

BLUEPRINTS

A Manual for Student Organizations

**University of Connecticut
Division of Student Affairs
Department of Student Activities**

**2110 Hillside Road, Unit 3008
Storrs, CT 06269-3008
Phone: 860-486-8151**

Revised: 2009



We are delighted that you are interested in learning more about student organizations at the University of Connecticut. The University, and in particular the Department of Student Activities, has a long-standing tradition of encouraging student participation in independent organizations. Students' involvement in co-curricular activities complements their academic experiences and challenges them to develop and apply organization and leadership skills that are useful beyond college. Student organizations are an ideal way for students to get involved on campus. Through direct involvement in organization activities, students have the opportunity to acquire skills in leading groups, organizing and promoting programs, budgeting, working within a system, and functioning in society.

With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance and other specific interests, the portfolio of student organizations at the University of Connecticut offers something for everyone.

This *Blueprints Manual* is designed to inform and assist students in various matters that pertain to student organizations. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being a registered student organization on campus.

Each year the department evaluates its policies and procedures. Changes are made after a thorough annual review. Student, faculty and community input is welcomed and valued. Please direct questions or comments to:

Department of Student Activities

Involvement Office

Student Union Room 302

Phone: 486-6588

Fax: 486-8821

E-Mail: DSASOS@uconn.edu

Student organization officers, members, and advisors should refer to the *Blueprints Manual* as needed. However, don't hesitate to use the advising available in the various offices of the Department of Student Activities.

Thanks for helping to make our University community a better, more vibrant place in which to learn!

This document is available on-line at www.studentactivities.uconn.edu



TABLE of CONTENTS

GENERAL STUDENT ORGANIZATION INFORMATION

What Constitutes a Student Organization?

Student Organization Support

Registering a Student Organization

How to Dissolve an Organization

ORGANIZATIONAL RESPONSIBILITY

Individual Acts and Group Responsibility

Student Organization Officer Roles

Officer Requirements

Student Organization Advisors

Student Organization Policies

ORGANIZATION FINANCES

Managing Your Organization's Funds

 Services Provided by the Business Office

Fundraising

Undergraduate Student Government and Support of Student Groups

EVENT PLANNING AND FACILITY USE

Organization Events

Reserving Campus Facilities and Equipment

General Guidelines for Space Reservations

Event Planning Pointers

Events Contracts: When and How to Create One

Advertising Your Event

 Posting Policies

APPENDIX

Appendix A

 How to Write a Student Organization Constitution: Requirements and Tips

Appendix A.1

 A Sample Student Organization Constitution...

Appendix B

 Important numbers at UCONN

GENERAL STUDENT ORGANIZATION INFORMATION

What Constitutes A Student Organization?

A student organization is a group of students joined together by a common cause, interest or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students.

The criteria that must be met to be considered a registered student organization are as follows:

Tier I Organizations

- Current and complete Tier I Registration Information must be on file in the Department of Student Activities Involvement Office.
- The student organization's student leader/primary contact must attend the 'Introduction to Tier-I Student Organizations' S.O.L.I.D. Workshop (The student leader of the group is required to attend, however, other organization members are welcome to attend as well.)
- The organization must maintain a minimum of eight (8) full-time Storrs campus students in order to be registered.
- 51% of the total membership of the student organization must be registered as students at the Storrs campus.
- Unless noted otherwise, membership to all student organizations must be open to any full-time Storrs students.
- The organization must uphold its responsibilities as outlined in this document as well as other applicable University policies, including but not limited to the Student Code. (http://www.dos.uconn.edu/student_code.html).

Tier II Organizations

- Current and complete Tier II Registration Information must be on file in the Involvement Office in the Department of Student Activities.
- A current organization constitution (not more than 4 years old) must be on file in the Involvement Office in the Department of Student Activities.
- An organization must identify a chief operating officer (COO: i.e. President), a chief financial officer (CFO: i.e. Treasurer) and a Secretary. These officers must be full-time Storrs campus students. All three officers of a Tier II organization must attend their respective S.O.L.I.D. workshop trainings.
- An organization must identify an advisor for its group. See section titled Student Organization Advisor on page 10.
- An organization must maintain a minimum of eight (8) full-time Storrs campus students in order to be registered.
- 51% of the total membership of the student organization must be registered as students at the Storrs campus.
- Unless noted otherwise, membership to all student organizations must be open to any full-time Storrs students.
- The organization must uphold its responsibilities as outlined in this document as well as other applicable University policies, including but not limited to the Student Code. (http://www.dos.uconn.edu/student_code.html).

Tier III Organizations (Student Fee Funded Organizations)

- Properly register with the Department of Student Activities (annually re-register as a Tier-III group)
- Are recognized by the University and financially supported by Trustee Accounts and student fees
- Submit/have on file a current copy of the organization's constitution
- Identify and secure an organization advisor
- Submit minutes of all meetings to Department of Student Activities
- Comply with requirements of annual student fee review process
- Comply with Student Trustee Financial Guidelines
- Executive Officers attend the Student Leaders Retreat at the beginning of the semester and as required.

NOTE: Most student organizations Tier I and Tier II organizations at the University of Connecticut are fully independent entities that receive advising support and access to certain University facilities and services in exchange for meeting certain 'registration' requirements. The University of Connecticut assumes no responsibility for the activities of these organizations or their members. However, as part of our general advising and support, students are encouraged to meet with Department of Student Activities' staff for advice and suggestions on addressing student organizational issues.

Student Organization Support

The Department of Student Activities is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development.

S.O.L.I.D. (Student Organization Leaders Intentional Development)

The Student Organization Leaders Intentional Development (S.O.L.I.D.) program is intended to ensure that student organization leaders are properly equipped to lead groups successfully and utilize all of the resources available. S.O.L.I.D. is designed to help student organizations achieve their goals, develop the leadership knowledge and skills of their leaders, ensure that organizations are aware of university policies and resources, and to promote responsibility and respect throughout the student organization experience. For more information about S.O.L.I.D. visit www.studentactivities.uconn.edu/solid.html.

Student Organization Web Account Support

Did you know that all registered student organizations are eligible to receive a website account? Having a website to advertise your student organization is a great way to promote your group. Please consider the following steps, information and other tips that will help your organization succeed in establishing its own website! The Benefits of Using a Student Organization Website include the ability to advertise your group, recruit new members, advertise meeting times and locations, communicate with members, post meeting agendas and minutes, post a calendar, link to resources and more! [Further information on student organization website support can be found here!](#)

Effective Strategies for Intra-Organization Communication

A few commonly used methods of student organization communication range from E-mail listservs to online groups and discussion boards to student organization websites. [Click here](#) to learn more about the intra-organization communication strategies that are effective for various student groups.

The CURRENTS

Student Organization Leaders and Advisors receive a weekly e-newsletter that is published during the fall and spring semesters by the Student Activities Involvement Office. The newsletter contains important updates from Student Activities as well as articles and event advertisements contributed by student organizations. Feel free to contribute to the Currents by e-mailing your organization news or announcements to dsasos@uconn.edu. For further information as well as to read the Currents, [visit the Currents webpage](#).

Maintaining Organizational Records

The Department of Student Activities Involvement Office maintains a complete electronic record for each registered student organization that includes the organization's constitution, forms submitted, important correspondence, and more. [Any student organization's constitution is available upon request to any University member of the Storrs campus.](#) To access your student organization's record, contact the Involvement Office at dsasos@uconn.edu.

Individual Advisement and Consultation

Involvement Office Professional Staff, Graduate Assistants and Student Workers are always available to speak with student organization leaders about their requests, questions, comments or concerns. Student organization leaders may also schedule appointments to talk about starting a new organization, leadership training, as well as for assistance in other areas. Visit the Involvement Office anytime from 8:00AM – 5:00pm Monday through Friday during the academic year, and from 8:00AM-4:30pm during the summer months.

S.O.A.R.S. (Student Organization Advisor Resources Support)

The Department of Student Activities supports the role of Student Organization Advisors through the Student Organization Advisor Resources and Support (S.O.A.R.S.) Program. The objectives of S.O.A.R.S. are to enhance communication between advisors, address issues and concerns related to advising registered student organizations, to provide helpful information and resources, and to increase recognition of advisors. S.O.A.R.S. provides a variety of online resources, interactive luncheons, and e-mail listserv updates designed to provide the support and recognition that advisors deserve. [Click here for more information about S.O.A.R.S.](#)

Registering a Student Organization

Registering a *Returning* Student Organization

All student organizations registered with the Department of Student Activities expire each June 30th. Accordingly, all student organizations must re-register each year (summer) for the following fall semester, following this two-step process:

Step 1: Submit organization re-registration information

Beginning in May of each year student organizations can re-register for the following academic year. The online re-registration form can be found [here](#). Organization leaders will be notified when they can begin re-registering. Once the online form is successfully received and approved by the Involvement Office, the group is assigned “forming” status. Organizations at the forming stage or above will be visible on the [Student Organization Website](#) beginning July 1st.

Step 2: (For Tier I and Tier II Student Organizations): Attend necessary S.O.L.I.D. training.

All officers of a student organization must be appropriately trained before their group is considered “registered.” Student leaders can choose to be a Tier I or Tier II organization. Visit the ‘[Student Organization Support – S.O.L.I.D.](#)’ website for more information about the different tiers. Based on the desired Tier, organizations must then complete the appropriate workshops.

Students who have previously attended a training for the specific office they will be holding in an organization do not have to repeat training for that office. If a student is assuming a new officer role, they are required to attend the appropriate workshop for their new position.

Step 2: For Tier III University Fee-Funded Student Organizations: Attend necessary year-round training (e.g. ADVANCE)

From setting organizational goals, managing budgets and finances, leading people within their organization, and much more, the [ADVANCE Leadership Series](#) focuses on providing the student leaders of these organizations with the skills and resources necessary to successfully lead. The ADVANCE includes a summer retreat as well as periodic meetings with the executive board members of the Tier III organizations throughout the academic year.

Upon completion of these two steps, a student organization in good standing with the University will be recognized as a registered student organization (and the group’s “forming” status will change to either Tier I, Tier II, or Tier III).

Registering a *NEW* Student Organization

If you can’t find an existing organization of interest, you can always start your own! There are just a few steps to start a new student organization at the University. The steps are listed below:

- *Name* your student organization and determine your organization’s mission as well as the intended Tier for your group. ([Click here to learn more about three S.O.L.I.D. Tiers.](#))
NOTE: Student organizations are not official entities of the University and are not permitted to use the name ‘University of Connecticut’ as part of their organizations’ name. Advertisements, newsletters, and promotional materials cannot contain the University logo. The use of ‘UConn’ is permitted.

- Complete [the appropriate Tier I or Tier II Organization Registration Form](#) available on the website. If you intend to be a Tier II organization, you will need to secure an advisor and develop a constitution for your group.
- *Locate* an on-campus Advisor: Advisors are required for all Tier II student organizations and typically are either full-time teaching or emeritus faculty, professional staff, or Graduate/Teaching Assistants at the University of Connecticut – Storrs Campus. See Student Organization Advisor section of Blueprints (page 10) for more information.
- *Draft* a Constitution: One of the most fundamental steps in registering a new (Tier II) student organization is drafting a basic set of guidelines that will govern the group. This will include the name of the organization, its purpose, as well as the specific duties and functions of organization officers and members. This might sound a bit complicated, but you will receive assistance from staff in the Involvement Office. A sample constitution can be found [online](#) as well as in the Appendix of this document.
- *Email* the Involvement Office at dsasos@uconn.edu to schedule an appointment with an Involvement Office staff member to review your completed registration material. If the paperwork is in order then your new student organization will be granted a status of “forming”!
- *Complete* the necessary [S.O.L.I.D. workshops](#). Once your organization officers attend the necessary S.O.L.I.D. workshops, your organization registration status of “forming” will then change to be finalized as either ‘Tier I’ or ‘Tier II’. Organizations with a status of “forming” are not eligible for the full benefits associated with being recognized as a Tier I or Tier II organization. Not until all mandatory S.O.L.I.D. training workshop(s) are completed will any new group be considered “registered” and benefit from the many resources offered by Student Activities and the Student Union.

NOTE:

For complete information about starting a new student organization, [visit the “Starting a New Organization” webpage](#). This webpage contains all the steps and information to get your organization started.

Any student group wishing to be recognized as a new Club Sport or social fraternity or sorority on campus must first consult with staff in the [Clubs Sports Program](#) (486-6588) or the [Office of Fraternity and Sorority Life](#) (486-4710), respectively before registering their new group on campus.

Affiliating With a ‘Parent’ Organization

Student organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. In these instance;

- The student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).
- The campus organization must obtain in writing a statement from the parent organization that the UConn chapter has permission to use the name and represent the organization.
- Control of the student organization must reside with the UConn Students, **with all operating decisions made by the students.**

Organization Information Changes

- Upon a change of officers, advisor, or other key organization information during the academic year, a registered organization must submit an [Organization Information Change Form](#) to the Involvement Office.
- If your organization’s constitution is 4 years or older, you will need to review, revise and resubmit it to the Involvement Office. This is to help ensure that the organization is as current as possible, and that officers are familiar with their constitution.
- If you have questions regarding the (re) registration, and information change processes, please contact the staff in the Involvement Office located in the Student Union Room 302 – 486-6588 or email dsasos@uconn.edu.

How to Change a Student Organization’s Name

For a student organization to change the name of its group, the student organization COO (i.e. President) must submit the following documents either electronically or in hard copy to the Involvement Office:

1. [The Student Organization Request for Change of Name Form](#) (completed).
2. A new copy of the organization’s constitution including the organization’s new formal name.

3. A copy of the student organization's meeting minutes that document any related discussion and the vote to change the organization's name where 50.1% of the votes cast of the members present are in favor of the name change. The minutes must include the new formal name of the organization.
4. Step 2 will be superseded if an organization's constitution addresses the procedure by which the group can change its' name. Any supporting documentation related to this procedure will need to be submitted along with the request for change of name.

This information can be submitted either in person (SU room 302) or by e-mailing DSASOS@uconn.edu. Once these two documents are submitted, the organization's new name will be officially recognized by the Involvement Office.

How to Dissolve an Organization

Occasionally student organizations dissolve operations. This can be desirable for a number of reasons including, but not limited to, low membership or merging with another student organization. To dissolve an organization:

1. A student organization that would like to officially dissolve itself as a group, should access the [Student Organization Dissolution Form online](#).
2. This form must be signed by the COO, CFO, Secretary and Advisor indicating agreement with the dissolution of the organization.
3. If the student group holds an account with the Student Activities Business Office, the COO and CFO must notify a Business Office staff person of the group's intention to dissolve. The organization must then close its business account according to Student Activities Business Office policy. Student Activities Business Office Staff will then sign the Dissolution Form indicating that the organization's account(s) has been closed.
4. The completed Dissolution Form must be accompanied by meeting minutes where the organization's dissolution is voted upon and receives 75% of the votes of the members present. This will be superseded if an organization's constitution addresses the procedure by which the group can dissolve. Any supporting documentation related to this procedure will need to be submitted along with the Student Organization Dissolution Form.

All related dissolution material should be submitted to the Involvement Office. Once it is reviewed and found in order, the group's status is changed to 'unregistered' as a student organization on the UConn, Storrs Campus.

ORGANIZATIONAL RESPONSIBILITY

Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of this document, as well as any other applicable University policy. Violation of applicable laws and policies by any student organization may subject that organization and individual members to disciplinary action.

Individual Acts and Group Responsibility

Student organizations may also be held responsible for the acts of its individual members and guests. Acts include but are not limited to the following types of circumstances:

- When a member of an organization is violating federal, state, or local law or University of Connecticut standards – including, but not limited to, the Student Code - and other members present fail to indicate their disapproval, or by their continued presence, without objection, implicitly condone the behavior.
- When the acts grow out of, or are directly related to the student organization's activities, or an environment created by the organization.
- When the acts are those of the guests of an organization, committed during, in conjunction with, or related to the activities of the organization.

- When the acts are those of a person authorized to represent themselves as connected with the organization.
- When an organization places prospective members in subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Student organization responsibility may be mitigated if members of the organization take reasonable steps to prevent the incursion of infractions by their fellow members. Such steps may include clear establishment and member notification of standards (in writing), documented education of members as to the standards established and documented enforcement of standards when violations occur.

Organizational status, resources, and services may be restricted or suspended as a result of a violation of any University policy by the organization, its members, or guests as described above. For additional information on possible sanctions refer to Responsibilities of Student Life: The Student Code at http://www.dos.uconn.edu/student_code.html (Section IV)

Student Organization Officer Roles

For the purposes of this document the term ‘Officer’ is defined as a student who has been vested with specific responsibilities related to the activities of the organization.

Tier I Officers

Tier I student organizations are required to identify the following individuals on the Tier I Organization Registration Request Form:

Primary Contact: Tier I student organizations are required to identify a primary student contact for their group. This person is the primary student contact for the organization; the “external spokesperson” of the group that is expected to interact and communicate as necessary with University officials and perhaps other student organizations.

Secondary Contact: A Tier I organization must identify a second officer besides that of the Primary Contact. The Secondary Contact will fulfill the responsibilities of the Primary Contact in his/her absence.

Tier II and Tier III Officers

Tier II student organizations are required to identify student leaders for the following three officer positions designated in their constitution and identified on the Organization Registration Request Form:

Chief Organization Officer (COO) This person is the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. This role has been called president, editor, general manager etc, but feel free to name this officer as you like.

Chief Financial Officer (CFO) (i.e. treasurer, comptroller, bookkeeper, etc.) This person will be primarily responsible for the organization's finances.

NOTE: The CFO and COO cannot be the same individual.

Secretary This person is the recorder/historian of the group. This person will be responsible for all record keeping of the student organization including meeting agendas, minutes, attendance and correspondence between members.

NOTE: The Secretary may also serve as the COO or CFO.

In addition to the roles identified above, organizations are welcome to have as many ‘officers’ as they feel their organizational needs dictate.

Officer Requirements

To be an officer of a registered student organization the following criteria must be met and maintained:

- Officers must be currently enrolled as a full-time student at the Storrs campus.
- Officers who fail to meet minimum scholastic standards, as defined in the University’s by-laws, for two consecutively registered semesters,” will be considered ‘subject to dismissal’ and may not hold office in any University registered club or organization. See Section II.E.15.d of [The By-Laws, Rules, and Regulations of the University Senate](#).
- Officers must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, handbook, etc.

An officer who does not meet the criteria may be required to: a) resign from office in a student organization, b) refrain from seeking such an office, and/or c) discontinue in a special activity.

Student Organization Advisors

Most student organizations must have a faculty or staff advisor. Every Tier II and Tier III student organization must have a faculty or staff advisor. Advisors must be either full-time teaching or emeritus faculty, professional staff, graduate assistants or teaching assistants of the University of Connecticut – Storrs Campus. Classified staff are generally not allowed to serve as advisors. Advisors do not have voting rights within the organization, nor the ability to approve expenditures or programs.

NOTE: Residence Hall Government advisors are appointed by the Department of Residential Life.

The primary function of the advisor is to serve as a resource person for the organization. Advisors will counsel and advise student organizations by asking questions, challenging the organization to go beyond the status quo. Advisors also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and past accomplishments. An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students.

Advisors have several broad functions:

- To help with the growth and development of students within the organization.
- Serve as a source of continuity to the organization as members graduate.
- Serve as a liaison between the University and the organization when/if appropriate.
- To advise the organization regarding program/event content and purpose.

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization, based on the organization’s needs and goals. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

NOTE:

- Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students.
- Advisors may not serve as a voting member of the organization’s board of directors, executive council, or similar governing body.

To support student organization advisors, the Department of Student Activities hosts the Student Organization Advisor Resources and Support (S.O.A.R.S.) Program. For more information about S.O.A.R.S, and advisors in general, visit www.studentactivities.uconn.edu/soars.php. The Student Organization Advisor manual can be located at this website.

If An Advisor Leaves

If a student organization advisor resigns, the organization must find a new advisor. Organizations will have 45 days after a resignation to find a new advisor. If it is unable to designate an advisor after 45 days, the organization will become unregistered. *Don’t wait...if you lose an advisor the Involvement Office staff will be glad to give you pointers and/or suggestions on the best way to find a new Advisor.*

It is the organization’s responsibility to notify the Department of Student Activities if/when their advisor resigns. Once you designate a new advisor, Please notify the Involvement Office by completing the online Student [Organizations Information Change Form](#).

Community Support

In addition to the organization's officially recognized advisor, organizations may have community support (e.g., alumni/ae, grad students). It is not uncommon for student organizations affiliated with a national organization (i.e., fraternities and sororities) to have graduate or alumni support. However, only the properly registered advisor noted on the organization's registration material will be recognized by the University for official contact and work with the organization.

Student Organization Policies

Other University Policies

Student Organizations and their members are expected to adhere to all relevant University policies and written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, The Student Code, The On-Campus Housing Contract, the Policy on Alcohol and Other Drugs, the President's Policy on Harassment, The U Guide (Policies and Procedures for the Student Union), graduate and undergraduate catalogs, and other publicized University notices.

Hazing Policy

Hazing in any form is prohibited at the University of Connecticut. The University of Connecticut defines hazing 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 and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

In cases of individual violators, appropriate disciplinary action may be imposed as outlined in the *Responsibilities of Community Life: The Student Code*. In cases where an organization is found responsible, sanctions may include, but not be limited to, loss of privileges, temporary suspension of registration, or termination of registration. Such penalties may be in addition to any penalties imposed in court under penal law, Public Act Number 88-328.

Restriction of a Student Organization

Student organizations can be restricted by the Department of Student Activities Involvement Office by engaging in any of the following:

- Outstanding debts (overdue payments to University Departments)
- Violation of State and Federal laws
- Violation of University Code of Conduct
- Violation of policies and procedures in Blueprints
- Failing to fulfill responsibilities and requirements that are necessary for affiliation with a specific student organization category (i.e. Club Sports, Greek Fraternities/Sororities, etc.)

Restrictions of Student Organizations can include a combination of any of the following:

- Restricted from reserving space within the Student Union
- Restricted from accessing Business Office accounts
- Restricted from holding events
- Become ineligible to participate in the Involvement Fair
- Become ineligible to apply for USG funding
- Restriction from associating with a specific student organization category
- Become unregistered with the Department of Student Activities Involvement Office

Outstanding Debts

Student organizations may incur charges as a result of sponsoring activities and/or of conducting organizational business with various University departments. All student organizations are expected to pay for services rendered in a timely manner, if not in advance. Organizations that do not pay their debts to University departments may lose their registration privileges until such issues are resolved.

University Seal and Logos Policy

Student organizations are prohibited from associating themselves- intentionally or unintentionally - with the University through text and/or the use of images (including the “University of Connecticut,” the University Seal, and University logos). Such prohibited association would include, but not be limited to, text and/or images that could be interpreted as implying University knowledge and/or participation, endorsement, or other support of the organization and its activities.

Web Account Policies and Procedures

The University of Connecticut provides student organizations with the opportunity to create their own websites. As a service to organizations, the University’s Department of Student Activities will make public the web address of a registered student organization provided that the organization is in good standing. However, the University is not responsible for the management or content of student organization web pages. The Department of Student Activities Involvement Office has the right to revoke an organization’s access to its web account if the organization fails to adhere to web account and/or other student organization policies and procedures contained or referred to in this document. In addition, The University reserves the right to terminate links to and/or publicizing student organization web pages, without advanced notice, for any reason. For further information on student organization web account policies and procedures, [please visit our website](#).

ORGANIZATION FINANCES

Managing Your Organization’s Funds

All Tier II and Tier III student organizations need to elect or appoint a chief financial officer (treasurer) to manage their financial matters. An organization that has a large membership, many fundraisers, events or programs should consider having co-financial officers or an assistant financial officer to share the financial responsibilities. The financial officer should keep the officers and members informed about the organization’s financial activities. They will be more likely to work to achieve the financial goals if they understand the financial responsibilities. The financial officer is usually responsible for:

- Collecting funds and depositing to the account
- Paying bills
- Keeping a record of all transactions, i.e. deposits, checks and adjusting entries
- Monitoring the organization’s budget
- Preparing monthly financial reports and documents to keep the organization informed about their financial status

The Business Office in the Department of Student Activities provides banking services and accounting advice to registered student organizations. *Student organizations are encouraged to establish an account with the Business Office.*

The Business Office provides the organization with the tools, resources, and guidance to operate under sound business practices and principles. Organizations interested in opening an account or learning more about being responsible for their organization’s finances are encouraged to contact the Business Office staff at 486-3163 or stop by the office in the Student Union Room 314.

Services Provided by the Business Office:

- Organizational banking (deposits, disbursements, check cashing, interest)
- Accounting instruction
- Event/Program support (For organizations that attend S.O.L.I.D. Event Training)
- Budget advice
- Various other services

Advantages of Having an Account with the Business Office:

- No minimum balance
- No service fees

- Very competitive interest rates
- Free supplies
- Personal attention

Student organizations that choose to have an account with the Business Office-Student Organizations Fund must complete and submit contracts and a signature sheet to the Business Office once a year. The contract and signature sheet is effective from the date they are received by the Business Office and expire on June 30th each year. The organization must be a registered student organization, as per Student Activities Involvement Office requirements.

Financial Planning – Budgeting

Student organizations are strongly encouraged to develop a budget plan for the year. The Department of Student Activities Business Office can help you with the budget process. Students should consider the following when developing a budget:

- Involve key officers and members in the budget planning process. This may help ensure that all revenue sources and related expenses will be considered.
- Refer to the prior year's budget and financial statements. A review of prior year income and expenses can be helpful in planning for the future.
- Be realistic and conservative when estimating income and expenses.
- Project Revenue: Make a list of planned sources of income, i.e. dues, events, fundraisers, income from services rendered.
- Estimate Expenses: Make a list of all fixed and variable costs, i.e. telephone, national dues, and planned expenses, such as refreshments at meetings or advertising expenses that your organization may incur throughout the year.
- Establish Program Budgets: A program budget should be established for a specific event. Be sure to estimate and include all the expenses for an event or program before you set the admission price.
- Plan for the future! Set some money aside to save to purchase new equipment.
- Once the budget has been established, it should be referred to often and updated as needed.

Financial Officer S.O.L.I.D. Training

These sessions are mandatory for all Tier II organization Financial Officers, and fulfill the CFO portion of the Student Activities registration requirement. Financial Officers are required to attend these sessions once. Once a Financial Officer has attended the CFO training, they will have met this requirement for all organizations that they serve in this capacity for the current and future years. Sessions are scheduled to accommodate the organization's needs. More information about these sessions can be found online [here](#), or by contacting the Business Office at 486-3163.

Although Chief Financial Officers are required to attend this training, all officers and members are invited and encouraged to attend. Officers or members, such as event chairs, who may conduct financial transactions, will find this training very useful.

Tax ID Numbers

Student organizations may be asked for their tax identification numbers during the normal course of business. If you do not have an account in the Student Activities Business Office, you may apply for one with the IRS. Organizations with accounts in the Business Office should contact the Business Office for specific direction regarding tax identification number usage.

Organization Donations

Donations from individuals or business made directly to your organization are not tax-deductible to the donor. Making them tax deductible will make the transaction more appealing to potential donors. Here are two ways to make that possible:

1) Work with the Student Activities Business Office to establish an account with the University of Connecticut Foundation. All tax deductible donations will go to this account and the individual or business will receive the proper documentation for their donation.

2) Student organizations can apply for their own non-profit tax identification number. To find the appropriate forms and procedure, visit the [IRS WebPage](#). Remember that you will need to apply on both the federal and state level.

Insurance

The activities of students and student organizations are not insured in any way by the University of Connecticut. Individuals and organizations wishing to insure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

Student Activities

Business Office Contact Information

Office Location: Student Union Room 314

Office Hours: M-F, 8:30am-4pm

Telephone: 486-3163

Email: dsabusinessoffice@uconn.edu

Website: http://www.studentactivities.uconn.edu/bo_index.html

Fundraising

Raising money is always an important topic to student organizations. Many student organizations collect dues or have fundraisers to support their activities. Some fundraising ideas are listed below; however, students are encouraged to be creative and explore new ideas.

- Collecting dues from members.
- Selling merchandise (flowers, doughnuts, candy, etc).
- Selling services (chair setups, concessions at Athletic events).
- Charge admission for events.
- Co-sponsor programs with other organizations. Look for University departments or other student organizations with a similar mission and pool resources to co-sponsor events.
- Solicit donations.
 - For donations to be tax deductible student organizations must work with the Student Activities Business Office to establish an account with the foundation.
- Request funding from the Undergraduate Student Government.

Check with the Programs Office in the Student Union Room 203 or the Student Activities Business Office in the Student Union room 314 or the for more information on fundraising.

Undergraduate Student Government and Support of Student Groups

The Undergraduate Student Government (USG) was founded for one general purpose: To serve the undergraduate student body. USG has been effective over the years in advocating student concerns to the administration on campus. The Undergraduate Student Government strives to support all student organizations through USG funding and managing the operations of the Student Organization Center.

USG as a Funding Resource

The Undergraduate Student Government has successfully supported thousands of events from hundreds of different organizations with financial assistance.

To Apply For Funding From the Undergraduate Student Government (USG):

1. Your organization must be a **Tier II Registered** Organization.
2. Your COO or CFO **must attend a USG Informational Session** once per academic year.

A portion of your Student Activity Fee is allocated to the Undergraduate Student Government to give financial support to student organizations. In short, USG is using money allocated from students to be used for students. Any Registered Tier II organization can apply to USG for that money, so long as it conforms to the USG

Funding Guidelines and any State or University policy. Please contact USG for more information regarding their funding policies or procedures by emailing the Funding Board Chair at fundingboard@usg.uconn.edu.

The Student Organization Center

The Student Organization Center (SOC) located in Student Union Room 218 is designed to provide registered student organizations with specialized services to help meet the needs and responsibilities of their organization. Services provided are as follows:

- Meeting Space
 - No reservation needed, first come, first serve basis
- Photocopying
 - 200 free copies per event
- Storage Bins
 - Request storage bins for organizational items
- Mailboxes
 - All registered organizations are provided a mailbox
 - Mailbox should be checked frequently throughout the semester
- Computer Stations
 - For organization use only.

Storage Locker Policies

Student organizations that are registered as Tier-II organizations with the Department of Student Activities Involvement Office are eligible to sign out one storage locker per organization from USG. The storage lockers are located in room 218 and on the fourth floor of the Student Union. These storage lockers are for student organizations to store items and/or equipment pertaining to the organization. The lockers will be assigned on a first come first serve basis. Please stop by the SOC (room 218) or the USG office in room 219 of the Student Union or call 860-486-3708 for specific policies and procedures regarding the storage lockers.

Organization's Mailing Address

Student organizations who wish to have mail delivered to the SOC should use the following address template:

Your Organization's Name
 c/o Student Organization Center
 2110 Hillside Road U3061
 Student Union Room 218
 Storrs, CT 06269

For more information, the Undergraduate Student Government encourages your organization to stop by during office hours, visit the Undergraduate Student Government website, or call.

USG Contact Information

Office Location: Student Union Room 219

Office Hours: M-F, 9-5pm

Telephone: 486-3708

Email: info@usg.uconn.edu

Website: usg.uconn.edu

EVENT PLANNING AND FACILITY USE

Once your organization is registered as Tier II and has completed the S.O.L.I.D. Event Planning Workshop, you can use various resources to organize events that help your organization excel on campus. Events can be anything from running an informational meeting, to hiring a guest speaker, to organizing a conference.

Remember:

- Only registered student organizations with S.O.L.I.D. Training in Event Planning may sponsor activities.
- Student organizations are encouraged to enter into co-sponsorship agreements with other registered student organizations or University departments.

- Registered student organizations may co-sponsor events with non-university groups, (ex: charitable groups, special causes), but event responsibility rests with the University student organization. All advertising must list the names of University and non-university sponsors.

For more information regarding planning an event please visit the Programs Office in the Department of Student Activities.

Organization Events

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization;
- the event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization;
- promotional material associates the event, activity, or gathering with a specific organization;
- the activities can be reasonably associated with a particular organization

All student organization events using any University facility must be registered in advance with the Student Union Event Services Office in the Student Union. Such event registration may require approval in advance from the Student Union and/or other University departments. Contact the Student Union Event Services Office for additional information. The Student Union Event Services Office is located in the Student Union Room 106K.

Reserving Campus Facilities and Equipment

The Student Union Event Services Office reserves space for meetings and programs in the Student Union and other University facilities for registered student organizations. The Student Union Event Services Office is located in the Student Union in room 106K with office hours of Monday through Friday, 8:30am-4:00pm. Tier I registered student organizations may request space for meetings, while Tier II and Tier III registered student organizations may request space for meetings, receptions, practices, programs, dances, concessions, etc. The Event Services staff can help you determine an appropriate space for your function and reserve the space for you. For more information regarding reserving facilities and reservation policies in general please [take a look at "The U Guide: Policies and Procedures for the Student Union"](#) visit the Student Union Event Services Office in 106K of the Student Union or call 860-486-3422.

General Guidelines for Space Reservations

Facilities are reserved in the order in which requests are received, with consideration given to registered student organizations. The Event Services staff reserves the right to determine the appropriate use of space to assure the maximum and most appropriate utilization of space. If a customer requests a facility already reserved by another customer, the requesting customer may be put on a waiting list for that facility. If the facility becomes available at a later time, the Event Services staff will contact the customer to determine his/her interest in reserving the facility.

Student organizations that utilize campus facilities will be expected to:

- Comply with pertinent local, state and federal laws, and University policies.
- Register all events on campus, indoor and outdoor, in the Student Union Event Services Office, Student Union Room 106K.
- Implement crowd control procedures including security and admissions procedures.
- Pay all charges for support service personnel (i.e. police, audio visual technicians, event staff, etc.) or equipment rental.
- Comply with room capacities and fire codes.
- Take steps to guard against personal injury and property damage.
- Cooperate fully with facility or event supervisors, University police and other University staff.

How to Reserve Space

Requests made by registered student organizations for facilities are handled in the following ways: in person through the Student Union Event Services Office located in room 106K in the Student Union, by calling the

Student Union Event Services Office at 860-486-3422, or by completing the [Request for Space online form](#). Other customers must contact the Student Union Event Services Office at 486-3421 for information on non-affiliated use of the Student Union.

Reserving Space for an Event

Student organizations utilize the following process in order to hold an event in the Student Union. First, the student group books a space by visiting the Student Union Event Services Office (SU Room 106K) or by completing the Student Union *Request for Space* online form. At this point, the reservation gets placed on HOLD. A student organization leader is then expected to setup a meeting with a Programs Office Advisor to discuss all elements of the event as well as to complete the *Event Registration Form*. This form can be obtained from the Student Activities Programs Office (SU Room 203) or the SOLID Event Planning Workshop. After this meeting, the student organization works with the Student Union Event Services Office to CONFIRM the space reservation and event details.

Room Reservations and Rental Fees

Registered Student Organizations, University departments and committees holding meetings in the Student Union are not charged facility rental fees. However, rental fees may be charged if:

- There is an admission or a registration fee
- It is a conference event where more than fifty (50%) of the attendees are from off campus
- Special setup or rehearsal time is needed to support the event

Non-affiliated customers will be charged facility rental fees in accordance with the established rate chart.

Inappropriate Use of Space

No event will be permitted on University property that:

- Is unlawful.
- Disrupts academic activities, other scheduled events, University functions or other normal pursuits that take place in the area.
- Is for personal gain.

Sales and Concessions

Tier II and Tier III Student Organizations can reserve space and register any sale, concession or fundraiser activity in the Student Union Event Services Office in the Student Union Room 106K. These activities include, but are not limited to: charging admission to an activity; selling a product; making a request for a pledge or donation; or any other request for money or donations of food, clothes, etc.

- All sales, concessions and fundraiser activities must be registered and approved by the Student Union Staff in advance. The following locations can be reserved for these activities: the Student Union; outside Dining Halls; the Babbidge Library; Fairfield Way; and the University Seal Plaza.
- A Fundraising/Donations Form must be completed when a sale, concession or fundraising activity is planned. Please check with the Student Union Event Services Office for more information.
- Approval for a concession reservation will depend on space availability and non-duplication of existing concessions reservations.
- Groups are limited to 5 days per month for fundraising.
- Aggressive selling tactics are prohibited. Organization members must stay in the assigned area.
- Credit card vending is limited to the Student Union. All credit card concessions are required to distribute information regarding responsible credit management at their table. A sample of this information must be submitted to the Student Union Event Services Office in advance.
- The organization's name must clearly be on all advertising and at the table.

Additional Guidelines:

- All on-campus programs and events sponsored by registered student organizations are required to be registered in the Student Union Event Services Office. To register an event, an officer must provide the Student Union Event Services Office with basic information about the event, i.e. date, time, place, type of event and advertising. Additional information may be required for major programs.

- Amplification (either video or audio) is not permitted at information/concession tables.
- Meetings and events with alcohol must be in compliance with the current University Alcohol Beverage Policy which can be found [online](#).
- Students will be informed of specific policies and procedures related to their reservation request at the time their reservation is made. Depending on the venue, additional guidelines may be in place.
- The Student Union reserves the right to determine the appropriate use of all facilities.
- In order to request facility usage, student organizations must be registered and have no outstanding charges with the University.
- Reservation requests will only be accepted from registered officers of a registered student organization on file with the Department of Student Activities.
- In the Student Union, early evening meetings must end by 8:30 p.m. so that a second group can be accommodated.

Event End Time

All events/meetings held in the Student Union must end thirty (30) minutes prior to the scheduled closing time for the Student Union.

Event Security

Late night events, DJ dances and concerts require approval from the Student Union Office and the Department of Public Safety. All security details must be confirmed at least ten (10) business days in advance of the event.

Audio Visual Equipment Support

The Student Union provides audio visual equipment in most meeting and program facilities in the Student Union Building. A charge for an Audio Visual Technician will be assessed to operate media equipment identified in the chart below. For equipment requiring a technician a minimum of thirty minutes both before and after a program will be added to any fees assessed. If Student Union equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department.

Food Guidelines

The Department of Environmental Health & Safety (EH&S) offers information and support to ensure that all food service establishments, including Temporary Food Service (TFS) events, are held to consistent standards and are operated in a safe and sanitary manner. Adherence to [guidelines established by EH&S](#) is required and will help to reduce the risk of food-borne illnesses and ensure safe food handling on campus. **All food served to the public (regardless of whether a fee is charged) must be approved by EH&S.**

- All food served to the public (regardless of whether a fee is charged) must be approved by EH&S.
- **Any organization wishing to serve food to the public must complete and submit a TFS application form** (which is [available on the EH&S website](#)). The form must be submitted to EH&S at least ten (10) business days prior to the event. (TFS applications submitted with less than ten (10) business days notice may not be approved).
- All off-campus caterers must have a valid food license or permit from their local Health Department and the license or permit must accompany the TFS application (unless it is already on file in EH&S).
- The TFS application, including safe food handling information, and the Food Safety Guidelines booklet, is available in the Student Union Event Services Office, or the EH&S Office (486-3613), as well as visiting <http://www.ehs.uconn.edu/Biological/?p=forms>.

Reserving a Table at Babbidge Library

Registered student organizations can reserve a table in the library for up to three days per month. Reservation requests can be made at the Library Administrative Office located on the Plaza Level, 486-2219.

A student organization wishing to conduct a fundraising activity must first complete a Fundraising/Donations Form in the Student Union, Reservations Office in the Student Union, before completing table reservation at the Library Administrative Office.

Guidelines for the Use of a Tent on University Property

Definition of a "tent" for the purpose of this policy:

“Tent” means any structure with or without side panels having wood or metal supports and using any kind of textile or similar material for coverage, and having a capacity sufficient to shelter 100 or more persons or covering a ground area of 1200 square feet

Requests by a student organization to set up a tent on University property must be approved in advance by the Student Union.

Outside Noise Policy

Amplified sound (any mechanically or electronically altered sound) on campus is prohibited except between the hours of 12:00 pm and 1:00 pm Mondays, Wednesdays and Fridays, and between the hours of 12:30pm and 1:30pm, Tuesdays and Thursdays, when classes are in session, or unless an exception has been granted. Amplified sound may also be approved on weekends and when classes are not in session. Reading days and final exam days are considered “class” days. Groups or individuals wishing to use amplified sound for an event need to reserve space and get approval from the Student Union Reservations Office in the Student Union.

NOTE: Non-amplified sound levels may also be limited if they interfere with academic activities.

Event Planning Pointers

For advice on how to plan programs/events, stop by to speak with staff from the Programs Office in the Student Union Room 203 or call 486-3423 to make an appointment.

Remember that prior planning prevents possible programming problems. It is important that before beginning a program, consider:

- What is the purpose of the program?
- Is there sufficient support from within the organization to complete the program successfully?
- Is there interest for the program on campus?
- Do you have sufficient funds to pay for this program?

As you prepare for your program be sure:

- You are aware of University policies concerning reservations, use of facilities, and advertising.
- You are aware of University facilities and services available and how to access them.
- That the event reflects positively on your organization...and the University.
- You and your fellow officers understand any risks inherent to running your event. If you are transporting members and/or guests to the event, you should consider having each person sign a waiver.
- You and your fellow officers understand that your organization will be responsible for all expenses associated with the program.

Once the program is finished, be sure to conduct an evaluation of your event. Consider these questions:

- How did the audience respond/participate?
- Were your fellow officers and/or the program committee satisfied with the function?
- Did the program run smoothly?
- Did you stay within budget/did you make needed revenue?
- What would you recommend to next year's officers about this event?

Create a written copy of the evaluation and recommendations and keep in your organization's files for future leaders.

Disability Accessibility for University Events

While planning, it is recommended that students take a few moments and think about how to make the event accessible to everyone on campus, regardless of ability. Students are encouraged to contact the Center for Students with Disabilities (486-2020) if they have any questions about how to accommodate students with disabilities.

Planning Community Service Events

The Office of Community Outreach provides various means to get involved in the community-at-large as well as the community within the University of Connecticut. Community Outreach promotes student learning and personal development through the provision of structured opportunities for community and voluntary involvement. In fulfilling this responsibility, Community Outreach is committed to establishing collaborative partnerships with both campus and off-campus agencies to help students connect classroom learning with hands-on learning in the community. Community Outreach offers students opportunities to engage in service activities that enhance the quality of life of others in the community while enriching and expanding the learning experience at the University of Connecticut. Student organizations can participate in structured service programs

or meet with Community Outreach staff for advice and support on developing an individualized placement or a group project. Please visit our [website](#) for more information. Feel free to stop by our office in Student Union room 302, or contact us at 486-1165. We look forward to working with you.

Event Contracts: When and How to Create One

For advice on how to develop and review contracts, stop by to speak with staff from the Programs Office in Room 203 of the Student Union or call 486-3423 to make an appointment.

An event contract is a binding legal agreement between a student organization and a service provider. Contracted services can include, but are not limited to, novelty games, musicians, sound technicians, and food vendors. Any time a student organization is paying for a service, the organization should develop a written contract or agreement with the service provider.

Contracts range from simple letters of agreement, which state the basic event details such as date, time, location, services rendered, and price agreed upon, to more complex documents. Student organizations that book entertainment through talent agencies will often be asked to sign a lengthy contract. Staff in the Programs Office and the Department of Student Activities Business Office are available for guidance and information on developing and understanding event contracts.

NOTE: Organizations should have funds in their bank account to cover the contractual fees before signing a contract. Organizations should not rely on ticket sales or gate receipts to meet their contracted obligations.

Advertising Your Event

To learn more about how to advertise your event, stop by and speak to staff in the Programs Office in the Student Union room 203 or call 486-3423.

A well-planned publicity campaign is a vital part of planning a successful event. Creativity is needed to help people notice your promotional material. Remember that advertisements should include: Event title, time & location (including rain dates, if applicable), name of organization, and admission price.

Policies regarding event advertisements include:

- Organizations may not advertise programs until the event registration and room reservation process is completed.
- Advertisements must include the name of the sponsoring student organization(s).

Campus Posting Policy

The following is outlined in Section II of *The University of Connecticut, Storrs Campus Posting Policy* (January, 2009)

Where Items May be Posted:

- A. In buildings other than the Student Union and other University buildings which have separate posting policies, items may be posted on those areas clearly designated (in writing, in a visible location) for public use. This excludes bulletin boards and kiosks that are clearly designated (in writing, in a visible location) for departmental use. Exceptions may be granted by the department responsible for an area
- B. *Under no circumstances* may items be posted on University signs, lampposts, trees, sidewalks (see “Chalking”), windows, walls, and doors in public locations, bathroom stalls, or any location where the posting may cause damage to University property.
- C. Absolutely no duct tape or other method of permanent or semi-permanent adhesion that may cause damage to University property may be used.
- D. Temporary Event Signs may be placed only at those locations designated under the University’s signage policy, available at <http://aes.uconn.edu/signage.html>
- E. Postings on University shuttle buses require the permission, and are at the discretion, of the Director of Transportation Services.
- F. Postings in University dining halls require the permission, and are at the discretion, of the dining hall manager.

For the entire Posting Policy, [visit our website](#), and click on “Posting Policy.”

Student Union Posting Policy

The Student Union will designate bulletin board locations for the posting of publicity materials to advertise registered events for the University community. Postings should not exceed 22" x 18" and are limited to six per activity or event. Postings can be dropped off at the Information Center on the second floor; all materials must be approved and stamped by the Information Center staff. The Student Union Staff will be responsible for posting the material in the designated locations within 24 hours of receipt. Advertising can be posted for up to fourteen days.

In order to be approved, all of the following must apply:

- The event must be open to all students
- The event must be sponsored by a registered student organization or university department and the sponsor's name must be on the publicity materials. All student organization events must be registered in the Event Services Office. No postings of any kind are permitted on walls, painted surfaces, windows, doors, floors, bricks, bathroom stalls, and railings.

Student leaders should also be aware of the relevant policies and guidelines regarding posting and advertising in Residence Halls and on other parts of campus. Links to this information can be found on our website at: www.studentactivities.uconn.edu/inv_stuorg.html.

Display Board Procedure

Student organizations and University departments may submit events for publication on the electronic display board, located next to the Information Center at the Fairfield Way entrance. Request forms are available at the Information Center and should be returned to this location. Announcements for upcoming programs are run a maximum of 5 days prior to and including the day of the event. Additional information can be obtained at the Student Union Marketing Office, Room 210.

- The *Ultimate Guide to Advertising: Student's Edition* contains further advertising policies and ideas. Some advertising options outlined in the Ultimate Guide to Advertising include:
 - Ads and Press Releases can be run in the [Daily Campus](#) Contact them at 486-3407.
 - Flyers can be posted on University Shuttle Bus Shelters free of charge by contacting the Transportation Advertising Coordinator at 486-6685. Students are responsible for removing and properly discarding their flyers. Check out the [Department of Parking and Transportation Services](#) for more information.
 - Flyers may be placed on bulletin boards throughout campus but **not** on doors, glass, windows, and walls.
 - Public Service Announcements can often be made by calling [WHUS](#) at 486-4007 or [UCTV](#) at 486-1000.
 - [Contact Dining Services'](#) Marketing Office to reserve and pay for ads to be posted on "Table Tents" in the Dining Halls. Phone: 486-1580, Fax: 486-0473.

Contact the Programs Office for more ideas and a copy of the *Ultimate Guide to Advertising: Student's Edition* or visit us [online!](#)

Student Activities

Programs Office Contact Information

Office Location: Student Union Room 203

Office Hours: M-F, 8am-5pm

Telephone: 486.3423

Website: http://www.studentactivities.uconn.edu/po_index.html

Appendix A
***How to Write a Student Organization
 Constitution:
 Requirements and Tips***

A constitution is a founding document that provides a clear outline of the structure and mission of the organization and provides a basic set of rules that will govern the group. Its intent is to provide consistent leadership for the organization as it will be passed on to future officers.

*****Only Tier II and Tier III organizations are required to have a constitution*****

Use the following outline to write your organization's constitution. The items containing an asterisk (*) are required in the constitution:

1. Formal name of the organization*
2. Organization's purpose*
3. Membership composition*
4. Organization Officer Positions*
 - Duties
 - Officer election process
5. Designated Committees
 - Committee Responsibilities
 - Committee Chairs
 - Duties
 - Appointment of Chairs
6. Organization decision making model*
7. Meetings*
 - Frequency
 - Structure
8. Organization Advisor*
 - Appointment of UCONN faculty/staff member
 - Responsibilities of organization advisor
9. Organization Funds*
 - Means of acquiring funds
10. Amending the Constitution*
11. Addendums
 - Beneficiary addendum (for organizations with a bank account in the Student Activities Business Office)

Add information to change and/or clarify your constitution to remain consistent with the organization as it changes and grows.

Appendix A.1

A Sample Student Organization Constitution...

Article I. Name

The Formal name of this organization is _____.

Article II. Purpose

The purpose of (organization name) shall be to foster _____ through the coordination of ____ (ie: awareness projects and events). (Organization name) will work toward its goals by_____.

Article III. Membership Composition

Any person may attend (organization name) meetings. However, to be a member of (organization name) one must be an undergraduate or graduate student of UCONN, and pay membership dues.

Article IV. Organization Officers

Duties

Chief Organization Officer (COO) This person is the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and University officials. Feel free to name this officer as you like (i.e. president, editor, general manager etc.)

Chief Financial Officer (CFO) This person will be primarily responsible for the organization's finances. Feel free to name this officer as you like (i.e. treasurer, comptroller, bookkeeper, etc.)

Secretary The secretary is responsible for taking minutes at meetings and distributing them to all officers the following week.

Officer election process

Organization officers will be selected by a nomination and election process. Officers shall be elected before ____ and will serve a term of ____ . The time between elections and the new term shall serve as a transition period for new officers.

Article V. Organization decision making model

As a general rule, (name of organization) shall use (majority vote, consensus, officer vote, etc.)__ to make its decisions.

Article VI. Meetings

Frequency

Meetings will be held on the first and third Wednesday of every month.

Structure

The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary, and distributed to the organization’s officers the following week. The meeting will be ended by the President.

Article VII. Organization Advisor

A full time faculty member from the Storrs University of Connecticut campus is eligible for the faculty advisor position. The Faculty advisor will be chosen by the officers and their term will last indefinitely, with an annual reappointment.

The Advisor’s duties shall include:

A. Meeting with the organization officers on a regular basis.

B. Attending organization meetings and activities.

The Advisor shall not have voting rights.

Article VIII. Organization Funds

Means of acquiring funds will include collection of membership dues, application to USG for funding and implementation of fundraising events throughout the academic year.

Article IX. Amending the Constitution

This constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week before the biweekly meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, the organization advisor, as well as the Involvement Office, will be informed of the amendment.

Article X. Beneficiary Addendum

In the event that this organization’s account remains inactive for 12 consecutive months, the following beneficiary will receive the balance of the organization’s funds:

Beneficiary Name: _____ Beneficiary Address: _____
 Beneficiary Contact: _____ Phone: _____

Appendix B
Important Numbers at UCONN...

African American Cultural Center.....	486-3433
Asian American Cultural Center.....	486-0830
University Catering.....	486-5053
Center for Students with Disabilities.....	486-2020
Charter Bus Information (Parking and Transportation).....	486-4804
Club Sports	486-6515
Dean of Students Office.....	486-3426
Department of Student Activities.....	486-6588
Business Office	486-3163
Involvement Office	486-6588
Community Outreach	486-1165
Programs Office	486-3423
Student Union Board of Governors	486-3904
Student Union.....	486-3059
Student Union Event Services Office.....	486-3422
Student Union, General Information.....	486-3059
Information Center.....	486-1140
Department of Public Safety.....	486-4800
Department of Residential Life.....	486-3430
Environmental Health and Safety.....	486-3613
Emergency	9-1-1
Graduate Student Senate.....	486-3907
International Center.....	486-3855
Library General Information.....	486-0497
Office of the Vice Provost for Multicultural and International Affairs.....	486-5848
Puerto Rican/Latin American Cultural Center.....	486-1135
Rainbow Center.....	486-5821
Recreational Services.....	486-2837
Regional Campuses	
Stamford Campus.....	203-251-8400
Avery Point Campus.....	860-405-9000
Hartford Campus.....	860-570-9214
Torrington Campus.....	860-626-6800
Waterbury Campus.....	203-236-9800
Counseling and Mental Health Services.....	486-4705
Student Health Services.....	486-4700
Student Support Services.....	486-4040
UConn CO-OP.....	486-3537
Undergraduate Student Government.....	486-3708
Document Production Center.....	486-2022
Women's Center.....	486-4738

~END~

This document was produced by the Department of Student Activities at the University of Connecticut. If you have any comments or questions regarding its content, please contact us at 486-6588 or visit us on the web at www.studentactivities.uconn.edu.

