RECEIPT, NO MONEY!**
- After the event you will have **fourteen (14) business days** to turn in your receipts for reimbursement. If the paperwork has not been turned in within the appropriate time boundary, the Event Funding is considered **VOID**.
- Plan for a two-week processing wait on any checks requested.
- Funding must only be used for the specific purpose it was requested for. When the SGA Panel allocates funding to the club or organization, it is expected that the funding will be used for the specific items it was initially requested for. SGA will monitor and track club or organization spending to make sure it concurs with the initial request. Any funding that is not used for the sole purpose of initial request is subject to being revoked.
- Any unspent funding will be reconciled to the SGA Reserve Account at the end of the fiscal year. The SGA expects the club treasurer to successfully execute the budget they were awarded.
- SGA is not responsible for any organizations that have overspent or over-obligated its SGA appropriated funding. The organization will be financially responsible for its obligations.
- Once the funding request is approved, the SGA Director of Organizational Funding will transfer the approved amount into the organization's account and complete all other paperwork necessary for the event. **The Director of Organizational Funding cannot act upon recommendations only; a panel vote must have taken place to transfer the approved amount.**

TRAVEL FUNDING

- Please Read General Guidelines first.
- Travel Funding will be awarded for Student Organizations looking to travel in a way that will benefit the University, increase the effectiveness of their organization, or complete travel that is in within the scope of the applying organizations mission. Funding can only be used for travel that directly aids student organizations in achieving organizational goals and in representing UAHuntsville in a positive manner.
- The travel can be for training, conferences, recreational, sports events, competitions or anything else that the traveling organization can prove the travel can benefit UAHuntsville and is in line with the mission of the organization.
- Student Organizations who receive funding from Student Activities are not eligible for Travel Funding.
- Student Organizations that have misappropriated funds or failed to fill every requirement specified for Travel Funding (or any other type of funding), are not eligible for future funding until the previous issue has been resolved.
- Student Organizations may apply for Travel Funding at any time during the year until all funds set aside for Student Organization funding have been allocated.
- There is no maximum or minimum amount the SGA can appropriate to any particular club.
- **The decision will be made based on the merit the trip will bring to UAHuntsville and the**

value the trip holds with the student body as a whole.

- Travel requests for events must be made at least **four (4) business/school weeks prior** to the travel date. The paperwork must be completed by the SGA Director of
- Organizational Funding and processed by the UAHuntsville Accounting Department. This process can take up to two weeks or more, so promptness on the organizations part is crucial. For example, if members from an organization are traveling January 1st, the request must be turned in no later than November 15, four (4) business/school weeks prior to students being out for Winter Break. If any questions arise, please contact the SGA Director of Organizational Funding.
- When all Student Organization funding has been allocated, the SGA shall inform all student organizations that the funding has been expended and that funding requests have been closed with the exception of newly registered organizations.
- Funds can be obtained by filling out the SGA Travel Funding Application Online found on the SGA website.
- The Application must clearly break down the costs of the travel under consideration. Each item is shown separately and the total of other contributions must be included. The request must clearly state the amount an organization wishes to receive from SGA. It is recommended to include a memo to explain in further detail why the organization is requesting the money for this trip.
- The application must contain names, student identification numbers, and class standings of all individuals attending the travel with no exceptions.
- An itinerary or outline of the trip must be submitted with the online application.
- Organizations applying for travel costs that cover non-students will not be funded.
- To be eligible for Travel Funding, the organization must be traveling more than 35 miles from the University.
- If the application is completed with proper paperwork, a meeting will not be required to receive the Travel Funding.
- Once the application is complete, the Director of Organizational Funding will determine the validity of the request and finish the process of funding if approved.
- After a Travel funding is approved by the SGA financial panel, the organization who receives the funding must follow the proper procedures to complete the process, spend the funds, and return the proper paperwork or the funds will not be released.
- Food may not be applied for in any capacity on Travel Funding.

Items that can be purchased through Travel Funding

- **Registration**
 - Registration costs are paid for student organizations for conferences, training, or any other type of event that requires registration costs as an entrance.
 - Registration costs may not be funded if the costs include membership fees.
 - Information required at minimum to be considered by the financial panel is as follows: conference itinerary, outline, or printout defining the registration price; and contact information of who the registration is to be paid to.

- Organizations must submit an itinerary, and any other plans or official documents association with travel, at minimum to be considered by the financial panel for funding.
- Organizations must also submit a breakdown of all co-sponsorships by source, if applicable
- **Transportation**
 - Transportation costs may cover airfare, vehicle rental, bus and cab fare, and personal vehicles.
 - Airfare may be utilized if the intended destination is more than 500 miles from the departure point. First-class airfare is strictly prohibited. All groups wishing to use airfare must submit quotes or prices from two different airlines or companies, and then the lowest price shall be considered for funding.
 - Personal vehicles will be reimbursed through mileage at \$0.40 per mile rates.
 - In order to be considered for personal vehicle travel the applying organization must submit documentation listing mileage printouts to and from the intended travel, the make and model of the car(s) that will be used, and a list of students utilizing this transportation.
 - Charters or contracted travel may be used. Groups must submit documentation of mileage to and from the destination, a list of students who are utilizing such services, and quotes from two different vendors or companies in order to be considered. The lowest price shall be used of the two quotes.
 - Other costs include cab fare, tolls, and commuter buses. These may be applied for as reimbursable expenses under Transportation.

Lodging

- Lodging is to cover accommodations that are necessary for the organization to use during their travel.
- Items that may be purchased are hotels, motels, suites, centers, cabins, or any other contracted overnight stays.
- Hotels and Motels have in-state and out- of-state rates that may be reimbursed by the state. Student organizations should note that they are traveling on state business when traveling on funds given by SGA and therefore may ask for tax free rate from the supplier of a service they are requesting. The SGA financial panel may not allocate more than those aforementioned rates to organizations.
- **SGA may cover up to 50% of the lodging expense.**
- In order to be considered for lodging expenses, the organization at minimum is required to submit official documentation from the vendor or company, the students who will be utilizing these services, a list of rooms and persons staying, and the start and end date of the requested lodging.

Other

- Other services can be applied for, that will be incurred costs during the travel.
- This includes luggage fees, parking fees, etc. Each item applied for under this line item requires documentation to be considered.

- Each item applied for under this line item will be approved on a case by case basis by the SGA financial panel.

HOW TO USE SGA FUNDING FOR TRAVEL

The following is designed to aid the organization's officers when filling out University forms and procedures dealing with Travel. Once completed by the organization, the treasurer should review all paperwork before submitting it to the SGA Director of Organizational Funding. All paperwork must be checked and signed by the SGA Director of Organizational Funding before being processed. If the organization's treasurer still has misunderstandings on how to correctly fill out the following forms or any other forms that may be used, feel free to contact the SGA Director of Organizational Funding.

1. Travel tends to be the most difficult paperwork to fill out and process correctly. Since this paperwork and process are extensive, an organization must start far enough in advance to insure that their funding can be approved, their travel authorizations approved, purchase orders issued to vendors involved, and any other details are taken care of before the beginning of the trip.
2. When traveling, one "Authorization to Travel" form must be filled out. Attached must be every traveling students student identification number(A#). The Dean of Students must sign these forms before the event in order to receive any type of funding. **It is crucial that this process is started early enough to ensure enough time for funds to be allocated.**

PLEASE NOTE: No Money will be appropriated unless Travel Authorizations and Travel Expense Vouchers have been filed. This MUST be done and attached to the Special Funding Request or the funding request will not be approved; there will be no after-the-fact travel authorizations signed!

3. All University forms relating to travel authorizations, expense vouchers, etc. can be found in the SGA office and on the UAHuntsville web page at <http://www.uah.edu/admin/Budget/forms.php> or on the SGA web page at sga.uah.edu

There are two ways to access SGA funded money for travel. These are by Purchase Order or Miscellaneous Voucher.

Purchase Orders

A purchase order is used for items that need to be paid for before leaving for your approved travel such as registration fees, hotel cost, etc. A purchase order is used to pay for these items instead of a member paying out of pocket and then being reimbursed through SGA.

There are two types of Purchase Orders:

- Issue Check Purchase Orders are used for expenses such as hotels, registrations, and transportation, where the vendor needs to receive payment before services are rendered.
- Check after Receipt Purchase Orders are used for items such as t-shirts, equipment, and etc., where merchandise must be checked before payment is rendered. Below is the procedure for a purchase order.

Provide a **QUOTE** from the vendor (i.e. hotel) to the SGA Director of Organizational Funding. This quote must include the vendor's name, address, telephone number, the description of items being purchased, total amount of the purchase, and the name of the organization purchasing the items. Without this information, Accounts Payable will not know where to send the check to pay for these services.

PLEASE NOTE: The University is not responsible for payment of invoices for products or services which have been purchased without first obtaining a purchase order number. University policy dictates that a purchase order number must be secured before ordering materials or authorizing repair work to be done. This also applies to materials ordered on a trial basis. Individuals authorizing the purchase of goods and services without following this procedure will be held responsible for these obligations.

MISCELLANEOUS VOUCHER/ REIMBURSEMENTS

If a member of your organization pays for supplies, services, or food, a "Miscellaneous Voucher" form must be completed for reimbursement. Each item must be completed in order to be reimbursed.

1. The "Reimbursement" box must be checked.
2. Name, Telephone, and Address of the person receiving reimbursement must be completed. This is to whom and where the check will be sent. The officer's position in the organization should be placed on the title line and the department is the organization's name.
3. The A number of the student being reimbursed.
4. The "Description" box must contain a description of the event or purchase and must contain the signature of the person being reimbursed on the "Signature of Purchaser" line.
5. The Director of Organizational Funding and the Dean of students must sign this form before it can be processed.

What do I do now that I have received Travel Funding?

- In case of travel, money will **NOT** be appropriated or transferred unless a list of each person traveling and their student identification numbers (A#), is turned in with the Travel Funding Request. Failure to do so will result in rejection of your Travel Funding Request. These forms must be filled out completely and signed by the person traveling, as well as the Dean of Students.
- A written follow-up of the Trip is to be filled out within **fourteen (14) business days** after arrival of the trip to ensure proper use of the funds were managed. Receipts will not be accepted if they are not accompanied by an event follow-up form (to be filled out online).
- In order for a club member to be reimbursed, he/she must provide the **original** receipt in order to receive their money. **NO RECEIPT, NO MONEY!** Receipts will not be accepted if they are not accompanied by a travel follow-up form. This document informs the SGA and administration on the usefulness and overall benefit to the students and university. These receipts should be accompanied by the appropriate documentation (receipts, travel follow-up form, etc.) for your trip.
- After the trip you will have **fourteen (14) business days** to turn in your receipts and forms for reimbursement. If the paperwork has not been turned in within the appropriate time frame, the Travel Request is considered **VOID**.
- Plan for a two-week processing wait on any checks requested.
- Funding must only be used for the specific purpose it was requested for from the Panel. When the SGA financial panel allocates funding to a student organization, it is expected that the funding will be used for the specific items it was initially requested for. SGA will monitor and track the organization's spending to make sure it concurs with the initial request. Any funding that is not used for the sole purpose of the initial request is subject to being revoked by the SGA.
- Any unspent funding will be reconciled at the end of the fiscal year. The SGA expects the club treasurer to successfully execute the budget the organization was awarded.
- SGA is not responsible for any student organizations that have overspent or over-obligated their SGA appropriated funding. The organization will be financially responsible for its own obligations.
- Once the funding request is approved, the SGA Director of Organizational Funding will transfer the approved amount into the organization's account and complete all other paperwork necessary for the travel. **The Director of Organizational Funding cannot act upon recommendations only; a panel vote must have taken place to transfer the approved amount.**

Equipment Funding

- Please read General Guidelines first.
- Equipment Funding is awarded once a year in October.
- Up to \$5,000 will be dispersed to various student organizations for purchases that cannot be covered under SGA Operational, Event, or Travel Funding.
- The SGA panel will review all of the requests at once after the deadline has passed unless a faster response is required.
- Total amount of Equipment Funding allocated by SGA is \$5000 throughout the fiscal year (October- September). The amount is not divided between semesters; hence it is in the best interest of the organization to apply as early as possible.
- An Equipment Funding Application must be filled out as with any other funding request from SGA.
- The funding provided must be spent only on the specific items that receive funding, within the fiscal year (October-September).
- The items funded will be the property of the student organization, as well as the Student Government Association, and the University. Please keep this in mind as you are applying.
- The applications will be reviewed by a panel and \$5,000 will be allocated to organizations depending on various factors, including but not limited to: life of items requested, organization participation, financial history with SGA, current funding in club accounts, departmental support, etc.
- There is no cap on the amount of funding a student organization may request, however keep in mind that only \$5,000 will be awarded between all requests.
- Failure to follow any of the specific guidelines will result in the loss of funding from the SGA.
- The total amount designated for Equipment Funding, \$5,000, can be modified as needed and the organizations will be made aware of the increase or the decrease.

Example of Items That Can be Purchased Through Equipment Funding

- Machine Parts: \$500 dollars (5 steel rod, 1 battery, etc.)
- Computer Software: \$245 (Adobe Photoshop)
- DuroMax 16 HP Go Kart Gas Power Engine Moto: \$300
- If in doubt, please apply either way or just contact the Director of Organizational Funding.

Travel Grant

- Travel Grant will be awarded to a student who received a certain type of honor but requires travel to accept the honor.
- The student requesting Travel Grant must be an Undergraduate or Graduate student.
- The student must be a full time student (taking at least 12 course work hours).
- The application must be turned in three (3) weeks in advance.
- Student must be actively participating in the event. (i.e. presentation of university level scholarly paper, research abstract, receiving an honor, etc...) Judge position does not qualify
- Required Documents:
 - Application
 - Letter from advisor
 - Copy of conference material
 - Schedule a one-on-one meeting with SGA Grants Coordinator (Director of Organizational Funding)
- The student must submit all eligible receipts no later than two weeks after travel completion.
- Original receipts are required for any type of reimbursement.
- The student must submit a program from the conference (Or an adequate proof of attendance).
- Eligible expenses that can be reimbursed are the following:
 - Transportation
 - Registration
 - Lodging
- Maximum eligible for funding is \$500 for a domestic conference.
- If the student fails to follow any of the aforementioned guidelines, the student is forfeiting the Travel Grant.

ADVISING A REGISTERED STUDENT ORGANIZATION

All student organizations are required to have an advisor. The advisor must be a current full-time faculty or staff member at UAHuntsville. The Office of Student Activities is available to help you in connecting with potential faculty or staff advisors for your organization. Advisors are extremely important in helping your organization keep on track!

It is important to find an advisor that you have a close relationship with or one that has an active interest in your student organization.

An advisor to a student organization should:

- Assist the group in setting realistic goals and objectives
- Assist in orientation and training of new officers
- Provide financial and budgetary advice and insuring that University policies and procedures are followed.
- Meet with officers and groups at least once per month to discuss the progress and direction of the group
- Be available to officers and members in order to share ideas about organization affairs
- Have knowledge of the organization's plans, activities and projects
- Sign appropriate University forms, as needed
- Assist students in maintaining balance between the academic and co-curricular aspects of student life
- Serve until a successor is appointed, if for any reason it is not possible to continue as advisor to the organization

Building a Strong Relationship with your Advisor

Students are ultimately responsible for maintaining a close relationship with the advisor and knowing the policies and requirements of their respective organization. In order to meet that goal your organization is responsible for:

- Conducting all activities in compliance with University policies and procedures
- Providing an orientation to new advisors about all activities related to the organization and an opportunity to meet as many members as possible.
- Inviting advisors to executive and organizational meetings.
- Conferring with their faculty advisor on a regular basis for an update on any proposed events/activities and the financial status of the organization.
- Maintaining records including the minutes of meetings as well as other materials.
- Keeping the advisor informed about the organization's progress, interests, goals, and problems.
- Being considerate of advisors' busy schedules by arranging meetings ahead of time when possible and giving advanced notice of special events.
- Being completely honest with the advisor.
- Showing your appreciation to your advisor throughout the year.

LEADERSHIP

Building a Strong Leadership

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

-John Quincy Adams

A leader is the first servant of the organization. The worst thing that a new leader can do is to charge into a new position and take control over everything. When entering into a new position, come prepared. Come with an open mind that will listen to others that have preceded you. Come with questions on how things were done in the past and how can things be made better. This is valuable information and will add to the future success of the organization.

Student organization leaders play an important role in each organization. It is the officers that keep the organization on track, and insure goals and objectives are carried out as directed by the membership. Although leaders assume responsibility for the organization, it is the membership that directs those in charge. Being a leader in an organization puts one in a very precarious situation. The leadership always inherits the negative feedback when something goes wrong (and accepts the responsibility), but always includes the entire membership in the positive outcomes.

A leader of an organization requires self-sacrifice, hard work, commitment and constant learning. Understanding policies and procedures that affect an organization is the responsibility of the leaders and insures the execution of goals and projects are completed as smoothly as possible.

Three Types of Leaders

There seems to be three favored leadership types that most agree upon.

- The authoritarian leader rules through sheer force. This type of leader lays down the law and makes all the decisions for the group. It boils down to a dictatorship in which the only say in the organization is that of the president or chair. If an organization has an authoritarian leader, the membership of the organization is in peril and the organization will flounder.
- The passive leader does the exact opposite. The leader in reality is only a puppet to the organization. This type of leader is the escape goat for those in the organization who do not want to accept the responsibilities of being a leader. If an organization has a passive leader, the membership becomes disgusted with the organization and may either quit or cause serious problems for the group.
- The democratic leader lets the membership decide on all issues. This type is the most

favorable within organizations. The democratic leader ensures that everything is discussed within the organization before any decisions are made. If an organization has a democratic leader, the organization may grow impatient with the long meetings and the length of time it takes to get things accomplished.

The best type of leader is to be a combination of all three. There are times when a leader must choose to be an authoritarian leader when things get out of hand. There are times when the passive leader takes a backseat to certain members to make a point. Being a democratic leader at the times when in-depth discussions need to be made can make the difference in the success of meeting goals and completing projects that are established by the organization.

Role of the Executive Board

A president is only as strong as its supporting officers on the Executive Board.

A president should:

- Preside at organization meetings and facilitate executive board meetings
- Be aware of all money matters
- Have the ability to plan and sense what the members want and help develop their ideas
- Exercise supervision over the organization and all of its activities and members
- Represent the organization to the institution and public
- Have the courage to overcome obstacles and take risks
- Produce and accept change
- Have the vision to see facts and ideas that others view as ordinary and rearrange them to become the extraordinary
- Be a good communicator and good listener
- Remain optimistic and provide motivation to the organization
- Make ethical decisions.

A vice-president should:

- Assume the duties of the president in case of absence or incapacity of the president
- Serve as a liaison to committees
- Perform other duties as directed by the president

A secretary should:

- Prepare an agenda for all meetings and calendar of events with the president
- Serve as the chief recording and corresponding officer of all records
- Maintain attendance at all meetings

A treasurer should:

- Be responsible for the collection, safekeeping and expenditure of all funds of the organization, and for keeping an accurate financial record
- Be a person of unquestioned integrity and have knowledge of how to keep financial

accounts

- Collect and disburse funds only as directed by law, all applicable CNU policies, the membership or other authority provided for in the bylaws
- Not have power to borrow funds or write checks unless authorized to do so by the membership
- Report briefly on the finances of the organization at each meeting, answer any questions on financial matters and submit an annual report to the membership

A committee chair should:

- Organize volunteers to handle specific duties
- Report back to the Executive Board, Advisor and membership as progress is made

ROBERT'S RULES OF ORDER: A Simplified Reference Summary

Adapted from: University of Washington

Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. It is a time-tested method of conducting business at meetings and public gatherings and can be adapted to fit the needs of any organization.

Members get their say by making **motions**. A **motion** is a proposal that the assembly takes a stand or action on some issue. Members can:

1. **Present motions** (make a proposal)
 - a. Motions must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.
 - b. Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
2. **Second motions** (express support for discussion of another member's motion)
 - a. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.
3. **Debate motions** (give opinions on the motion)
 - a. Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.
 - b. Some motions can be debated again and re-voted to give members a chance to change their minds. The move to reconsider must come from the winning side.
4. **Vote on motions** (make a decision)
 - a. Most require only a majority vote, but motions concerning the rights of assembly or its members need a 2/3 vote to be adopted.

There are four general types of motions.

- **Main motions.** Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield privileged, subsidiary and incidental motions.
- **Subsidiary motions.** Change or affect how the main motion is handled. They are voted on before the main motion.
- **Privileged motions.** The most important motion concerning special or important matters not related to pending business.
- **Incidental motions.** Questions of procedure that arise out of other motions. They must be considered before the other motion.

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order
 - a. "Will the meeting please come to order"
2. Introduction of meeting attendees
3. Reading and approval of minutes
 - a. "Are there any corrections to the minutes?"
 - b. "There being no corrections, the minutes will stand approved as read." Or "Are there any further corrections to the minutes?"
 - c. "There being no further corrections, the minutes will stand approved as corrected."
4. Reports of officers and standing committees
 - a. Officers, boards, standing committees or task forces should be called upon to report in the order which they are mentioned in the by-laws of the organization.
5. Reports of special committees
6. Unfinished business
 - a. "We come now to unfinished business. Is there any unfinished business to come before the meeting?"
7. New business
 - a. "Is there any new business to come before the meeting?"
8. "Program
9. Adjournment
 - a. Unqualified: The proposer moves for adjournment; motion is seconded; the chairman calls for a vote: action depends on a majority vote. This motion cannot be discussed.
 - b. Qualified: The proposer moves for adjournment within a definite time or adjournment to meet again at a specific time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.

REVIEW OF PARLIAMENTARY PROCEEDURE

Here are some motions you might make, how to make them and what to expect of the rules.

These motions are listed in order of precedence:

<i>To do this:</i>	<i>You say:</i>	<i>Interrupt the speaker?</i>	<i>Need a second?</i>	<i>Debatable?</i>	<i>Amended?</i>	<i>Vote needed</i>	<i>Reconsidered</i>
<i>Adjourn meeting</i>	<i>"I move that we adjourn"</i>	No	Yes	No	No	Majority	No
<i>Call an intermission</i>	<i>"I move that we recess for..."</i>	No	Yes	No	Yes	Majority	No
<i>Make a complaint</i>	<i>"I rise to a question of privilege"</i>	Yes	No	No	No	No Vote	No
<i>Temporarily suspend consideration of an issue</i>	<i>"I move to table the motion"</i>	No	Yes	No	No	Majority	No
<i>End debate and amendments</i>	<i>"I move the previous question"</i>	No	Yes	No	No	2/3	No
<i>Postpone discussion for a certain time</i>	<i>"I move to postpone the discussion until..."</i>	No	Yes	Yes	Yes	Majority	Yes
<i>Give closer study of something</i>	<i>"I move to refer the matter to committee"</i>	No	Yes	Yes	Yes	Majority	Yes
<i>Amend a motion</i>	<i>"I move to amend the motion by..."</i>	No	Yes	Yes	Yes	Majority	Yes
<i>Introduce business</i>	<i>"I move that..."</i>	No	Yes	Yes	Yes	Majority	Yes

These motions do not have a specific order:

To do this:	You say:	Interrupt the speaker?	Need a second?	Debatable?	Amended?	Vote needed	Reconsidered
<i>Protest breach of rules or conduct</i>	<i>"I rise to a point of order."</i>	Yes	No	No	No	No vote	No
<i>Vote on a ruling of the chair</i>	<i>"I appeal from the chair's decision"</i>	Yes	Yes	Yes	No	Majority	Yes
<i>Suspend rules temporarily</i>	<i>"I move to suspend the rules so that..."</i>	No	Yes	No	No	2/3	No
<i>Avoid considering an improper manner</i>	<i>"I object to consideration of this motion"</i>	Yes	No	No	No	2/3	–
<i>Verify a voice vote by having members stand</i>	<i>"I call for a division" or "Division!"</i>	Yes	No	No	No	No vote	No
<i>Request information</i>	<i>"Point of information"</i>	Yes	No	No	No	No vote	No
<i>Take up a matter previously tabled</i>	<i>"I move to take from the table..."</i>	No		No	No	Majority	No
<i>Reconsider a hasty action</i>	<i>"I move to reconsider the vote on..."</i>	Yes	Yes	–	No	Majority	No

LINKS TO FORMS REFERENCED IN HANDBOOK

Student Activities Website

<http://www.uah.edu/student-life/activities/activities-units>

Registered Student Organization Listing

<http://www.uah.edu/student-life/activities/student-organizations/registered-listing>

Registration Application

www.tinyurl.com/uahrso12

Sample Organization Constitution

<http://www.uah.edu/images/administrative/student-affairs/student-life/Sample%20Constitution.pdf>

ASTRA (Reserving Space on Campus) – ***SITE WILL NOT WORK ON GOOGLE CHROME***

<https://uahastra.uah.edu/AstraSchedule/Portal/GuestPortal.aspx>

Outdoor Event Request

<https://docs.google.com/viewer?a=v&pid=sites&srcid=dWFoLmVkdXxjb25mZXJlbnNlcy1hbmQtZXZlbnRzfGd4OjJIOTY4NzY3MjU4YjNkMDI>

Student Events Calendar

<http://www.uah.edu/student-life/activities/events-calendar>

Shoestring Campus Catering

<http://www.uah.edu/dining/documents/ShoestringCateringGuide.pdf>

Funding for RSO's (SGA)

<http://www.uah.edu/student-life/sga/funding>

Waivers for RSO Travel

<http://www.uah.edu/student-life/activities/student-organizations/resources>

Travel Authorization

<http://www.uah.edu/student-life/activities/student-organizations/resources>

Travel Reimbursements

<http://www.uah.edu/student-life/activities/student-organizations/resources>

Miscellaneous Reimbursements

<http://www.uah.edu/student-life/activities/student-organizations/resources>

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