

# Student Organizations & Advisor Handbook



Activities, Involvement, & Leadership  
Davies Center 222  
Eau Claire, WI 54702  
activities@uwec.edu  
715-836-4833

University of Wisconsin  
**Eau Claire**

# WELCOME FROM THE ACTIVITIES, INVOLVEMENT, & LEADERSHIP OFFICE

**Student Organization Leaders & Members:** Student organizations are an integral part of campus life and student engagement at the University of Wisconsin–Eau Claire. The student organization experience provides an outlet to explore and engage your passion, connect with peers, and build relationships, as well as grow into strong leaders and change agents. During your time at UW-Eau Claire, we encourage you to commit to your student organization(s); to take pride in your ability to make a significant impact and truly serve your campus and surrounding community by sharing your gifts, talents and dreams.

The Student Involvement Center provides opportunities and consistent support to help you start, enhance, and/or sustain your student organization. It is our hope that you take full advantage of the opportunities we provide and leave your student organization better than you found it...or start a new organization and leave a legacy!

Ultimately, the success of your student organization is you and your fellow members' responsibility. In partnership, the Student Involvement Center team is ready and willing to help guide, advise, and support you every step of the way.

We encourage you to be an active participant in the student organization community by acquiring knowledge of this handbook and being a role model for our community.

**Student Organization Advisors:** On behalf of the Student Involvement Center at the University of Wisconsin–Eau Claire, we extend our deepest appreciation and gratitude to you for playing an integral role in the sustainability of our student organizations. Your commitment to serving as a student organization advisor has a tremendous impact on the success of our office, our student organizations, and most importantly, our students.

The Student Organization and Advisor Handbook was designed as a resource for both students and advisors to help navigate the ins and outs of forming and maintaining a student organization, introduce you to your roles and responsibilities as an organization advisor, and to provide information about student organization policies, procedures, and risk reduction. The handbook was also designed as a resource to help faculty members navigate their roles and responsibilities as an advisor and to provide suggestions for successful advising.

It is our hope that the Student Organization and Advisor Handbook will answer any questions you may have; however, please feel free to contact the staff in the Student Involvement Center at any point for more information or for answers to questions that are not addressed.

We hope that being involved with a student organization will be a rewarding and fulfilling experience. Once again, congratulations on your decision to enhance the collegiate experience of the students here at the University of Wisconsin-Eau Claire.

Contact information for individual involvement staff members are listed below. Please do not hesitate to reach out for advice or questions. We are here to support you and your student organization.

Sincerely,

The Student Involvement Center Staff  
220 W.R. Davies Center  
715-836-4833

[activities@uwec.edu](mailto:activities@uwec.edu)

<http://www.uwec.edu/activities/>

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# STUDENT INVOLVEMENT CENTER STAFF

## ACTIVITIES, INVOLVEMENT, & LEADERSHIP

### **Sara Thommesen**

Senior Coordinator of Student Organizations  
(715) 836-4020 • [thommese@uwec.edu](mailto:thommese@uwec.edu)

### **Katy Rand**

Senior Coordinator of Leadership & Greek Life  
(715) 836-4803 • [randka@uwec.edu](mailto:randka@uwec.edu)

### **Stephanie Pyykola**

AIL & Student Senate Office Manager  
(715) 836-4646 • [pyykolsk@uwec.edu](mailto:pyykolsk@uwec.edu)

### **Joann Martin**

Student Activities Coordinator-UAC Advisor  
(715) 836-4805 • [martinjo@uwec.edu](mailto:martinjo@uwec.edu)

### **Brianna Johnson**

Student Activities Coordinator - Artist & Forum, Marketing & Front Desk Supervisor  
(715) 836-3896 • [johnsnbr@uwec.edu](mailto:johnsnbr@uwec.edu)

## STUDENT SENATE OFFICE

### **Stephanie Pyykola**

AIL & Student Senate Office Manager  
(715) 836-4646 • [pyykolsk@uwec.edu](mailto:pyykolsk@uwec.edu)

### **Student Organizations Commission Director**

(715) 836-4646 • [stusen52@uwec.edu](mailto:stusen52@uwec.edu)

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## ACTIVITIES, INVOLVEMENT, & LEADERSHIP MISSION

*The Office of Activities, Involvement, and Leadership connects UWEC students with opportunities to transform personally and professionally outside the classroom.*

## ACTIVITIES, INVOLVEMENT, & LEADERSHIP VISION

*We envision to inspire the next generation of lifelong learners by empowering them to challenge their perspectives. We believe in the value of involvement and strive to integrate that in every student.*

## ACTIVITIES, INVOLVEMENT, & LEADERSHIP VALUES

*Connections  
Leadership  
Student centered*

### **\*DISCLAIMER:**

Some of the policies, procedures and other information outlined in this handbook can vary throughout the year. Student organization leaders, members and advisors are encouraged to check with the relevant office to ensure you have the most up-to-date information.



**UW-Eau Claire Activities, Involvement & Leadership  
AND UWEC Blugold Connect+**

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# Chapter 1: About

## 1.1 Activities, Involvement and Leadership Office

## 1.2 Directory of Terms

## 1.3 Student Organizations & Leadership Center

## 1.4 Student Organizations Commission

## 1.5 Student Organization Monthly Success Planner

## 1.6 Student Organization Guiding Principles

## 1.7 Review and Approval of the Student Organization and Advisor Handbook

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### 1.1 Activities, Involvement and Leadership Office

A unit of Davies Center, the Activities, Involvement and Leadership office in 222 Davies is a resource and support service for student organizations. The Senior Coordinator of Student Organizations, the Student Senate Program Manager, and the Student Organizations Commission Director (of the Student Senate) work specifically with student organizations to provide workshops, leadership development opportunities, and advice and guidance for organization members and advisors. The Senior Coordinator of Student Organizations also oversees the community administration of the online student engagement management system and app - [Blugold Connect+](#).

In addition to supporting student organizations, the Activities, Involvement and Leadership office administers several other programs including: the Artists Series, The Forum, and the UW-Eau Claire International Film Society, all funded through student segregated fees allocated by the Student Senate. The staff also advise the Student Senate's University Activities Commission, the Student Organizations Commission, the Student Organizations Code of Conduct Committee; coordinates summer events, among other programs and special events.

### 1.2 Directory of Terms

RSO = Registered Student Organization

SOC = Student Organizations Commission

SOCCC = Student Organization Code of Conduct Committee

SUFAC = Student University Fee Allocation Committee – Student Segregated Fee Funding

BC+ = Blugold Connect+

### 1.3 Student Involvement Center and Student Organization Makerspace

The Student Involvement Center in Davies Center 220 (second level) provides services and is home base for more than 200 campus organizations. Students may learn more about organizations they are interested in joining at the center or visit a current listing of all student organizations by visiting [Blugold Connect+](#) and clicking on the group(s) that interest you!

The center houses the Activities, Involvement, and Leadership office, the Student Senate office, the GSRC (Gender & Sexuality Resource Center), as well as student organization mailbox bins, reservable lockers, a computer station, printer/copier, student organization meeting rooms, a makerspace for all



registered student organizations. Professional development workshops and online trainings are available for student organization leaders and advisors; workshops and publications are designed to assist organizational success and development; and recognition programs are designed to acknowledge the outstanding efforts of individuals and organizations.

## 1.4 Student Organizations Commission of the Student Senate

The Student Organizations Commission serves as the governing link from Student Senate to student organizations on campus and meet regularly throughout the academic year. This commission works with campus organizations during their founding as well as oversight of the Annual Student Organization Re-Registration Process, the Student Org Segregated Fee Funding Process, assistance with drafting organization constitutions, Blugold Connect+ navigation, workshops, and student organization outreach. Student organizations can contact the Student Organizations Commission Director at [stusen52@uwec.edu](mailto:stusen52@uwec.edu).

## 1.5 Student Organization Monthly Success Planner



### AUGUST

- ☐ Check mailbox bin & locker in Student Organizations and Leadership Center
- ☐ Meet with officers to discuss yearly goals and recruiting strategies
- ☐ Meet with your org advisor to review expectations of each other
- ☐ Check org e-mail account status (if you have one housed through LTS)
  - **NEW - you can now use your Blugold Connect+ group email for all of your organizations' correspondence!**
- ☐ Agree on a regular meeting time and schedule all meetings
- ☐ Ensure you are registered & prepped for Blu's Organizations Bash (if participating)
- ☐ **Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)**

### SEPTEMBER

- ☐ Participate in the Fall Blu's Organizations Bash event
- ☐ **COMPLETE ANNUAL STUDENT ORGANIZATION RE-REGISTRATION REQUIREMENTS**
  1. Log into your Blugold Connect+ group page to complete the Annual Student Organization Re-Registration form
  2. All org Presidents **MUST** attend the **mandatory** Student Org Leaders Nuts & Bolts Training (additional officers encouraged to attend!) (held late Sept. or early Oct.)
  3. All student org Presidents are **HIGHLY ENCOURAGED to participate/attend a Blugold Connect+ Basics session** (additional officers encouraged) (Pre-Registration required via Blugold Connect+ events.)
- ☐ Request additional Blugold Connect+ assistance if needed (tutorials available on the [Help Site](#))
- ☐ Download the Blugold Connect+ app
- ☐ Create your org events via your Blugold Connect+ org portal (your org events are automatically uploaded to the Blugold Connect+ app)
- ☐ Set concrete goals for the organization
- ☐ Participate AND attend Homecoming events!
- ☐ Ensure org On-Campus account or bank account is updated with current president, treasurer and advisor (On-Campus account statement requests can be made to [University Accounting](#). US Bank accounts require a request (at US Bank) for e-statements to be sent to account signatories.)
- ☐ **Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)**



## OCTOBER

- ☐ **ANNUAL STUDENT ORGANIZATION RE-REGISTRATION REQUIREMENTS MUST BE COMPLETED BY OCT. 15<sup>TH</sup> (by 11:59pm)**
- ☐ Request additional Blugold Connect+ assistance (if needed) (Tutorials available on the [Help Site](#))
- ☐ Keep advisor informed
- ☐ Participate AND attend Homecoming events!
- ☐ Hold meetings on a consistent basis
- ☐ Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)

## NOVEMBER & DECEMBER

- ☐ November 1<sup>st</sup> - Student Organization Segregated Fee funding applications open (via Blugold Connect+)
- ☐ November 1<sup>st</sup> - Spring Blu's Organizations Bash event pre-registration opens (via Blugold Connect+)
- ☐ Hold elections and begin officer transitions (if applicable)
- ☐ Update Blugold Connect+ org portal information with updated officer information
- ☐ Ensure org On-Campus account or bank account is updated with current president, treasurer and advisor.
  - On-Campus account statement requests can be made to [University Accounting](#)
  - US Bank accounts require a request (at US Bank) for e-statements to be sent to account signatories.)
- ☐ Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)

## JANUARY, FEBRUARY, & MARCH

- ☐ Student Org Segregated Fee Funding applications due
- ☐ Participate in the Spring Blu's Organizations Bash event
- ☐ Create new goals and evaluate old goals
- ☐ Recruit new members
- ☐ February & March – Student Org Segregated Fee Budget presentations
- ☐ Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)

## APRIL & MAY

- ☐ Hold elections and begin officer transitions (if applicable)
- ☐ Update Blugold Connect+ org portal information with updated officer information
- ☐ Ensure org On-Campus account or bank account is updated with current president, treasurer and advisor (On-Campus account statement requests can be made to [University Accounting](#). US Bank accounts require a request (at US Bank) for e-statements to be sent to account signatories.)
- ☐ Submit nominations for Student Organization Excellence Awards
- ☐ Work on and complete annual goals
- ☐ Recognize graduating organization members
- ☐ Watch for Student Org Bi-Weekly Newsletter via Blugold Connect+ (all officers receive direct email)

## JUNE & JULY

- ☐ Ensure any "current" Student Org Segregated Fee funds are utilized before June 30<sup>th</sup>
- ☐ Next Fiscal Year Student Org Segregated Fee funding awards available July 1<sup>st</sup>

## 1.6 STUDENT ORGANIZATION GUIDING PRINCIPLES

### Relationship between Student Organizations and the University

Student organizations are registered; however, they are not officially sponsored units of the University. As a condition for continuation of the registration relationship, the student organization agrees to abide by University rules and regulations. In return, the student organization gains access to selected University facilities and resources.

Student organizations may only identify themselves with the University by using the following format in the organization name: "Club XYZ at the University of Wisconsin-Eau Claire." The name must not infer University endorsement of the organization's purpose or activities or imply that the organization is speaking on behalf of the University or any of its divisions or departments.

### Importance of Student Organizations

The University of Wisconsin-Eau Claire considers student organization activities and programs an integral part of the University's mission. The programs and activities contribute significantly to the students' total educational development and progress. Student activities provide experiences which stimulate interest and understanding of current social, economic, political, cultural or religious problems and issues. At the same time, they provide rewarding experiences that come from living and working in group projects with individuals of varying races, beliefs, identities, lifestyles, experiences, and cultural backgrounds. In addition, student activities provide students with stimulation for intellectual growth, leadership development, democratic processes, and citizenship responsibilities.

### Financial Responsibility of Student Organizations

Any student organization that receives funding from the University is governed by the standards and regulations defined by the Segregated University Fees policies established by the [Universities of Wisconsin](#). Officers of organizations are responsible for making sure their groups are financially sound. Student organizations are responsible for contacting the Federal Internal Revenue Service and Wisconsin Department of Revenue for specific information on income tax requirements and other filing requirements. Student organizations may be liable to pay sales tax on some of their fund-raising efforts.

The University is not responsible for debts or other liabilities of student organizations. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

### Responsibility of Organizations

Students are subject to local, state, and federal laws and ordinances. The University expects that all student organizations will prevent unlawful actions relating to their activities. Failure to do so could subject student organizations, the officers and members to disciplinary action. **The organization acknowledges that its activities, including some of which may occur on the campus of UW-Eau Claire, are not eligible for liability protection under the [State of Wisconsin Self-Funded Liability Program](#) and may need to obtain a special-event(s) liability policy at its own expense.**

The freedom of action granted to registered organizations implies a responsibility for the development of the direction, scope, and character of the group to promote the University of Wisconsin – Eau Claire's educational mission. This freedom of action is limited by the stated purpose of the organization and the rules and regulations imposed by the University and society.

Free inquiry and expression are essential in a community of scholars. As members of such a community, students are encouraged to develop a capacity for critical judgment and an independent search for truth. Freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University or the organizations accorded the use of University facilities.

### **Compliance with Charter, Constitutions and Other Operating Documents**

Student organizations are expected to be following their charter, constitution, bylaws and any other operating documents at all times. Amendments and revisions to these documents may be made in consultation with the Student Organizations Commission of the Student Senate. The operating documents form a component of the recognition agreement between the University and the student organization. Failure to comply with the agreed upon operating documents may result in penalties which may include an official warning, revocation and/or limitations of privilege and/or revoking the student organization campus recognition and/or charter.

### **1.7 Review and Approval of the Student Organization and Advisor Handbook**

The Student Organization and Advisor Handbook will be reviewed and revised as necessary each academic year. Reviews and revisions will be spearheaded by the Activities, Involvement and Leadership office and collaborated on with the Student Organizations Commission Director of the Student Senate.

## **Chapter 2: Advisors**

### **2.1 University Policy on Advisors**

### **2.2 Roles and Responsibilities**

### **2.3 Student Organization Do's and Don'ts for Advising Relationships**

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### **2.1 University Policy on Advisors**

All officially registered UW-Eau Claire student organizations are required to have and maintain a **primary advisor** who is a **current** member of the University of Wisconsin-Eau Claire faculty or staff. Retired faculty members, Graduate Assistants, as well as off-campus representatives do not qualify, however may serve as co-advisors.

### **2.2 Roles and Responsibilities**

The following are roles and responsibilities of advisors and student organizations.

**Student Organization Advisor Role:** The student organization advisor serves in a voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization. It is highly recommended that all student organization advisors review the online "Student Organization Advisors Training" module located within Canvas

(please contact the Activities, Involvement, & Leadership office should you need access to this course.)

### **Responsibilities of the advisor to the organization:**

- Maintain an awareness of the organizations' activities, review org travel - **approving/denying student org [travel request form](#) available on Blugold Connect+ for org travel outside of EC Co.**, and programs sponsored by the student organization.
- Meets with the officers of the student organization on a regular basis to discuss upcoming meetings, long-rang plans, goals, financials, and any concerns of the organization.
- Attend general meetings and executive board meetings of the organization as often as schedule allows.
- Explaining University policies and appropriate methods for groups to conduct business as well as constitution guidance.
- To give counsel on financial matters relating to the organization as well as listed as a signatory on any financial account(s).
- Assist in the orientation of new officers and Blugold Connect+ administration awareness. Assist the organization treasurer in monitoring expenditures and fundraising activities to maintain an accurate and up-to-date account ledger.
- Provide direction in parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
- Explain and clarify University policies and procedures that apply to the organization (i.e. Student Organization Conduct process, Annual Renewal Requirements/Process, Blugold Connect+ administration, account signatories, travel approvals, CISI insurance.)
- Inform organization members of those factors which constitute unacceptable behavior on the part of the organization member, and the possible consequences of said behavior. Consult with the Activities, Involvement, & Leadership staff regarding behavior and other concerns about the organization.
- You are a required [Campus Security Authority \(CSA\)](#) under the [Clery Act](#). This requires you to report crimes when you become aware of them. Your email address will be forwarded to the Campus Clery Liaison who will provide you with the guidelines on reporting and referral services available to students.
- All student organization advisors must:
  1. Review and approve (or deny) new student organization registrations and re-registration submissions and,
  2. Review the online Advisor Training Canvas module on an annual basis (preferably at the start of each academic year.)

### **Responsibilities of the organization to the advisor:**

- To seek the advice and counsel of the advisor.
- To inform the advisor of the organization's plans, travels, and activities (meetings etc.)
- To keep the advisor informed of the financial status of the organization.
- Maintain advisor signature(s) on student organization financial accounts.
- To look upon the advisor as a person who is interested in helping the organization to function effectively and achieve its objectives.

## **2.3 Student Organization Do's and Don'ts for Advising Relationships**

Though the University outlines minimum roles and responsibilities for student organization – advisor relationships, student organizations should also discuss any additional expectations with their respective advisor(s). Here are some suggestions:

### ***DO:***

1. Get to know your advisor.
2. Develop expectations of one another (the students and the advisor).
3. Understand that your advisor is a volunteer and has several additional responsibilities outside of advising your organization.
4. Invite your advisor to attend meetings and events.
5. Maintain consistent communication with your advisor.
6. Ask your advisor for advice and guidance on difficult matters.
7. Use your advisor as a resource.
8. Trust that your advisor is working in the best interest of your organization.
9. Consult the Student Involvement Center staff if you have questions or concerns.

### ***DON'T:***

1. Expect or allow the advisor to do the work for the organization.
2. Allow the advisor to control or dictate the actions of the organization.
3. Allow the advisor to use the organization to achieve their own agenda.
4. Expect your advisor to be at everything. They have additional responsibilities outside of advising your organization.
5. Assume the organization can handle everything on its own and doesn't really need an advisor.
6. Ask your advisor to help your organization "bend" or "get around" rules and policies.

## **Chapter 3: Forming and Re-registering Student Organizations**

### **3.1 Starting a New Student Organization**

### **3.2 Annual Student Organization Re-Registration Process**

### **3.3 Constitution Requirements**

### **3.4 Model Constitution**

### **3.5 Blugold Connect+ – RSO Online Environment & App**

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### **3.1 Starting a New Student Organization**

The Student Senate Student Organizations Commission has the authority to recommend to the Activities, Involvement, and Leadership staff, the granting and suspension of recognition for all UWEC campus organizations, and to recommend policies governing the operation of all student organizations. Any group of students proposing to form a new campus organization must meet all Commission, University and Universities of Wisconsin regulations. New student organization registration requests are open between September 1<sup>st</sup> and March 31<sup>st</sup>.

## STEPS TO START A NEW STUDENT ORGANIZATION (applications accepted Sept. 1 through March 31st):

1. Sign into [Blugold Connect+](#) – UWEC’s online student engagement management platform or the app using your UWEC credentials.
2. Click on the **"Groups"** tab to review all currently recognized UWEC student organizations. If it is determined that another student organization **does not** exist with the same purpose, AND you’ve secured a **current** UWEC Faculty/Staff member who has agreed to serve as the organizations’ advisor, you can move on to Step 3.
3. Click on the New Group Registration icon and complete **all** required fields and hit **"Submit."**
  - a) Your submission will automatically move through the following required approval process (in this order):
    1. UWEC Primary Advisor (to help expedite the process, let your advisor know ahead of time that they'll need to review, agree and approve your submission via Blugold Connect+)
    2. The Student Organizations Commission of the Student Senate
    3. Final Approvals made by the Activities, Involvement, and Leadership office
- Upon receiving your request, the organization will be placed on ["Provisional Status"](#) for up to 6-weeks while the Student Organizations Commission of the Student Senate reviews the request in its entirety to ensure all requirements have been met.
- **DURING THE PROVISIONAL STATUS TIMEFRAME:** The student organization will be permitted to do the following:
  1. Reserve meeting rooms - facilities may be used only for the purposes of forming the organization. Privileges of financial solicitation, presentation of speakers, social events, etc. are reserved for fully RSO's (Reg Student Organizations) only.
  2. Set up tables in the Davies Center for recruitment purposes only.
  3. Utilize bulletin board space (to display posters) and digital advertising to conduct membership drives.
  4. Utilize the Student Involvement Center services (220 Davies Center.)
- Any organization violating its provisional status will have their organization immediately revoked. The organization may start the New Organization Registration request process over again if it falls between Sept. 1<sup>st</sup> – March 31<sup>st</sup>. The decision to revoke status will be made by the Student Organizations Commission of the Student Senate or the Senior Coordinator of Student Organizations. The decision of the Student Organizations Commission may be appealed to the Student Senate.
- **IF ALL NEW STUDENT ORGANIZATION REGISTRATION REQUIREMENTS ARE NOT MET:** The group shall be granted an additional time-period in which to revise the registration/constitution information and resubmit it for a second review via the Blugold Connect+ system/app.

- **IF ALL NEW STUDENT ORGANIZATION REGISTRATION REQUIREMENTS ARE MET:**  
The organization shall be proposed to the Activities, Involvement, and Leadership office. Upon final approval by the Activities, Involvement, and Leadership office, the group shall be registered as an officially "registered student organization" (RSO.)

### **3.2 Annual Student Organization Re-Registration Process – "Good Status" (re-registration is open from Sept. 1<sup>st</sup> -Oct. 15<sup>th</sup>)**

1. In compliance with University regulations regarding student organizations, all officially registered student organization Presidents must complete the mandatory Student Organization Leaders Training and re-register their organization via [Blugold Connect+](#) **by October 15<sup>th</sup> of each fall semester.** (Organizations must also update their Blugold Connect+ organization portal any time there is a change of officers and/or advisors throughout the year.)
2. Organizations that fail to re-register their organization by the **October 15<sup>th</sup>** deadline will be automatically deactivated. Deactivated organizations lose all rights and privileges of an organization including, but not limited to:
  - a. The right to reserve rooms and tables within Davies Center, Campus Mall, and Schofield Auditorium; use bulletin board space to display posters (or any other promotional materials); promote via digital screens in Davies and/or other campus buildings, apply for funding; use of organization meeting rooms, mailbox bins, lockers, or supplies within the Student Involvement Center or Makerspace; participate in Blu's Organizations Bashes, and use of the organization account in Blugold Connect+.
3. Deactivated organizations can reapply for active status by filling out an Organization Registration request form via Blugold Connect+. **Important Note:** \*Student organizations who are deactivated due to non-compliance with the Annual Student Organization Re-registration requirements will not be able to reactivate until a minimum of **one full semester** has lapsed from the time that the deactivation occurred.
4. Deactivated organizations that have filled out an Organization Registration form are considered provisional and must adhere to [guidelines outlined for provisional groups.](#)
5. Student organizations are required to review their constitutions annually and update any necessary information and adhere to updated constitution guidelines set forth by the Student Senate and UW-System. Student organizations must submit constitution updates via their [Blugold Connect+](#) account profile. All corrections and revisions must be approved by the Student Organizations Commission to become valid.
6. The Student Organizations Commission will review constitutional changes and decide by majority vote if they are in order according to the present requirements. If approved by the Student Organizations Commission, the constitution will be approved via the organizations' Blugold Connect+ Registration request. If changes are deemed necessary by the Student Organizations Commission, the organization:
  - a. May appeal to the Student Senate by informing the President, in writing, one week before the next scheduled Senate meeting that they feel their constitution meets the guidelines.



- i. If changes are deemed necessary by the Student Senate, the organization can change parts of the constitution that are out of order, resubmit the revised constitution via Blugold Connect+, and begin the process again.
    - ii. If approved by the Student Senate, the constitution will be approved via Blugold Connect+.
  - b. May change parts of the constitution that are out of order, resubmit the revised constitution (via Blugold Connect+), and begin the process again.
7. Organizations wishing to make name changes will need to complete and electronically submit a new Group Registration form via Blugold Connect+ and choose the "Name Change" option from the drop-down page menu.
8. At the time a student organization disbands or becomes inactive, it is to notify the Senior Coordinator of Student Organizations and the Student Organizations Commission Director in writing.

### **3.3 Click [HERE](#) for current Constitution Requirements**

### **3.4 Model Constitution – Please contact the Student Senate office for a sample constitution.**

### **3.5 Blugold Connect+ – RSO Online Environment and App**



Blugold Connect+ is a robust online community and app for student engagement at UW-Eau Claire. The system is hosted by [Campus Groups](#) that assists in getting students involved as well as student organization management. Campus Groups provides customer support via their online Help feature. Blugold Connect+ is UW-Eau Claire's own customized student engagement management system AND app made specifically for Blugolds.

Student organization officers use Blugold Connect+ to complete annual re-registration requirements every fall. They utilize the system to update their officers after elections, register for Blu's Organizations Bash events as well as other campus events/programs, apply for funding and much more! With Blugold Connect+, student organizations can create events that will be featured to all

students via the Blugold Connect+ app, post student org announcements to the Community Feed, they can also fill out forms to change their names, track attendance at their events (via event QR codes), save important documents/photos/videos, track service hours, request funding through Student Senate, create an official UWEC co-curricular transcript and so much more!

Blugold Connect+ allows student organizations to upload media and create events that will help them gain members and promote their organization. Students can search for any student organization and send a join request to get involved.

### **Blugold Connect+ Assistance/Training**

When logged into the BC+ system, you'll find a multitude of online help tutorials accessible via the [Blugold Connect+ Help & Support](#). Should you have any specific questions, you can also contact the Student Involvement Center at 715-836-4833 or e-mail [activities@uwec.edu](mailto:activities@uwec.edu).

### **How Student Organizations Benefit from Blugold Connect+**

All members of an organization can view & create events (that automatically populate to the Blugold Connect+ app), track attendance at their own org events (via QR code), store files, create forms, message and chat with all members in one place, upload photos/videos, register for various Student Organization related events, conduct officer elections, customize your join options, create an official UWEC co-curricular transcript, and more! Advisors and org leaders will have more control over the information within the organizations' portal as officers. Files and forms remain on the system so new officers will instantly have access to the documents (ie: constitutions) they need (no more binders!)

### **How Individual Students Benefit from Blugold Connect+**

The Blugold Connect+ system and app makes it easier for students to find organizations to get involved in as they can browse through all organizations and send join requests if they are interested. Student involvement can eventually be tracked and placed into an official UWEC CO-CURRICULAR transcript that can be exported and sent to potential employers.

Students can also check out all events happening around campus and within the Eau Claire community at any given time. There's always something to do!

The Blugold Connect+ app is an "all-in-one" campus-wide app hub – no more searching for multiple UWEC apps – they're all in one location right at your fingertips!

### **Student Organization Officers/Portal Administrators Responsibilities**

1. Complete the student organization re-registration process every fall (maintaining profile information including constitution form)
2. Maintain and update organization membership and officer information
3. Provide and train new officers/advisors
4. Ensure your student organization portal is complete and looks appealing
5. Create and promote org events/meetings etc.
6. Save important org documents, files, photos, videos and more

## **Chapter 4: Student Organization Policies**

- 4.1 Campus Alcohol Policy**
  - 4.2 RSO Alcohol Policy**
  - 4.3 Food on Campus Policy**
  - 4.4 Tabling Policy**
  - 4.5 Event and Organization Sponsorship Policy**
  - 4.6 Fundraising Policy**
  - 4.7 Use of Central Campus Mall Policy**
  - 4.8 Promotional Materials Policy**
  - 4.9 Solicitation Policy**
  - 4.10 Exhibiting Copyrighted Films Policy**
  - 4.11 Licensing Policy**
  - 4.12 Mass E-mail Policy**
  - 4.13 Decorating Policy**
  - 4.14 RSO Travel Policy**
- 

### **4.1 Campus Alcohol Policy**

The possession or consumption of alcoholic beverages on campus outside the residence halls is governed by established policies administered through the Davies Center. Such possession or consumption is not permitted on campus, other than at catered events in authorized areas. The primary authorized area is Davies Center. In exceptional circumstances, the Chancellor may grant special authorization for events elsewhere on campus grounds.

Alcoholic beverages may be catered by Blugold Dining to any authorized area on campus under the following conditions:

1. Alcoholic beverages will be served only to those of legal drinking age.
2. Serving arrangements will be determined by Blugold Dining, the sponsor, and the Director of Davies Center or designated representative.
3. Alcoholic beverages may be sold and consumed only within the authorized area and may not be carried out of that area.
4. Individuals and/or the sponsoring group will be expected to maintain responsible standards concerning their use of alcoholic beverages. Immoderate use leading to offensive behavior or disorderly conduct will result in the discontinuance of service to that individual and/or sponsoring group. Further disciplinary action may be taken, if necessary.
5. Possession of alcoholic beverages shall include both actual possession, as well as constructive possession, which shall be defined as knowingly being in the immediate presence of someone who is in actual possession of alcoholic beverages.
6. Inappropriate conduct resulting from the use of alcoholic beverages is a serious offense and may constitute grounds for University disciplinary action as well as civil action.
7. Implementation of these guidelines will be the responsibility of the Director of Davies Center.

State and local statutes govern the consumption of alcoholic beverages at university functions that are held off campus.

*For Catering Regulations – click [HERE](#)*

## Eau Claire City Ordinances

[9.52.030 Consumption or the possession of open containers on streets.](#)

[9.52.040 Consumption of alcohol beverages or possession of open containers in city buildings, public parking lots, public parking ramps, and private parking areas.](#)

The consumption of fermented malt beverages or intoxicating liquor as defined by the statutes of the state of Wisconsin, which are herein incorporated by reference, on the streets, sidewalks, alleys or boulevards of the city, is prohibited except at such times and such places as may be specifically exempted temporarily from the provisions hereof from time to time by the City Council in connection with public celebrations.

### 4.2 RSO Alcohol Policy

*Adapted from the former Risk Management Policy of FIPG, Inc.*

The availability of alcohol at any activity sponsored by University-recognized student organization(s) must comply with the rules and regulations of the UW-Eau Claire and with the laws of the State of Wisconsin. Should a recognized student organization choose to make alcohol available at any event or activity, the following will also apply:

1. The possession, sale, use or consumption of alcoholic beverages during a recognized student organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would *associate* with the organization, must be following any and all applicable rules or laws of the University, city, county, state, and federal government.
2. Recognized student organizations hosting events at which alcohol is present **must** have a licensed third-party vendor.
3. Recognized student organizations may not use funds collected from member dues, fees, or collaborative fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the recognized student organization. In addition, these same funds may not be used to purchase promotional materials (i.e., bar crawl t-shirts, etc.) for unofficial events that can only be attended by those of legal drinking age.
4. Open parties, meaning those with unrestricted access by non-members of the recognized student organization, without specific invitation, at which alcohol is present are prohibited.
5. No members of a recognized student organization, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the established legal drinking age).
6. Recognized student organizations hosting events on campus at which alcohol is available must follow the campus alcohol policy (see section 4.1 of this handbook).
7. Recognized student organizations must hold all organization events at locations that allow entry to persons of any age.

### 4.3 Food on Campus

Blugold Dining has exclusive rights to provide all types of food services on campus. No food or beverages in excess of **\$250** may be provided by campus organizations or off-campus vendors unless authorization is granted through the Event Services office at least 24 hours in advance.

All student, faculty and community groups wishing to bring food to their meetings or events must complete a [Blugold Dining Waiver Request](#) in advance of their meeting if the food and/or beverage cost exceeds **\$250**. Unauthorized food service may result in the revocation of campus reservation privileges. Full details are provided in the [Food On Campus policy](#).

#### 4.4 Tabling Policy

Student organizations may reserve table space for information, promotion, or sales **up to five (5) times per semester. ONE TABLE PER RESERVATION**. If tables are reserved for the purpose of selling items, the following apply:

1. Sale or information of items promoting or implying the irresponsible use of alcohol, or implying discrimination regarding race, color, gender, creed, religion, age, ancestry, nationality, disability, sexual orientation, pregnancy, political affiliation, martial or parental status, military veteran status, or arrest and conviction record are inappropriate and will not be allowed.
2. Sales/promotions are limited to the location reserved.
3. Organizations sponsoring a sale must always provide a member at the site during the sale. The name of the organization sponsoring the event must be visible in the sales area. If an organization member is not present during sales, a \$50 charge will be assessed to the organization as a space rental fee. The organization will forfeit any reservations until the fee is paid.
4. Hallway vendors are limited to one six-foot table and two chairs. Vendors are not allowed to bring additional tables or chairs without the consent of Event Services.
5. Promotions for events held in Davies Center facilities have priority over vendor sales. Davies Center reserves the right to reassign the space designated for a vendor sale if the primary space is to be used for an event or student organization information.
6. The maximum number of vendors in Davies Center is limited to one per day.
7. Vendors are not permitted during the summer months.
8. Vendors must sell items which are appropriate for sale on campus. All items for sale will be listed individually on the reservation request. Vendors shall not be allowed to sell items in competition with any Davies Center contracted vendors, including Blugold Dining, the University Bookstore, and US Bank. In addition, sales of tobacco, vaping materials, alcohol, or items that can be found in Davies Center vending machines are not allowed. For more information about restricted sale items, please contact the [University Licensing Manager](#).
9. Davies Center will not provide any overnight storage for vendors and is not responsible for any lost, stolen, or damaged property.
10. All load-in and load-out of sale items will be completed by the vendor and/or organization sponsor during normal building hours.
11. Davies Center has the right to cancel any vendor's reservation/space if the guidelines are not followed.
12. Vendors are responsible for all Federal, state, and local sales taxes.

#### 4.5 Event and Organization Sponsorship and Co-sponsorship Policies

**Co-sponsorship Policy:** Events sponsored by a student organization in cooperation with a department or outside organization must first be approved by a staff member of Event Services during the reservation period. Co-sponsored events will be subject to charges.

FOR MORE INFORMATION — CONTACT [EVENT SERVICES](#).

## 4.6 Fundraising Policy

Student organizations are permitted to fundraise for their organization both on and off campus so long as fundraising events follow all university, city, county, state, and federal rules and laws.

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

If an organization is sponsoring an outside vendor to sell products or services, vendors shall not be allowed to sell items in competition with any Davies Center contracted vendors, including Blugold Dining, the University Bookstore, and US Bank. In addition, sales of tobacco, alcohol, or items that can be found in Davies Center vending machines are not allowed.

Organizations wishing to sell food or beverage should refer to the Food on Campus Policy (Section 4.3) and Hosting a Bake Sale (Section 5.7).

Organizations may **not** use the University's tax exemption status for any fundraising efforts. Organizations needing a tax identification number for fundraising purposes may apply through the Internal Revenue Service. Directions are available by clicking [here](#) and the application is available by clicking [here](#).

## 4.7 Use of Central Campus Mall Policy

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

1. All reservations must be made through the Event Services office, 240 Davies, and must comply with existing scheduling policies. Reservations will only be accepted from University departments, student groups or organizations. The usage of the Campus Mall will depend on weather and ground conditions, and that determination shall be made by the Event Services office.
2. Equipment reservations must be made through the Event Services Coordinator. Davies Center staff will set-up and remove all requested equipment. In special cases, the request for chairs and the Davies Center tent will be reviewed and granted on an individual basis.
3. Electrical outlets will be activated for programs scheduled with the Event Services office. No charges are assessed for this service.
4. Only contracted groups that can perform or conduct business in the Marketplace Lounge of Davies Center will be moved indoors due to inclement weather. Promotional displays must be rescheduled by the sponsoring department or organization.
5. Amplified events shall primarily be scheduled for no more than 60 minutes between 11 a.m. and 1 p.m.
6. Sales of food and beverages by organizations are allowed, however raw products must be purchased through Blugold Dining.

Entertainment or promotional displays shall not deface the grounds.

#### **4.8 Promotional Materials Policies**

Click [here](#) for a complete listing of all Promotional Materials policies.

##### **POSTERS**

Placement of posters shall be limited to designated areas only. Thumbtacks, not staples or tape, must be used to affix posters to campus bulletin boards. Signs may not be placed on interior or exterior walls, windows, outside doors, painted surfaces, or on glass doors. Posters or flyers may not be taped to sidewalks, light posts or telephone poles, and may not be placed on any vehicle on a public street or parking lot, per Eau Claire city ordinance. Posters will be removed due to the discretion of University staff if they do not abide by the Promotional Materials Policies.

Commercial enterprises or private agencies using UW-Eau Claire facilities on a rental basis are limited to one poster placed in Davies Center in addition to posters placed within their rented areas (selected locations only as dictated by rental agreement).

Campus publicity will promote the responsible use of alcohol when alcohol is part of the event and is referenced in the event promotion.

All posters displayed on campus must meet all eligibility requirements.

Due to the increase in available poster boards in Davies Center and the increase in poster demand, posters are limited to one posting, per event, per "Student Organization Events" labeled boards. Poster size may not exceed 11×17 inches, to be conscious of space for other postings within Davies Center.

##### **POSTING LOCATIONS**

###### **University Centers**

University Centers departments may approve their own posters and display them on the boards appropriately labeled within Davies Center. \*Six posters are allowed in designated Davies locations.

###### **Recognized Student Organizations**

RSO's may display their own posters on the boards labeled "Student Organization Events" within Davies Center and "University Events" in the Academic Buildings. RSO's must display "sponsored by" on all posters to include student organization name. Posters that do not display sponsorship information or any posters deemed inappropriate for display will be removed at the discretion of the University Centers staff. RSO's are responsible for the distribution and removal of their own posters.

\*Five posters are allowed in designated Davies locations: 2 on the first floor, 2 within the Student Involvement Center (2<sup>nd</sup> floor), and 1 near the Bookstore (2<sup>nd</sup> floor.)



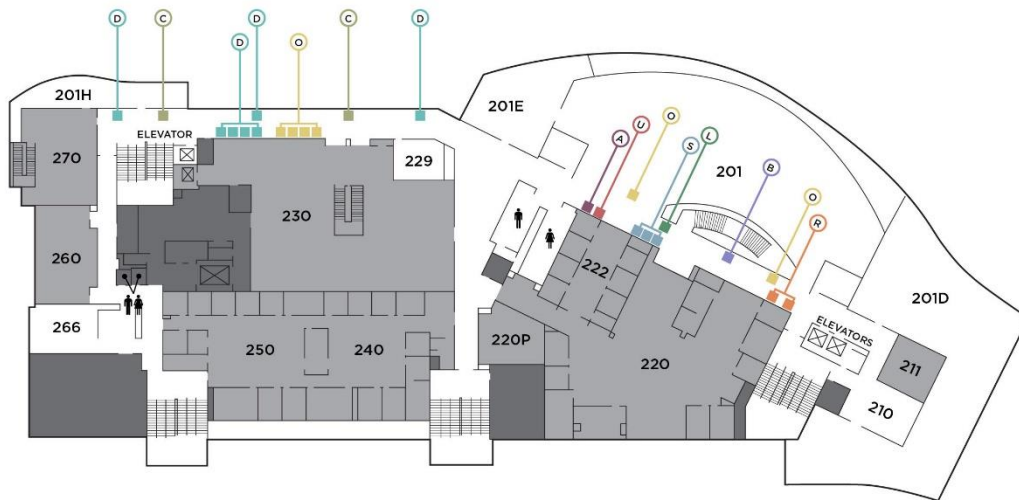
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**The following list shows approved posting locations on campus:**

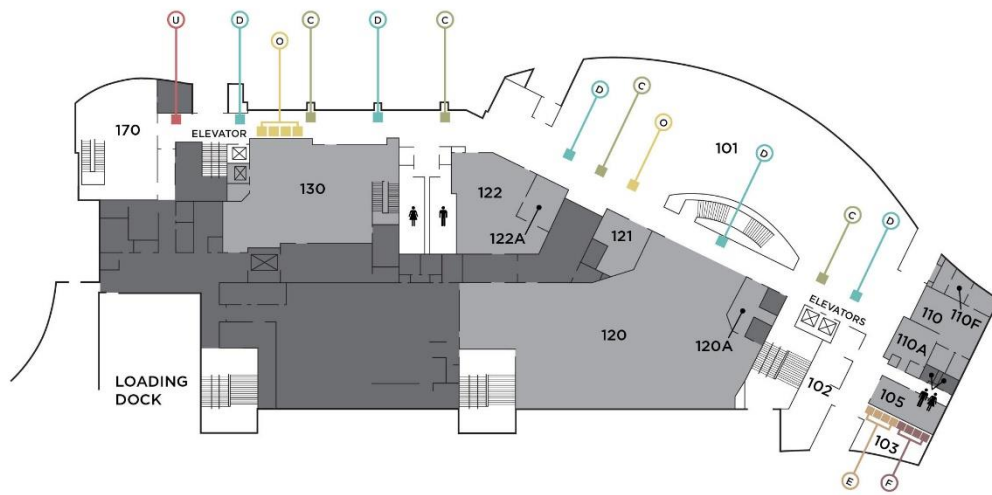
1. **Davies Center** \*Each constituency group listed above is designated a certain number of posters and locations. Please refer to the above.
2. **Nursing Building** – First floor, right hallway - 2 boards opposite room 123
3. **McIntyre Library** – East Entrance near Campus Mall
4. **Schofield Hall** – Next to LTS (2 boards – next to room 115 and room 156A) and room 146B
5. **Hibbard Hall** – First floor entry (2); and next to the following rooms: 180; 206; opposite 312; 701
6. **Brewer Hall** – Next to Continuing Ed (131E)
7. **Centennial Hall** – Lobby area by Einstein's; and next to the following rooms: 1415; 1917; 2614; and opposite the following rooms: 2904; 3614; 4105
8. **Schneider Hall** – At front entry by vending area; and next to the following rooms: 107; 203; 316; 442
9. **Phillips Hall** – Main bulletin board, in area near mural on first floor; and next to room 333
10. **Haas Fine Arts Center** – Across from Foster Art Gallery
11. **Human Sciences and Services** – By room 176
12. **Residence Halls** – Deliver to the Housing Dept. (Crest Wellness Center): 1 per hall (15 posters), and 1 per RA (145 posters) – refer to Policies: Housing and Residence Life Posting site for more information
13. **McPhee Center** – Across from room 114, in hallway by back stairs
14. **Hilltop Center** – Entrance facing Murray Hall & bottom of staircase leading up to Riverview Terrace

## ASSIGNED DISPLAY BOARDS IN DAVIES CENTER

- (O) Student Organizations
- (D) University Departments + Offices
- (C) University Centers
- (E) Community Events
- (F) For Sale
- (S) Student Senate
- (R) Women's + LGBTQ Resource Center
- (U) University Activities Commission
- (A) Activities, Involvement + Leadership
- (L) Service Learning + Volunteer Services
- (B) University Bookstore



LEVEL 2



LEVEL 1

## TABLE TENTS

The designated locations for promotional table tents include Hilltop Center, Davies Center Marketplace, and Davies Center Living Room areas only. Student organizations and departments may create and place table tents according to the following allotments:

- Hilltop Center: Up to 150 table tents may be used in this space.
- Davies Center Marketplace: Up to 146 table tents may be used in this space.
- Davies Center Living Room: Up to 51 table tents may be used in this space.

Table tent display periods can be reserved by contacting the [Event Services](#) office, Davies Center 240. Spaces are subject to availability.

Table tents can be reserved for a maximum of 14 days at time.

The dates reserved MUST BE PRINTED ON THE TABLE TENTS (or they will be removed.)

There is no overlap in reservations (ie: only one table tent per day.)

Table tents ARE NOT PERMITTED IN DAVIES HALLWAYS OR ON THE 3<sup>RD</sup> FLOOR OF DAVIES CENTER.

Organizations are responsible for distribution and removal of their own table tents.

Table tents in violation of the above policies will be removed and discarded.

[Printing Services](#) can assist you with your table tent printing needs.

## SHOWCASES

All showcases in Davies Center must be reserved through the Event Services office, Davies Center 240. Reservations are based on a first-come, first-served basis and are reserved in one-week intervals that run from Sunday to Saturday. Only Event Services professionals or student staff members are permitted to unlock the cases for group usage.

All items must be removed from the showcases by 11 p.m. on Saturday and all cases should be cleaned up in preparation for other groups' use. Failure to remove items by the deadline will result in the appropriate disposal of the showcase's contents and a warning will be distributed to the showcase's sponsor. If a second infraction of failing to remove materials by the deadline occurs, the sponsor will not be allowed to reserve a showcase for the remainder of the semester.

Shelving within the showcases is not adjustable or removable. Please be cautious of the shelving since it is glass and may not be able to support all items desired for display. Any damage to the showcases or shelving will be the responsibility of the reservation sponsor.

In addition, staples or nails are not to be used within the cases, and tape of any kind is not allowed to be used on the glass doors or shelving. Thumbtacks or push pins are allowed to hang displays within the cases.

## **DIGITAL SIGNAGE**

The Davies Center digital signage system inside and outside of Davies Center displays event promotion created by recognized UW-Eau Claire student organizations, academic departments, and administrative offices. Policy and information about creating and submitting graphics is available [online](#).

## **LAWN SIGNS**

Signage on the University of Wisconsin-Eau Claire campus is regulated by [Facilities Planning and Facilities Management](#). This [policy](#) specifically refers to the temporary placement of lawn signs.

## **CHALKING**

Chalking to advertise events/programs is permitted under these conditions: That washable sidewalk chalk is used (no paints or aerosol-propelled substances); that chalking is on horizontal surfaces only (not vertical surfaces such as stairs, buildings or retaining walls); and that chalking is done in open, uncovered areas where the weather can remove the chalk naturally.

Chalking cannot interfere with another message that has already been chalked. Overwriting, erasing, defacing, or altering the chalking of another person or organization is prohibited. Individual students or student organizations that violate this policy will be referred to the Dean of Students office or the Student Organizations Code of Conduct Committee.

Chalking around residence halls is not allowed during the move-in process.

## **APPEALS**

Questions or appeals concerning these policies should be directed to the [Director of University Centers](#). Further appeal is available through the [Dean of Students office](#).

### **4.9 [Solicitation Policy](#)**

On the premises of the University of Wisconsin-Eau Claire:

#### **1. Permission and Registration of Solicitation:**

a. Solicitation shall be defined as selling, peddling, and/or distribution of material, free or otherwise. The selling of newspapers or similar printed materials outside University buildings is not regulated by this policy.

b. Individuals or organizations (student or non-student) may engage in solicitation in University structures and on University grounds pursuant to the terms and condition established herein, and the University retains the right to accept or reject, with just cause, any request for use of its structure and grounds.

c. No such use of University structure and grounds will be permitted without registration and permission of the appropriate office as listed in Sections d and e below.

d. All requests for such use of University structure and grounds should be directed to the Director of University Centers. This is true in all cases, except on-campus housing. In the case of solicitation within on-campus housing, the Assistant Director of Housing and Residence Life should be contacted with such requests. No solicitation will be permitted in living areas for non-hall affiliated activities.

e. Political campaigning along with the distribution of political literature is permitted only in designated areas of University residence halls during designated hours, when the residence halls are in use and occupied by students during the academic year, interim, and summer session. Such activity may be conducted after registration with the appropriate Hall Director, provided such space has not been previously reserved. For more information about the political posting procedures, please review the information outlined in section 5.9. Political Campaigning is limited to the following designated areas and times within University residence halls:

<u>Hall</u>	<u>Time</u>	<u>Place</u>
Aspenson-Mogensen	11:00 a.m. – 7:00 p.m.	Main Lobby
Bridgman Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Chancellors Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Governors Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Haymarket Landing	11:00 a.m. – 7:00 p.m.	Main Lobby
Horan Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Murray Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Oak Ridge Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Priory Hall	11:00 a.m. – 7:00 p.m.	Main Lounge, Building B
Suites	11:00 a.m. - 7:00 p.m.	Main Lobby
Sutherland Hall	11:00 a.m. – 7:00 p.m.	Main Lobby
Towers Hall	11:00 a.m. – 7:00 p.m.	Main Lobby

Solicitation in non-academic buildings (other than residence halls) will require the approval of Event Services.

Solicitation in the academic buildings and on University grounds will require approval of the Vice Chancellor of Finance & Administration upon the recommendation of the Director of University Centers.

Off Campus Individuals and Organizations: All non-student individuals and groups whose request to solicit has been approved will be charged a fee for use of any University structure and grounds. Lists of names, addresses, official University records, or any other information about University students will not be made available to non-University individuals or organizations without approval of the Chancellor of the University, or her/his designated agent.

### **Residence Hall Buildings:**

Any UWEC campus student organization not directly affiliated with Housing and Residence Life must have all posters approved through the [Assistant Director of Housing & Residence Life](#). Posting requests must be received at least 3 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit a jpeg or pdf directly for approval via email. Once approved, physicals prints or copies of materials may be delivered to the Housing Office between 8am-4pm M-F (2<sup>nd</sup> Floor Crest Wellness Center) – **between 4 p.m. and 10 p.m., please deliver to the front desk of The Suites** (the exterior door is a swipe, so you'll need to call the front desk (715-836-5101) if you can't get in).

Non-Housing organizations are limited to 1 poster/flyer per hall lobby (15 total copies) and may inquire about digital displays. The Housing department staff will ensure proper and timely distribution of all materials.

Community businesses, clubs, or organizations not affiliated with UWEC campus departments/offices or Housing organizations are limited to 1 poster/flyer per hall lobby (15 total copies), should they be approved for distribution through the [Assistant Director of Housing & Residence Life](#). Posting requests must be received at least 5 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit a jpeg or pdf directly for approval via email.

UWEC campus departments and offices will be considered for distributions of up to 1 per RA + 1 per lobby (125 + 15 = 140 copies) and may inquire about digital displays. Designs will need to be approved for distribution through the [Assistant Director of Housing & Residence Life](#). Posting requests must be received 5 business days prior to the date the poster/flyer needs to be displayed in the residence halls. You may submit a jpeg or pdf directly for approval via email.

\*Please note that approval is not guaranteed. The life of the poster is 1 full week (7 weekdays) from the date of posting.

Requests for mailbox stuffers must be approved through the Residence Hall Association (RHA) at a General Assembly meeting approximately 2 full weeks prior to distribution needs - this is to allow for the review and voting process (2 full meetings). Please e-mail [RHA@uwec.edu](mailto:RHA@uwec.edu) to arrange a date for your organization to present the materials to the General Assembly. At the time of the presentation, you will need to provide an exact copy of what you intend to distribute to present to the group. All suggestions or requests for changes must be honored by the publishing group. Changes are not to be made after RHA's approval. Materials should be dropped off at the RHA/NRHH Office (22 Bridgman Hall) to ensure proper and timely distribution of all materials. Approximately 2,015 copies are needed for a 1 per mailbox stuffing.

Please drop off all materials at least 3 business days prior to the date you intend for them to be distributed.

Please see the individual Hall Director if you are interested in posting ONE sign in a specific building or if you are interested in hosting a booth in their lobby.

To conserve paper, we ask that you consider digital options for your publicity.

- For local news releases, social media releases, and UWEC Calendar of Events: Contact the Integrated Marketing and Communications Department at [imc@uwec.edu](mailto:imc@uwec.edu) or stop in the Vicki Lord Larson Hall room 2150.

- For an ad on TV-10, please e-mail your information on one Power Point slide to [tv10@uwec.edu](mailto:tv10@uwec.edu).

For the most current updates on posting policies, visit the [Residence Life Posting Policy](#).

#### **4.10 Exhibiting Copyrighted Films Policy**

Those wishing to exhibit a film in a space [reserved through Event Services](#) must produce documentation that a public performance license has been obtained.

##### **OBTAIN A PUBLIC PERFORMANCE LICENSE FOR THE FILM TO BE EXHIBITED**

There are several companies that hold film rights and can issue a public performance license. The Event Services department has contacts for these companies and will assist in obtaining a public performance license for a film presentation. Student organizations should contact the [Event Services](#) office for assistance. The license must be in the possession of the organization, office or department prior to the exhibition date.

A fee will most likely be associated with any and all public performance film licensing.

Anyone wishing to exhibit a motion picture in a venue scheduled by Event Services must produce documentation that a public performance license has been obtained.

Willful infringement is a federal crime that carries a maximum sentence of up to five years in jail and/or a \$250,000 fine. Even inadvertent infringement is subject to substantial civil damages. Not only is the event sponsor responsible — the venue itself is also held responsible. Colleges and universities are the most frequent violators and are closely monitored.

##### **[Public Performance Law, Motion Picture Association of America](#)**

##### **THE CRITERIA FOR AN EDUCATIONAL EXEMPTION**

To be eligible for an educational exemption, there are six points to be met — and every screening must meet all six points.

1. A legal, legitimate (original) copy of the film must be shown.
2. The screening must be part of the systematic course of instruction, related to that course's current curriculum, and not for the cultural, entertainment or recreational value of anyone present.
3. The film must be presented by the course instructor. The instructor must be present.
4. The screening must take place in a place devoted to instruction — a classroom setting.
5. The screening must be part of the teaching activities of a nonprofit educational institution.
6. Attendance must be limited to instructors, pupils and guest lecturers only. The educational exemption applies exclusively to academic buildings and classrooms. None of the rooms and spaces overseen by University Centers are considered to be "a place devoted to instruction," and a public performance license is required for film screenings.



## 4:11 Licensing Policy

Student groups often wish to purchase organization merchandise (t-shirts, coffee mugs, tote bags, etc.) for members of their group or to raise funds for their group. The University of Wisconsin – Eau Claire has procedures in place to help maintain the integrity of the institution and assist students with their orders.

All logos, seals, wordmarks, names, symbols and slogans associated with UW-Eau Claire are trademarks and are the exclusive property of UW-Eau Claire. Reproduction of these marks for resale or other commercial purposes must have university authorization. If your organization is involved in any activities deemed commercial, the vendor from which you purchase merchandise must be licensed.

The [Licensing Manager](#) is responsible for protecting the use of UW-Eau Claire trademarks and for licensing commercial use of these marks. All artworks must be approved by the [licensing office](#) before production can begin. The licensing office must grant approval to all outside vendors using the trademarks of the university, even if they are producing it for a university-affiliated group. If your project falls in the exempt category, you must obtain a waiver for your organization and the vendor.

The [University Integrated Marketing & Communications](#) provides the requirements and guidelines for using the University wordmark, the University seal, and other University logos. In addition, information regarding colors, typography, affirmative action statements, and web guidelines are also available here.

The following steps should be used for all merchandise orders:

1. The student organization should select what product they will be purchasing and develop the artwork.
2. The artwork should be reviewed by the student organization advisor. If the artwork does not represent the University or the organization appropriately, this is a great time to have a discussion with the students about the messages they are sending to others about themselves, the organization, and the University.
3. **For artwork that includes the University name, a University wordmark, or a University logo:**
  - a. Once the artwork has been agreed upon by the organization and the advisor, a student representative must schedule an appointment with the [University Licensing Manager](#) (Director of Athletics) **at least 48 hours** prior to the time when the artwork needs to go to print. The student representative should bring a copy of the artwork for approval and information about how the organization plans to use the merchandise (individual group use or for fundraising). If the artwork is approved, the [University Licensing Manager](#) will assist the student in filling out the appropriate paperwork for the vendor.
  - b. Please note: Any merchandise that has the University name will be used for fundraising purposes must be produced from a licensed vendor. A list of licensed vendors is available from the [University Licensing Manager](#). Please visit: <https://kb.uwec.edu/articles/policies-licensing-athletics>.
  - c. Groups selling merchandise for fundraising purposes will be charged a 7% royalty fee.

Student organizations that produce merchandise without following the process for approval risk having all merchandise confiscated without reimbursement for costs associated with production.

## 4.12 Mass E-Mail Policy

For purposes of this policy, mass e-mail is defined as a single message being sent to more than 1,000 recipients.

[Integrated Marketing and Communications](#) will disseminate emergency campus wide e-mails and electronic publications. **Emergency** campus wide e-mails are typically those informing the campus community of timely news before it is released to the media, or announcements of immediate importance to the campus community that cannot be disseminated in a timely manner by any other means.

Departments, offices, units, and student organizations are authorized to submit announcements, events, and volunteer opportunities to the Activities, Involvement, and Leadership office for publication in the weekly UW-Eau Claire Blugold Briefing student newsletter. The newsletter is distributed weekly to all active UW-Eau Claire e-mail addresses during the academic year.

Student organizations should also create and promote all student org related events within their [Blugold Connect+](#) portal – events are automatically posted on the Blugold Connect+ app. Student organizations (as well as all students) can also post to the Blugold Connect+ Community Feed.

## 4.13 Decorating Policy

Student groups may decorate rooms in Davies Center for special events. For any such decorating, the following applies:

1. Organizations may decorate their reserved rooms in Davies Center. All organizations must clear all decorating plans with Event Services prior to decorating.
  - a) Organizations **may not** use nails, glitter, push pins, tacks, or staples.
  - b) Organizations must use only painter's tape for hanging.
  - c) Decorations may only be put up on the day of the event and must be removed by the time the event reservation concludes.
  - d) No decorations can be attached or hung from the chandeliers or light fixtures.
  - e) Organizations may temporarily tape paper over the door windows for initiations or private ceremonies, however doors may not be locked or blocked (this is a safety issue.)
  - f) Windows cannot be painted.
2. The use of candles, confetti, or glitter is strictly prohibited.
3. If decorations are not cleaned up, or garbage is left, the organization will be charged for labor to clean it up. The clean-up charge will always be the current labor cost for the year. Charges will be for a minimum of one hour. If the walls, carpet, or floor finish is significantly damaged, the organization will be responsible for the cost of the replacement.

#### 4.14 STUDENT ORGANIZATION TRAVEL

Student organizations may travel if the trip is related to the mission/purpose of the organization and the constitution on file within the organizations' Blugold Connect+ portal.

**ALL** student organization travel **outside of Eau Claire County must be approved** by the organizations' advisor via the [Student Organization Travel Request Form](#) a **minimum of 2-weeks prior to travel** (the information on the travel form will be shared with the Student Senate office, and the Student Organizations Commission Director of the Student Senate.) (Club Sports organizations are exempt from this requirement.)

**IMPORTANT NOTE: Depending on current CDC guidelines for our area of the country, or area(s) that your organization is traveling to - any travel brings a risk of last-minute cancellation. Student organizations must take this risk into consideration. To protect your own personal budgets as well as your student organizations' budget - please ensure your organization is fully aware of ALL cancellation/refund policies pertaining to your travel arrangements (ie: Conference/Tournament registration fees, hotel reservations/deposits, airfare, vehicle rentals, etc.) Pandemic travel insurance is highly recommended.**

Travel must be planned so as not to create an undue interference with academic responsibilities. Student organization travel does not constitute an "excused absence" from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed. This policy is in effect year-round, including breaks and summers. It is encouraged that you consider early registration or fund saving opportunities in the planning of your organization's travel (i.e. early-bird registration.)

Even when off-campus, students are representatives of the University and must comply with the [Blugold Code of Conduct](#) and the [Student Organizations Code of Conduct](#) policies.

## Chapter 5: Student Organization Procedures

- 5.1 Reserving Event Space/Reservation/Cancellations & No-Show Policies**
  - 5.2 Advertising on Digital Displays**
  - 5.3 RSO Websites**
  - 5.4 Using University Mail Service**
  - 5.5 Contracting a Service (Co-Sponsorship)**
  - 5.6 Sponsoring a Raffle**
  - 5.7 Hosting a Bake Sale**
  - 5.8 Political Campaign Procedures**
  - 5.9 Excused Absences for Organization Functions**
  - 5.10 RSO Account Options, EIN's, Tax Exemption/Tax Filing Requirements**
  - 5.11 RSO Funding (Funding Options & Guidelines)**
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### **5.1 Reserving Meeting/Event Space, Reservation/Cancellations, and No-Show Policies**

#### **Overview: STUDENT ORGANIZATIONS ARE ALLOWED A MAXIMUM OF 2 MEETINGS/EVENTS PER WEEK CAMPUS WIDE**

How to make a reservation: There are a few options available for student organizations to request room/space reservations in Davies Student Center, Campus Mall/Amphitheatre, Schofield Auditorium, Hilltop Table Tents, or Davies Center Table Tents:

- Reserve Online: [www.mymazevo.com](http://www.mymazevo.com) (login with UWEC credentials)
- Email <mailto:unictr05@uwec.edu> or <mailto:storesmt@uwec.edu>
- Call 715-836-3928 or 715-836-5631
- Stop into the Event Services Office, Davies 240Q between 8am-4pm Weekdays (not open on weekends or holidays)

To make a reservation in an academic space (Centennial, Hibbard, Schneider, etc.) please click [HERE](#) and follow the directions.

Room reservations in Davies Center for student organizations and academic departments may be made with Event Services, 240 Davies, in the spring for the following academic year. It is recommended that requests be submitted with as much advanced notice as possible, whether it is for a weekly meeting or an occasional meeting. The latest notice to make a reservation for a meeting room is 24 hours prior and 14 days for large event spaces. Tentative reservations are accepted with a predetermined deadline for confirmation.

The Event Services office reserves the right to relocate a group to a room that is more appropriate for the group's size or type of program. Reservations are confirmed when all the requested information has been verified by a member of the organizations' Executive Board AND that member has received a reservation confirmation document from the respective Event Coordinator. If there are any changes that need to be made, the Event Services office must be contacted prior to the event taking place. Please ensure your event has been confirmed prior to promoting/advertising your event.

Audio-Visual equipment requests should be requested with the original reservation. If you do not know what you will need at the time you make the room reservation, you will need to let Event Services know at least 24 hours in advance for meeting rooms, and 14 days in advance for larger event spaces to ensure availability. Requests made without prior notification are considered late and services or equipment cannot be guaranteed. Availability of University Centers' services or equipment cannot be guaranteed. Event Services will make every attempt to accommodate your needs.

#### **A. Student Organization Reservation, Cancellation, and No-Show Policies**

- Reservations sponsored by any recognized student organization can only be made by an active serving member of the executive board (listed on Blugold Connect+) of the sponsoring student organization. This includes all reservations made in the Davies Center, Schofield Auditorium, and all outdoor spaces.
- All communication in the planning and implementation of student organization sponsored events must be conducted by a member of the sponsoring student organization's executive board.
- It is the responsibility of the primary contact person listed on the reservation to ensure accuracy of all dates, times, and locations listed on the confirmation. The organization will only be allowed access to a room or space not listed on the reservation with the permission of a member of Event Services.
- Date and time changes or cancellations for a meeting room in the Davies Center must be made within 2 hours prior to scheduled event. Event Services cannot guarantee availability with any desired request change however will work to find a viable solution.
- Date and time changes or cancellations for the Ojibwe Ballroom, Dakota Ballroom, Woodland Theatre, Schofield Auditorium, or an outdoor space must be made within 48 hours of the scheduled event. Event Services cannot guarantee availability with any desired request change however will work to find a viable solution.
- Equipment or layout changes made to a reservation in the Ojibwe Ballroom, Dakota Ballroom, Schofield Auditorium, or outdoor space must be submitted no later than 10 business days prior to the starting date of the scheduled event. Event Services is not responsible for changes requested less than 5 business days of the scheduled event. This may include, but is not limited to staging arrangements, additional A/V needs, diagram layouts, or table and seating counts.
- Student organizations are allowed up to 2 no-shows per academic calendar year, a 3rd no-show will result in forfeiture of any scheduled events as well as revocation of the privilege of reserving space within the Davies Center, Schofield Auditorium, and all outdoor spaces for the remainder of the academic year.
- A no-show for the Dakota Ballroom, Ojibwe Ballroom or outdoor space will count as 2 no-shows against the student organization for the entire academic year.

## **B. Student Involvement Center Dedicated Student Org Meeting Rooms**

- a. There are 2 small meeting rooms (Cedar & Pine Rooms) that can accommodate 8-10 people located within the Student Organizations & Leadership Center (Davies 220) that only RSO's can reserve via the front desk or by e-mailing [activities@uwec.edu](mailto:activities@uwec.edu).
- b. RSO's can reserve any one of the two meeting rooms ahead of time at a rate of ONE MEETING PER DAY for up to TWO HOURS at a time. Please check with the front desk staff if you need additional meeting times for the same day to see if there is availability.
- c. All RSO reservations must be made by a current member/officer of the student organization.

### **5.2 Advertising on Digital Displays**

The digital signage system in Davies Center displays event promotion created by recognized UW-Eau Claire student organizations, academic departments and administrative offices.

- **For Davies Center & Campus-wide Indoor Displays:** click [here](#) for display creation and submissions information.
- **For Outdoor Davies Center Displays:** Click [here](#) for policy and guidelines information.

### **5.3 RSO Websites**

Student organizations are free to develop their own websites within their group portals in the [Blugold Connect+ system/app](#).

### **5.4 Using University Mail Service**

Student organizations may use the Service Center or the main post office downtown to use University's First-Class mail service (postage not provided.)

### **5.5 Contracting a Service (Co-Sponsorship)**

Events sponsored by a student organization in cooperation with a department or outside organization must first be approved by a staff member of Event Services during the reservation period. Co-sponsored events will be subject to charges. Please contact the [Event Services Department](#).

### **5.6 Sponsoring a Raffle**

Raffles are permissible provided the organization files for and receives a [raffle license from the State of Wisconsin](#). There is a \$25 filing fee, and the application must be filed 4 to 6 weeks ahead of time.

### **5.7 Hosting a Bake Sale**

No food or beverages may be sold by campus organizations, academic departments, administrative offices or off-campus vendors in the areas of Hilltop Center, Crest Wellness Center, Schofield Auditorium, Central Campus Mall, and the outdoor amphitheaters by anyone other than Blugold Dining, the vending contractor or the University Bookstore. **\*All bake sale items must be homemade and individually wrapped\***

Sale of food in Davies Center is restricted to bake sales, which must follow these guidelines:

1. Three dates are available per organization per semester.
2. **Food items featured must be homemade and individually wrapped/packaged.** The sale of commercially produced food items is not permitted.
3. The reserved fundraising table must display the name of the organization and be always staffed by the reserving group. Groups are responsible for maintaining the area.
4. Bake sales by recognized campus organizations may be permitted in other campus locations at the discretion of the building supervisor or administrator.

## **5.8 UWEC Political Campaign Procedures – available early Fall, 2024.**

For Universities of Wisconsin Guidance on Political Campaign Activities click [here](#) and review the “FAQ’s for UW Students and Recognized Student Organizations” and/or the “FAQ’s for Political Activity on Campus” information.

## **5.9 Excused Absences for Student Organization Functions/Activities**

Occasionally, organizations may take trips that require members to miss class. Organization members may request an excused absence memo/letter from their organization advisor to present to their professor(s.) Excused absence memos are at the sole discretion of the organizations’ advisor and the professor(s.) Students should contact and present their advisors’ excused absence memo/letter to each of their class professors **at least two weeks prior to the absence.** Please see example absence request templates below.

[Student Organization Member to Advisor Excused Absence Memo/letter Request](#)  
[Advisor to Professor\(s\) Excused Absence Request](#)

## **5.10 RSO Financial Account Options, EIN’s, Tax Exemption/Tax Filing Requirements:**

### **Option 1: On-Campus Student Organization Accounts (highly recommended)**

It is strongly recommended that student organizations establish an “On-Campus Account” that is overseen by the University Accounting & Blugold Central offices upon forming. These accounts will ensure less risk for your student organizations’ funds, enhanced accountability, and assistance/oversight by the University. Student organization financial management is the responsibility of the organization.

It is recommended that you have a minimum of TWO officers authorized to make deposits and withdrawals from your account. It is also helpful to have written procedures on how the account will be managed including processes to manage conflict of interest and transitioning control of the account to new officers.

Student organizations can [apply for an “On-Campus Account”](#) via the Blugold Connect+ system. Please be sure to read the application instructions carefully before you begin. Your advisor must first approve your request to open the account.

\*Student organizations are required to have an “On-Campus Account” to apply for Segregated Fee funding awards.



## **Option 2: Student Organization Bank Accounts (not recommended)**

The University does not endorse any specific bank and does not oversee or assist with student organization bank accounts or banking services. It is important to establish financial controls to limit the risk of mismanagement of funds and online theft of the account.

Banks require a tax identification number in order for a student organization to open a new account. The student organization will be required to apply for an Employer Identification Number (EIN) from the IRS for this purpose. A social security number is required to complete the EIN application – which poses a high risk to the student officer completing and submitting the application.

Student organizations may not use UW-Eau Claire or Universities of Wisconsin's tax ID number. In addition, UW-Eau Claire or any abbreviation thereof, on or in the name of your bank account is strictly prohibited. Student organizations found utilizing UW-Eau Claire within their bank account name will be subject to possible deactivation if the student organization fails to change the name of their account within the time allotment given by the University.

While bank accounts allow for some flexibility (like a debit card), there are limitations to them such as: It is challenging to change authorized users – if authorized users cannot be located – no university help is available, and the bank is in full control of your funds. If security is not in place, a student organization member can make unauthorized withdrawals and not be held legally accountable.

## **Option 3: Foundation Accounts** (these can be in addition to On-Campus Accounts and/or Bank Accounts)

Foundation accounts are managed by the UW-Eau Claire Foundation office. Any recognized student organization is welcome to hold a Foundation account. Foundation accounts should be used when your organization is soliciting donations, and your donors would like their donation to be tax deductible.

### **Benefits of a Foundation Account**

- Donations can be made via cash, check, or online with a credit card
- Donors can receive tax deductions for their contributions
- The Foundation takes care of sending all tax receipts to donors
- Staff members on campus are also available to assist with the account

### **Guidelines**

- A new account can be set up via an email request from the org advisor sent to [foundationap@uwec.edu](mailto:foundationap@uwec.edu)
- Checks from donors must be made payable to "UW-Eau Claire Foundation" with the name of the student organization in the memo line of the check
- Funds from the account must be spent within the account purpose, and within the current balance of the account

### **Limitations of a Foundation Account**

- No debit card or check book is available to use with the account
- Need to plan for expenses/reimbursements ahead of time

## **EIN numbers**

Financial institutions require an employer tax identification number (EIN) for all accounts. To request a new Employer Identification Number, visit the U.S. Internal Revenue Service (IRS) website and complete the Online Application for EIN. The application form (SS-4) can also be downloaded from this website and completed manually. For more information, or to verify your existing EIN number, please call the IRS directly at 800-829-1040, or visit [irs.gov](https://www.irs.gov).

In general, an organization with less than \$25,000.00 in gross income (fundraising, donations, interest from checking account, etc.) and has an IRS issued EIN will need to submit a Form 990-N to the IRS. "Form for Small Exempt organizations." Student organizations should research the specifics of their unique situation to ensure that they are addressing appropriate filing obligations with the IRS.

## **Lost or misplaced EIN's**

If your student organization cannot find a previously issued EIN, visit the IRS website at [www.irs.gov](https://www.irs.gov) and search for "lost or misplaced EIN" to obtain current information about how to retrieve the EIN from IRS records.

***Disclaimer:*** The UW-Eau Claire Activities, Involvement, and Leadership office staff does not offer tax advice nor does the office house student org EIN's. Nothing in this publication or on the website shall be construed as the offering of tax advice. For any additional questions related to obtaining an EIN, please contact a qualified tax/legal advisor.

## **Suggestions for maintaining student organization bank accounts:**

***Deposits:*** Record all deposits as they are made. For all deposits, one person should prepare the deposit and another should verify the amount. This procedure helps reduce the possibility of mistakes or theft.

***Withdrawals:*** Record all activities in a checkbook register or saving ledger as they are made. Note the reason for the withdrawal. It is extremely important to keep all receipts from these distributions.

\*Utilize the [budget tracker](#) within your organizations' Blugold Connect+ portal to ensure your organizations' financial information translates between officers/members/advisors from year-to-year.

## **Reconciling bank statements:**

When you receive a bank statement (all statements should be set up as e-statements as of summer, 2021 – this must be set up with your banking institution), go through each withdrawal/deposit and place an asterisk (\*) in front of each entry listed in the register. For business checking accounts, note outstanding checks written. Verify the ending balances. For business checking accounts, remember to deduct the outstanding checks.

## **Reconciling problems:**

***Business checking accounts:*** First, verify the math in the online account register. If there is still a discrepancy, double check the outstanding items. For further error detection, verify the amount of each transaction against the bank statement amounts. When it is determined that the error cannot be found,

contact the financial institution. If the error still cannot be determined, reconcile the bank statement by making an adjusting entry in your online account register.

*Business savings accounts:* Double check the calculations in the online savings account register. For discrepancies, verify the bank statement to the deposits. If a problem exists, compare the deposits to the receipts of purchases and cash on hand. When it is determined that the error cannot be found, contact the financial institution. If the error still cannot be determined, reconcile the bank statement by making an adjusting entry in your online savings account register.

### **Establishing student organization bank account requirements:**

The following information outlines the requirements for establishing a student organization account with US Bank – although these requirements may be similar at other banks or credit unions, students should refer to the UWEC US Bank branch for their requirements.

- EIN letter from the IRS in the name of the student organization
- Meeting minutes dates on the [US Bank Meeting Minutes Template form](#) that includes a declaration of the group's desire to open a US Bank account, names of the persons to be added to the account as a joint owner or authorized signer and names of members present at this meeting.
- Identification (Driver's License or Passport and UWEC student id) for all persons to be added to the organizations' account. They MUST be present to be added.
- Any checks or money orders made out to an individual cannot be accepted into a student organization account.
- Advisor and/or signatories on the account should sign up for monthly e-statements (the Student Involvement Center no longer stores/houses student organization paper bank statements.)

Accounts can be opened at the Davies Center US Bank location (1<sup>st</sup> floor.) Please contact [Ashley Patten](#) with questions and to schedule a time to open an account.

### **Changing the authorized signatures:**

Each time there is an officer change, you must update the bank records for the authorized users. Most banks require the old officers to be present to sign over the account to the new officer(s.) US Bank requires the account "owner" (there may be multiple authorized users, but one owner works best.)

### **Closing a student organization bank account:**

To close a student organization US Bank account – a current signer on the account must come to the US Bank branch location in Davies Center with a valid ID to close it.

Balances left within an account will be cut a check made payable to the student organization. If the student organization does not want a check, US Bank will do a withdrawal for the balance in the account and will close it thereafter. The student organization should determine from the outset what will happen with the remaining funds if the organization becomes inactive.

## ***MORE ABOUT EIN/TIN's & TAX EXEMPTIONS/FILING REQUIREMENTS:***

When establishing an account, you will need an Employer Identification Number. This can be requested online through the [Internal Revenue Service](#). Once the EIN has been obtained, please send or deliver a copy of this number to the Activities, Involvement, and Leadership office (222 Davies Center) to be placed in the student organizations' permanent file.

***Tax Exemption:*** Student organizations are not permitted to use the University's tax exemption status for any reason. Student organizations wishing to apply for tax exempt status or a tax identification number must do so through the Internal Revenue Service. For information about how to establish 501(c)3 status, visit <http://www.irs.gov/charities/charitable/index.html>. Tax identification number information may be found at <http://www.irs.gov/pub/irs-pdf/iss4.pdf> and <http://www.irs.gov/pub/irs-pdf/fss4.pdf?portlet=3>.

- If a student organization/club does not know if they are tax-exempt, they must [contact their local IRS local office](#).
- ***Tax Filing Requirements:*** Student organizations with a Tax Identification Number (also called a TIN or EIN) issued by the Federal Internal Revenue Service (IRS) are impacted by the information below.

All organization accounts held at banks and/or credit unions MUST have an EIN on the account and are therefore impacted by this information. Student organizations are responsible for their tax filing and payment obligations to both the Federal Internal Revenue Service (IRS) and the Wisconsin Department of Revenue; it is the obligation of the organization members and officers to be aware of and comply with applicable tax codes.

With the enactment of the Pension Protection Act of 2006, beginning in 2008, small tax-exempt organizations whose gross receipts are normally \$25,000 or less that previously were not required to file with the Internal Revenue Service (IRS) using Form 990 or Form 990EZ will now be required to file an electronic informational notice to the IRS: Form 990-N (Also known as the e-Postcard). [See e-Postcards for frequently asked questions](#) and the [Form 990-N User Guide](#).

### **Who Must File:**

Your organization may be required to file on an annual basis Form 990-N (e-Postcard) if the organization's gross receipts are normally under \$50,000 and the organization does not already file a Form 990 or Form 990EZ.

### **Does an organization have to file Form 990-N if it is a subordinate organization in a group exemption ruling?**

If an organization is a subordinate of a parent organization and your organization is included on the parent's group return, you are not required to file Form 990-N. The group return satisfies your reporting requirement. However, if you do not file as part of a group return and your annual gross receipts are normally \$50,000 or less, you must file Form 990-N. Contact your parent organization for more information.

## What information should be included in filing the 990-N?

The following information is required to file a 990-N:

- Organization's legal name
- Any other names your organization uses
- Organization's mailing address ([Form 8822 Change of Address](#) on the IRS website to update)
- Organization's website address if applicable
- Organization's employer identification number (tax ID)
- Name and address of principal officer of your organization
- Organization's annual tax period (the chapter's fiscal year)
- A statement that your organization's annual gross receipts are still normally \$25,000 or less

### How do I file Form 990-N?:

To electronically fill out Form 990-N visit the [IRS website](#)

### When will the e-Postcard (Form 990-N) be due?

The e-Postcard will be due by the 15th day of the fifth month after the close of your organization's tax period/fiscal year. See your organization's EIN and the IRS website to determine the organization's tax year. The Pension Protection Act requires the IRS to revoke tax exempt status of any organization that fails to meet this annual filing requirement.

***Disclaimer:*** *The UW-Eau Claire Activities, Involvement, and Leadership office staff does not offer tax advice nor does the office house student org EIN's. Nothing in this publication or on this website shall be construed as the offering of tax or financial advice.*

### Useful links:

Federal Internal Revenue Service (IRS): [www.irs.gov](http://www.irs.gov)

Keywords: Exempt organization, 990-N, e-Postcard, charities, Publication 775, Form 1023 (Also see *Sales Tax* section of the Student Organization Manual and the Quick Reference title *Tax Information*.)

## 5.10 Student Organization Funding (Funding Opportunities & Guidelines)

All Student Organization Funding processes and requests are reviewed/managed by the Student Organizations Commission and the Finance Commission of the UW-Eau Claire Student Senate.

All currently recognized UWEC student organizations (that are in good standing) can apply for annual Student Organization Segregated Fee Funding or a one-time Special Allocation.

Check out the [Student Organizations Funding Options & Guidelines](#) for Segregated Fee funding eligibility information, application procedures, timelines/deadlines, and more!

## **Chapter 6: Risk Reduction and Management**

### **6.1 Introduction to Managing Risk**

### **6.2 Reducing and Managing Risk**

### **6.3 Special Issues (Hazing, Student Driving, and Hold Harmless Agreements)**

### **6.4 Social Media Best Practices**

### **6.5 CISI (Cultural Insurance Services International)**

With a few exceptions, student organizations are NOT provided liability protection from UW-Eau Claire or from UW System. While student organizations on this campus may use University grounds and facilities, and their development is encouraged, the University does not grant student groups approval or endorsement with respect to their practices, ideas, or projects. Student organizations in no way officially represent the University. The University does NOT provide insurance coverage for Student organizations.

Because Student Organizations are not typically covered through the University's insurance, Student Organizations may be required to purchase insurance for events on campus which expose the University to additional risk. Such insurance must meet the same requirements any non-UW System user of the campus space would have to have. Many national student organizations already have insurance through the national chapter or organization. Organizations without access to adequate insurance may purchase TULIP insurance, if desired. TULIP is a program through UW System's insurance broker which generally has reduced event insurance for UW student organizations. TULIP insurance is only an option to student organizations and not mandated; the organization may purchase insurance from any insurance provider who meets the UW System policy requirements. Insurance requirements can be found [here](#). Please reach out to the Department of Risk Management, Safety and Sustainability with any specific questions or concerns about insurance.

### **6.1 Introduction to Managing Risk**

Students, especially organization officers, and student organizations are not immune from being sued. If you are sued, be aware that certain elements must be present for litigation to be successful for a claimant. For example, for a claimant to win a claim for negligence, the claimant must prove: (1) the accused owes a duty of care to the claimant, (2) the accused failed that duty, and (3) the failure of that duty was the reason for the injury. The applicable general standard in this situation is that you must behave like a "reasonable person," meaning you must behave the way a reasonable person would in a similar situation. This standard does not call for extraordinary insight or some other quality that an average person normally would not apply to similar circumstances.

College students tend to see themselves as being invulnerable to accidents and injuries, and they may plan events without carefully reflecting on the risks involved. Thus, it falls to you to apply the "reasonable person" standard to student events, reviewing activities with the Department of Risk Management & Safety, with the University Police, and with other members who are planning programs to make sure that risks have been identified and minimized. In practical terms, the "reasonable person" standard means that normal precautions should be taken to prevent

problems from occurring that a reasonable person would anticipate. You are not expected to foresee that falling space junk will hit a car and cause an accident resulting in injuries to passengers. On the other hand, climbing up a very tall vertical cliff without any rope, equipment, or experience would make no sense because this activity would involve a great deal of risk. A reasonable person would not schedule such an event.

## **6.2 Reducing and Managing Risk**

Our discussion about risk management and reduction is not to scare you or members of your organization but rather to help inform you so that you may make appropriate and wise decisions regarding the activities and events your organization sponsors. With your understanding of risk and legal issues, you can help your fellow organization members to understand and make better choices. **Remember, student organizations do not receive liability protection from UW - Eau Claire or UW System, and, therefore, the organization and individual organization members can be held liable in the event of an injury, accident, or death resulting from participation in an organization activity.**

Here are some steps and suggestions for discussing risk reduction and management within your organization and possible questions to pose to your members:

### **Steps to complete when planning an event:**

1. Create a safety plan. This should include emergency contacts, how to keep spectators safe, use of personal protective equipment (PPE), location of nearest shelter, etc.
2. Verification and completion of liability insurance coverage.
3. Complete a Facility Use Agreement.
4. Create a Waiver or Hold Harmless Agreement for participants to sign.
5. Contact the Department of Risk Management, Safety and Sustainability to assist in creating a plan.

### **Suggestions:**

1. Encourage the group to plan activities and programs that fulfill the mission and goals of the group.
2. Challenge individuals or the group when you believe a program does not fulfill the mission and goals of the group
3. Be clear that you do not condone activities/events/programs that involve risky, dangerous, or non-inclusive behavior.
4. Use the "reasonable person" standard: ask yourself if a "reasonable person" would make the same decision in a similar situation.
5. For activities/programs/events, use industry standards (instructions for set-up and use of equipment) and/or governing body regulations when available.

### **Questions:**

1. How does this activity/event/program fulfill the mission and goals of the organization?
2. What is the purpose of the activity/event/program? Can the purpose be fulfilled with an alternative activity that is less risky?
3. Is this event inclusive of all members of the organization? Can all members legally participate



in this event?

4. What are the foreseeable risks of this activity and what are the possible consequences?

### **6.3 Special Issues**

#### *Hazing*

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of a student's willingness to participate in the activity. In years past, hazing practices were typically considered harmless pranks or comical antics associated with young men in college fraternities.

Today we know that hazing extends far beyond college fraternities and is experienced by boys/men and girls/women in school groups, university organizations, athletic teams, the military, and other social and professional organizations. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing activities are generally considered to be: Physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Still not clear? Ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if the Dean of Students walked by?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation violate my values or those of my organization?
- Is it causing emotional distress or stress of any kind to myself or others?

All student organizations are encouraged to view the following video that showcases some impactful information about the effects of hazing - click [here](#) to view and share with other officers & members of your student organization.

*Below is the current Wisconsin law on hazing.*

#### ***Sec. 948.51. Hazing***

- (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

(3) Whoever violates sub. (2) is guilty of:

- (a) A **Class A misdemeanor** if the act results in or is likely to result in bodily harm to another.
- (b) A **Class H felony** if the act results in great bodily harm to another.
- (c) A **Class G felony** if the act results in the death of another.

**Punishment: Class A misdemeanor (bodily harm or risk of bodily harm)**

For a Class A misdemeanor, a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both. §939.51(3)(a)

**Punishment: Class H felony (great bodily harm)**

For a Class H felony, a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both. §939.50(h)

**Punishment: Class G felony (death)**

For a Class G felony, a fine not to exceed \$25,000 or imprisonment not to exceed 10 years, or both. §939.50(g)

See the following link to the Dean of Students if you wish to **anonymously** report an event that includes hazing.

**Dean of Students – [Anonymous Online Hazing Report Form](#)**

**STUDENT DRIVING:**

For student organizations that are not state-funded, students traveling for an activity/program/event should have valid operating licenses, have a history of safe driving, and utilizing vehicles in good operating condition. Most importantly, any students driving personal vehicles to events/programs should have adequate vehicle insurance, as any injuries resulting from an accident will follow the driver's personal insurance. Although student organizations are not sponsored by the University, it is mandatory that any student who drives as part of a student organization activity or event must complete a Vehicle Use Agreement (see below.) This agreement ensures that students acknowledge and adhere to all relevant safety, liability, and operational procedures required by the University.

Students who are driving and will be receiving reimbursement from the University are considered "official business" of the University and must meet the University travel policy requirements, including having an approved Vehicle Use Agreement before traveling.

**IMPORTANT NOTE: Student driver authorizations expire May 31st of each year.**

Forms are now located online in e-Forms. Completed forms for students are to be

returned to the driver's organization advisor for their signature and promptly forwarded to the Department of Risk Management, Safety and Sustainability located in the ASK Center - Schofield Hall. E-mail notification of a denial will be made to both the driver and organization advisor. Please allow up to 10 business days for processing.

### **Vehicle Use Agreement (VUA)**

1. All active officers, employees, currently enrolled students, or specified volunteers or agents traveling (or driving on university business) must have the following information ready prior to completing your VUA:

- UWEC Username and Password
- Driver's license number
- Your supervisor's name and email address
- Your department's UDDS code

**If you have a non-Wisconsin driver's license or have less than 2 years driving experience with a Wisconsin License; you must upload a notarized statement or driving abstract and a copy of the front and back of your current and valid driver's license.**

- Notarized statements are free and can be downloaded. These can be notarized at US Bank located in Davies Center, your local bank, or courthouse at no cost
  - Driver abstracts may be obtained from your state's Department of Motor Vehicles Office (DMV)
2. Complete the electronic VUA online at: <https://fleetportal.wi.gov>. You can access detailed directions on the [Department of Risk Management, Safety and Sustainability website](#).

### **Hold Harmless Agreements (Waivers)**

Hold Harmless Agreements are useful tools for explaining risks associated with a given activity to participants. Participants signing a Hold Harmless Agreement assume the risk and responsibilities that their involvement may entail, and state that UW-System employees and organization members are released and discharged from claims of damage. However, Hold Harmless Agreements DO NOT protect employees or organization members if the employees or organization members were negligent.

Contact the University's Director of Risk Management, Safety and Sustainability at (715) 836-4414 for assistance in customizing a Hold Harmless Agreement for a specific activity. See next page for an example Hold Harmless Agreement form.

**Expires yearly on May 31<sup>st</sup>**

**UW Eau Claire – Notarized Statement of Driving Record**

If you have an out-of-state driver's license or have less than 2 years driving experience with a Wisconsin license; you **must** complete this form. Please include a photocopy of the **FRONT AND BACK** of your out-of-state license when submitting this form.

Additional information can be found on the [Risk Management, Safety and Sustainability website](#)

This is to inform you that I presently hold a valid license from the state of:		
If you have had your Wisconsin license for less than 3 current years, where did you previously hold a valid license and for how many years? (if applicable)	State:	Years of driving Experience:
How many years of driving experience do you have with a valid license? (do not include permits, only probationary and regular license)		

**The following is a true statement of my driving record for the past three years:**

1. I have been ticketed for the following moving violations in the past 3 years. If none, please enter " <b>None</b> ". For speeding citations, list how many miles over the speed limit you were cited.	
<u>Date:</u>	<u>Citation:</u>

2. I have been involved in the following accidents in the past three years. If none, please enter " <b>None</b> ".	
<u>Date:</u>	<u>Citation:</u>

**\*\*\* STOP: The following must be completed in the presence of a notary. \*\*\***

Drivers Full Name (please print):	
Signature of Driver:	Date:
Subscribed and sworn to, before me this ____ day of _____, 20__	
My commission expires:	County of:
Signature of notary:	

**SAMPLE HOLD HARMLESS AGREEMENT**  
**(Name of Organization and Activity)**

Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment

I, \_\_\_\_\_ (print name), age \_\_\_\_\_, desire to participate voluntarily in the (name of activity) at the University of Wisconsin – Eau Claire.

I UNDERSTAND THAT I AM BEING ASKED TO READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. I UNDERSTAND THAT IF I WISH TO DISCUSS ANY OF THE TERMS CONTAINED IN THIS AGREEMENT, I MAY CONTACT:

(Name of contact), OF THE UW-Eau Claire, AT TELEPHONE NUMBER: (Phone number).

**Assumption of Risks:**

I understand that not all risks can be foreseen and there are some risks which are unpredictable. I understand that certain inherent risks cannot be eliminated regardless of the care taken to avoid injuries. I am aware of the risks of participation, which include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussion, paralysis, and even death. I understand that the university has advised me to seek the advice of my physician before participating in (name of the activity). I understand that I have been advised to have health and accident insurance in effect and that no such coverage is provided for me by the University or the State of Wisconsin. **I know, understand, and appreciate the risks that are inherent in the above-listed programs and activities. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian

(If Participant is under 18\*): \_\_\_\_\_ Date: \_\_\_\_\_

**Hold Harmless, Indemnity and Release:**

In consideration of my participation in these activities, I, for myself, spouse, heirs, personal representatives, estate or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Eau Claire, and their officers, employees, agents, volunteers, and all others who are involved, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from my participation in the above-listed program. This release includes claims based on the negligence of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Eau Claire, and their officers, employees, agents, and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. **I understand that by agreeing to this clause I am releasing claims and giving up substantial rights, including my right to sue.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian

(If Participant is under 18\*): \_\_\_\_\_ Date: \_\_\_\_\_

**Consent for Emergency Treatment:**

I authorize the University of Wisconsin-Eau Claire and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian

(If Participant is under 18\*): \_\_\_\_\_ Date: \_\_\_\_\_

\*If your son, daughter or ward will be under 18 while participating in (name of activity) at the University of Wisconsin – Eau Claire, it is our policy to request your agreement to the above terms, on behalf of your minor son, daughter or ward.

## 6.4 Social Media Best Practices for Student Organizations

### Starting Out

- **Make a plan.** Decide which platforms you want your organization to use. Think about Facebook, Instagram, Twitter, Snapchat, TikTok, and YouTube. Think about what your audience uses and what type of content you are best at making. How are you going to promote your pages on these sites?
- **Research.** Find similar organizations to yours at your school and at other schools. Look at their social media accounts to see what works well and what doesn't. You can pull some ideas from others into your strategy.
- **Set goals.** What do you want to accomplish with your social media? A certain number of followers? Maybe you want to use different sites to get your name out there and recruit new members. Set SMART goals to make sure you accomplish what you want to with social media.
- **Make the time.** Don't start social media accounts unless you are willing to put in the time and effort to build it. Consistent new content is essential when running social media accounts. Promoting your account, interacting with your audience, and putting out content isn't easy and only gets harder as you grow so be ready!
- **Adjust.** You will learn a lot when starting up your social media accounts. Take what you learn and tweak your strategy, so you keep growing! Also reflect on your progress towards your goals. Maybe your goals need to be adjusted.



### Think Before You Post

- **Be respectful & positive.** Think about how you want people to view your organization. If you are negative and disrespectful to people, it will change your organization's image.
- **Be accurate & authentic.** Make sure you aren't lying about anything on social media to make your organization sound better or to put other organizations down. It is also okay to be casual in social media posts. It doesn't have to have the same tone and professionalism as an essay.
- **Encourage conversation.** Make sure you allow all comments on your post. It is good to encourage discussion and debates within your organization.
- **Be smart.** Could this post get me or my organization in trouble? How will this post affect my organization's image? Can the post be negatively interpreted? Is everything spelled correctly?
- **Separate personal views.** Don't post your personal views on controversial topics like politics, religion, and other social issues. The opinions you post should be kept for your personal account. Also remember that if you talk about your organization within your personal account, everything you say can be associated with that organization.
- **Don't post copyrighted media.** Find out who owns the material and contact them for permission. You need to make sure it's okay that you use the material and that you give the owner credit.

## 6.5 CISI (Cultural Insurance Services International)

Any member(s) traveling abroad as part of a UW-Eau Claire RSO program/event must purchase CISI Insurance through the UW-Eau Claire Center for International Education. Please note that "not-for-credit" international student organization travel/activities are not considered University activities and student participants are responsible for vetting for quality and risk. Please visit the [Center for International Education website](#) for specific sign-up instructions. Please contact the Center for International Education for enrollment information: in-person@ Schofield 3, tel. 715-836-4411, or email: [cie@uwec.edu](mailto:cie@uwec.edu). Office hours are M-F, 7:45 am to 4:30 pm.

# Chapter 7: Student Organization Misconduct Procedures

## 7.1 Cause for Disciplinary Action Concerning RSO's

## 7.2 Student Organization Code of Conduct Committee Procedures

## 7.3 Student Organization Code of Conduct Process Flowchart

### 7. 1 Cause for Disciplinary Action Against RSO's

Activities sponsored by University-registered student organizations must comply with the rules and regulations of the University of Wisconsin-Eau Claire and with the laws of the state of Wisconsin. When a sponsored activity or activities of a registered student organization causes violations of University rules and regulations, violation of law, and/or injury to persons or property, the organization shall be subject to disciplinary action. In the event of such violation or injury, the University investigating officer shall follow the disciplinary procedures for non-academic matters in Chapter UWS 17. If, in a fair hearing, the organization's activity or activities are found to have caused such violation or injury, the organization shall be subject to reprimand, probation or suspension of the group's University recognition for a pre-determined amount of time set forth by the Student Organizations Conduct Committee and/or the Dean of Students.

If placed on probation, the organization shall be subject to automatic suspension for two full years if subsequent sponsored activity or activities are found through the above-mentioned procedures to have caused such violation or injury during the period of probation.

If suspended, the organization can reapply for recognition as a University organization after two full years. With such application, the organization must provide written assurance that the action which led to the suspension will not recur. This assurance shall include an explanation of how the organization will avoid the situation which led to the suspension. In reapplying for recognition, the organization shall follow the steps described in Section 3 for Forming and Maintaining Student Organizations.

### 7.2 UW-Eau Claire Student Organization Code of Conduct Committee Procedures

All registered student organizations (herein referred to as "RSO(s)") have considerable freedom to accomplish their goals. However, student organizations must comply with the federal, state, and local laws/ordinances, as well as University rules, policies and procedures. In addition, individual members (students and non-students) representing a student organization, and the University are expected to abide by all federal, state, and local laws/ordinances, as well as the policies, procedures and guidelines of any off-campus facilities or localities which the organization may be using.

Any organization in violation of these standards is subject to disciplinary action by the University. Some possible violations of law and regulations include, **but are not limited to:**

- Violations of state statutes pertaining to the legal drinking age and the provision of alcoholic beverages to minors.
- Violations of the [University of Wisconsin – Eau Claire Hazing Policy](#) and [state statutes pertaining to hazing](#).
- Violations of the [Student Organization Alcohol Policies](#).
- Illegal drug use or sales at organization events or in organization facilities.



- Conduct that obstructs or impairs the ability of students or community members to participate in university-sponsored or authorized events, or that substantially and unreasonably interferes with others' participation in lawful activities.
- Creation of an unsafe or dangerous environment at an organization event or facilities, which may include:
  - Dangerous or excessive use of alcohol or drinking games
  - Fighting by members or guests
  - Physical or sexual assault
  - Branding or tattooing members or guests
- Incidents of theft, vandalism, disorderly conduct, inappropriate social media usage.
- Violations of University Equal Opportunity policy or Student Organization Non-Discrimination Policy.
- Non-Compliance with University Purchasing and Accounting/SUFAC Funding Procedures.
- Any other violations of University policies, procedures, or regulations.

Any organization violating these, or other standards may be subject to disciplinary action, as outlined in this document. Individual students involved in acts violating University policy or state or federal law may face charges under [UW-System Chapter 17](#).

## **I. PROCEDURES FOR COMPLAINTS**

Any UWEC student, UWEC faculty/staff, or community member may file a written complaint of an alleged violation by an RSO with designated Dean of Students personnel and/or the Senior Coordinator of Student Organizations in the Activities, Involvement and Leadership office. Complaints must include the following information:

- A. Detailed description of the alleged violation,
- B. Date, time, and place of the alleged violation,
- C. Name(s) of the student organization(s) involved in the alleged violation,
- D. Name(s), if possible, of the individual(s) involved in the alleged violation,
- E. Name(s), if possible, of witnesses,
- F. Name(s) of the complainant(s),
- G. Any complaint of sexual harassment or sexual violence shall be directed to the University of Wisconsin-Eau Claire Title IX Coordinator and/or other appropriate University office or official by the Student Organization Code of Conduct Committee (SOCCC) in consultation with the designated Dean of Students personnel and/or the Senior Coordinator of Student Organizations.

**The Dean of Students reserves the right to determine the immediate status of the RSO based on the alleged violations (being investigated) until the MEETING WITH THE STUDENT ORGANIZATION can occur.**

All recognized student organizations shall be afforded due process. The following guidelines will be followed upon receipt of a written complaint.



## II. NOTIFICATION

- A. Within fourteen (14) calendar days (excluding breaks) of receiving the complaint(s) the registered student organization (RSO) will receive written notification outlining the allegations via university email from the Dean of Students office.
- B. The RSO, upon receipt of this notification, must schedule a meeting with the designated Dean of Students personnel to occur within fourteen (14) calendar days (excluding breaks.)

## III. MEETING WITH STUDENT ORGANIZATION

- A. The current president and advisor of the RSO are required to attend a meeting with the designated Dean of Students personnel. RSO may also invite up to two additional members, excluding any individuals named in the complaint.
- B. The purpose of this meeting is to:
  - (1) review the alleged violations/complaint(s),
  - (2) to provide the RSO with the opportunity to speak and participate in a question-and-answer discussion,
  - (3) to determine if RSO is potentially responsible or not responsible for the alleged violation(s)

a. If RSO is ***potentially responsible for one or more violations***. The Organizational Enhancement Partnership Process and the SOCCC Hearing Process will be explained, and the appropriate process will be determined.

***Please Note:*** *The Dean of Students reserves the right to determine which of the two processes the RSO will enter into:*

- (1) Organizational Enhancement Partnership Process (Section IV) or,*
- (2) SOCCC Hearing Process (Section V.)*

- b. If it is determined at this meeting that the RSO is ***not responsible***. The alleged violations(s) will be immediately dismissed. This does not preclude action against individual members.

## IV. ORGANIZATIONAL ENHANCEMENT PARTNERSHIP PROCESS PROCEDURES

- A. RSOs determined to be eligible to participate in the Organizational Enhancement Partnership Process by the designated Dean of Students personnel will be afforded the opportunity to undergo investigation by the Dean of Students representative and draft an Organizational Enhancement Partnership Plan. An investigation by the Dean of Students will be conducted within fourteen (14) calendar days (excluding breaks) after the Meeting with Student Organization outlined in section III.
- B. After the designated Dean of Students personnel has concluded their investigation, RSOs will have a Post-Investigation Meeting within seven (7) calendar days (excluding breaks) to discuss the findings of the investigation. Based on the findings of the investigation, RSOs will draft an Organizational Enhancement Plan.

- C. Within seven (7) calendar days (excluding breaks) of the Post-Investigation Meeting, the RSO must provide a written Organization Enhancement Plan, outlining all corrective action and self-imposed sanctions the RSO will complete (by specified deadlines) to remedy the situation. The Organization Enhancement Plan must be approved by the designated Dean of Students personnel, the Senior Coordinator of Student Organizations/or the SOCCC.
- D. Upon approval of the Organization Enhancement Plan, the RSO leadership must obtain proof of consent by ALL MEMBERS of the RSO within ten (10) calendar days (excluding breaks) and submit a Commitment Contract, indicating full responsibility for completing all outlined conditions/corrective actions outlined within the Organization Enhancement Plan.
- E. If applicable, the designated Dean of Students personnel will issue a letter of reprimand to the RSO, outlining all deadlines for Organization Enhancement Plan completion. For record keeping purposes a copy of the letter of reprimand will also be placed in the RSO's file, in the Activities, Involvement and Leadership office.
- F. If the RSO misses any deadlines or violates any other condition of the Organization's Enhancement Plan, as determined by the designated Dean of Students personnel, the Senior Coordinator of Student Organizations and/or the SOCCC, it will be moved to the SOCCC Hearing Process.
- G. If at any time it is determined by the designated Dean of Students personnel, the Senior Coordinator of Student Organizations and/or the SOCCC that the allegations are pertinent to individual conduct and not RSO conduct, the Organizational Enhancement Partnership Process will end, and individuals may face charges under UWS Chapter 17.

## **V. SOCCC HEARING PROCESS**

- A. Should the Dean of Students determine that an RSO must participate in the SOCCC Hearing Process, the designated Dean of Students personnel and the Senior Coordinator of Student Organizations will work with the SOCCC chairperson to schedule a formal hearing. The hearing must be scheduled within thirty (30) calendar days (excluding breaks) of the Meeting with the Student Organization.
- B. Once the hearing is scheduled, the accused RSO and individual(s) filing the complaint shall receive the following information:
  - Written notification of the time and location of the hearing;
  - A statement of allegations against the RSO;
  - A copy of the procedures for student organization conduct hearings;
  - Number of witnesses and time allotment RSO will be allowed during hearing
- C. Once the hearing is scheduled, the RSO shall receive written notification of the time and location of the hearing via university email.
- D. The SOCCC will determine how many witnesses the organization will be allowed and the timeframe for witness questioning.

- E. The accused RSO must provide the names of witnesses to the chair of the SOCCC, designated Dean of Student personnel and the Senior Coordinator of Student Organizations three (3) calendar days (excluding breaks) prior to the hearing.
- F. The accused RSO, if unable to attend the hearing, must give a forty-eight (48) hour notice to the SOCCC chairperson, the designated Dean of Students personnel and the Senior Coordinator of Student Organizations. They must also, if unable to attend, submit a written statement addressing the allegations to the SOCCC chairperson, the designated Dean of Students personnel and Senior Coordinator of Student Organizations at least twenty-four (24) hours prior to the hearing.
- G. Should the RSO decide not to attend the hearing or to otherwise non-cooperate with the process, the SOCCC reserves the right to issue a recommendation and report on the matter based on all pertinent information available to the SOCCC.

## **VI. HEARING PROCEDURES**

- A. The Student Organization Code of Conduct Committee (SOCCC) shall conduct all hearings, which shall be properly noticed under the state open meetings law and held in closed session.
- B. The SOCCC quorum shall be made up of **four members and a Chairperson**. In the event there is a tie, the Chairperson will act as the tiebreaker.
- C. All hearings shall be recorded.
- D. At the outset of the hearing the SOCCC Chairperson shall:
  - 1. Call the meeting to order,
  - 2. Establish the attendance,
  - 3. Ask those present to state their name and association with the case,
  - 4. Explain the format of the hearing to all assembled,
  - 5. Have the designated Dean of Students personnel review the allegations against the student organization,
  - 6. Additional information from other campus department representatives will be presented,
  - 7. Answer any questions about the complaint or the format of the hearing.
- D. The RSO may have a representative to assist at the hearing. This representative could be the RSO advisor, an attorney, or someone else of the RSO's choosing.
- E. The Chairperson will ask the RSO to claim or deny responsibility for the allegations.
  - 1. If the RSO claims **RESPONSIBLE**:
    - a. The individual(s) filing the complaint and the RSO will each be provided 5 minutes to make an opening statement.
    - b. The individual(s) filing the complaint and others in attendance may be asked to leave the hearing.
    - c. The SOCCC will have the opportunity to question the RSO.
    - d. The RSO and others in attendance will be asked to leave the room after the RSO has answered any questions pertaining to the matter in question.

- e. The SOCCC will discuss the case and recommend and report on a suitable sanction for the RSO. Previous cases and findings concerning the RSO will be considered in this process.
2. If the RSO claims **NOT RESPONSIBLE**:
- a. All witnesses will be required to leave the hearing during the 5-minute opening statements, however, will remain in the area to be called for questioning.
  - b. The individual(s) filing the complaint, or their designee, will be provided 5 minutes to make an opening statement.
  - c. The RSO will be given 5 minutes to make an opening statement.
  - d. The individual(s) filing the complaint will be permitted to call a pre-determined number of witnesses and/or present information according to the SOCCC's pre-established timeframe for questioning. Upon conclusion, the RSO may ask questions. Following any questions by the RSO, the SOCCC may ask questions.
  - e. The RSO will be permitted to call a pre-determined number of witnesses and/or present information according to the SOCCC's pre-established timeframe for questioning. Upon conclusion, the individual(s) filing the complaint may ask questions. Following any questions by the individual(s) filing the complaint, the SOCCC may ask questions. Questions must be relevant to the incident being reviewed.
  - f. The individual(s) filing the complaint will be given 5 minutes to make a closing statement.
  - g. The RSO will be given 5 minutes to make a closing statement.
  - h. Once all information and witness accounts have been heard, all persons other than the SOCCC will be asked to leave the room. The SOCCC will discuss the case and decide whether to recommend that the RSO is to be found in violation or not in violation based on the preponderance of evidence standard ([UWS 17.02 \(13\)](#)), and if necessary, to recommend a sanction. A majority vote of the members present is needed to recommend finding an RSO in violation, with the SOCCC Chairperson casting the deciding vote in case of a tie.
3. The designated Dean of Students personnel, in conjunction with the Senior Coordinator of Student Organizations shall provide the determination and sanctions in writing to the RSO. For record-keeping purposes, a copy of the findings and recommendations will also be placed in the RSO's file, in the Activities, Involvement and Leadership office.

## **VII. POSSIBLE SANCTIONS**

Possible sanctions which SOCCC may recommend imposing include, but are not limited to:

***Community Service.*** The RSO may be required to organize and/or participate in specified community service activities or events.

***Education/Training Programs.*** The RSO may be required to attend or participate in an educational program(s) or the planning of an educational program(s) for the RSO members and/or the campus community on a specified topic. Programs *may not* be presented by member(s) or advisor(s) of the RSO.

**Fines.** RSOs may be required to pay a sum of money, the amount of which shall be determined through the conduct process.

**Loss of University Privileges/Services.** Including but not limited to access to university funds, accounting services, posting, room reservations, printing services, etc.

**Probation.** Probation means that an RSO will remain recognized providing that it abides by all applicable laws and policies. Probation may also have several conditions attached. RSOs currently on probation that are found responsible for further misconduct will be subject to a minimum of one semester of suspension of University recognition.

**Referral of Individuals from the RSO to the Dean of Students Office.** If from the RSO conduct hearing it becomes apparent that the policy violations were conducted by an individual(s) of a RSO, without the knowledge of the RSO, the individual(s) will be referred to the Dean of Students office for individual conduct hearings.

**Restitution.** RSOs may be required to pay for damages.

**Revocation of University Recognition.** Permanent removal of university recognition at the University's discretion for the RSO.

**Specific Conditions Related to Organization Functions and Activities.** Limitations or parameters may be placed on the activities and functioning of the RSO.

**Suspension of University Recognition/Registration.** Includes loss of all University privileges and services. The suspension of University recognition/registration would be for a specified period.

**Warning.** A written warning that the conduct of the RSO was not appropriate and should not be repeated.

**It is the discretion of the University to provide appropriate sanctions for RSO and/or individual RSO members.**

## **VIII. APPEAL PROCESS**

- A. RSO can appeal the decision made by the SOCCC within seven (7) calendar days (excluding breaks) after the initial hearing. Appeal requests must be written and include the following information:
  1. Name of RSO
  2. The decision of the SOCCC from the hearing
  3. A detailed description of why you feel the decision should be appealed
- B. The Dean of Students shall review the SOCCC's findings and recommendations based solely on the hearing record created before the SOCCC and provide its recommendation to the Dean of Students.
- C. The Dean of Students shall review the hearing record, the SOCCC's findings and recommendation, and make the final institutional decision, or if the hearing record is

determined to be inadequate, return the matter to the SOCCC for further hearing. For record keeping purposes, a copy of the final decision and the SOCCC's recommendation will also be placed in the RSO's file in the Activities, Involvement, and Leadership office.

## **IX. STUDENT ORGANIZATION CODE OF CONDUCT COMMITTEE**

### **A. Mission Statement**

The purpose of the Student Organization Code of Conduct Committee shall be to establish and enforce the policies and regulations governing RSOs on the UW-Eau Claire campus.

### **B. Membership**

The membership of SOCCC shall be comprised of a designated representative from the Dean of Students office, the Senior Coordinator of Student Organizations as co-advisors, four student senators and four student non-senators appointed to committee and the SOCCC Chairperson. The student senators and student non-senators appointed to the committee will act as voting members. A majority vote is required for the SOCCC decision to pass.

### **C. Executive Positions**

*1. CHAIRPERSON* - The Chairperson shall be a designated representative from the Dean of Students office. In the event that the Chairperson is unable to perform their duties, a designee will be chosen by the acting Dean of Students within a reasonable timeframe.

#### **Duties:**

1. Chair the Student Organization Code of Conduct Committee meetings.
2. Be present at all conduct related student organization meetings and hearings.
3. Disseminate the policies, procedures and laws governing RSOs and the Student Involvement Center in Davies Center.
4. Enforce all policies, procedures, rules, and laws governing RSOs.

*2. ADVISOR(S)* – A designated Dean of Students representative and the Senior Coordinator of Student Organizations shall serve as co-advisor(s) to the SOCCC and will assist the Student Organization Code of Conduct Committee in its role.

### **D. Meetings and Hearings**

The SOCCC shall meet as needed to discuss issues related to RSOs and to hold conduct hearings for RSOs.

### **E. Responsibilities and obligations of the SOCCC members:**

- To participate and complete a mandatory training session at the start of the fall and/or spring semester (depending on appointment date) to ensure knowledge of University policies and procedures, SOCCC member behavioral standards, viewpoint neutrality, as well as standards for RSO's,
- To be objective and attend all meetings and hearings,
- To read complaints and familiarize themselves with the cases *prior* to the hearings,
- To remove themselves in particular cases, if they have a bias or direct involvement in the case, or are members of the RSO under investigation,
- To keep confidential all proceedings, discussions, and votes.

## **X. CRITERIA USED IN DETERMINING STUDENT ORGANIZATION SPONSORED ACTIVITIES**

The following questions are used to help determine whether or not an activity should be considered as an "organization activity", as opposed to the actions of some individual members:

### **1. Purpose of Activity**

What is the purpose of the activity?

Is the activity held to promote group development and bonding?

### **2. Attendance**

Who is attending the activity?

Why are they attending?

Will a significant number of the members of the RSO attend the activity?

Do members perceive this to be an activity that mainly other members will attend?

### **3. Resources**

What resources will be used to fund the activity?

Were RSO funds used to support the activity?

### **4. Publicity/Advertising/Communication**

How was the event publicized or communicated?

Was the RSO's name, initials, or logo used on publicity material?

Was the RSO's listserv, email account, or social media account used to promote the activity?

Was the activity posted/promoted on the RSO's website or social media sites?

Was the RSO's name associated with the activity through word of mouth or electronic means?

Was the activity discussed at formal meetings?

### **5. Location**

Where was the activity held?

If the RSO owns or rents a house or common living area (or if most members of the residence belong to the RSO), was the event held at this dwelling?

### **6. Reasonable Person**

Would a reasonable person think that the activity is associated with the RSO in question?

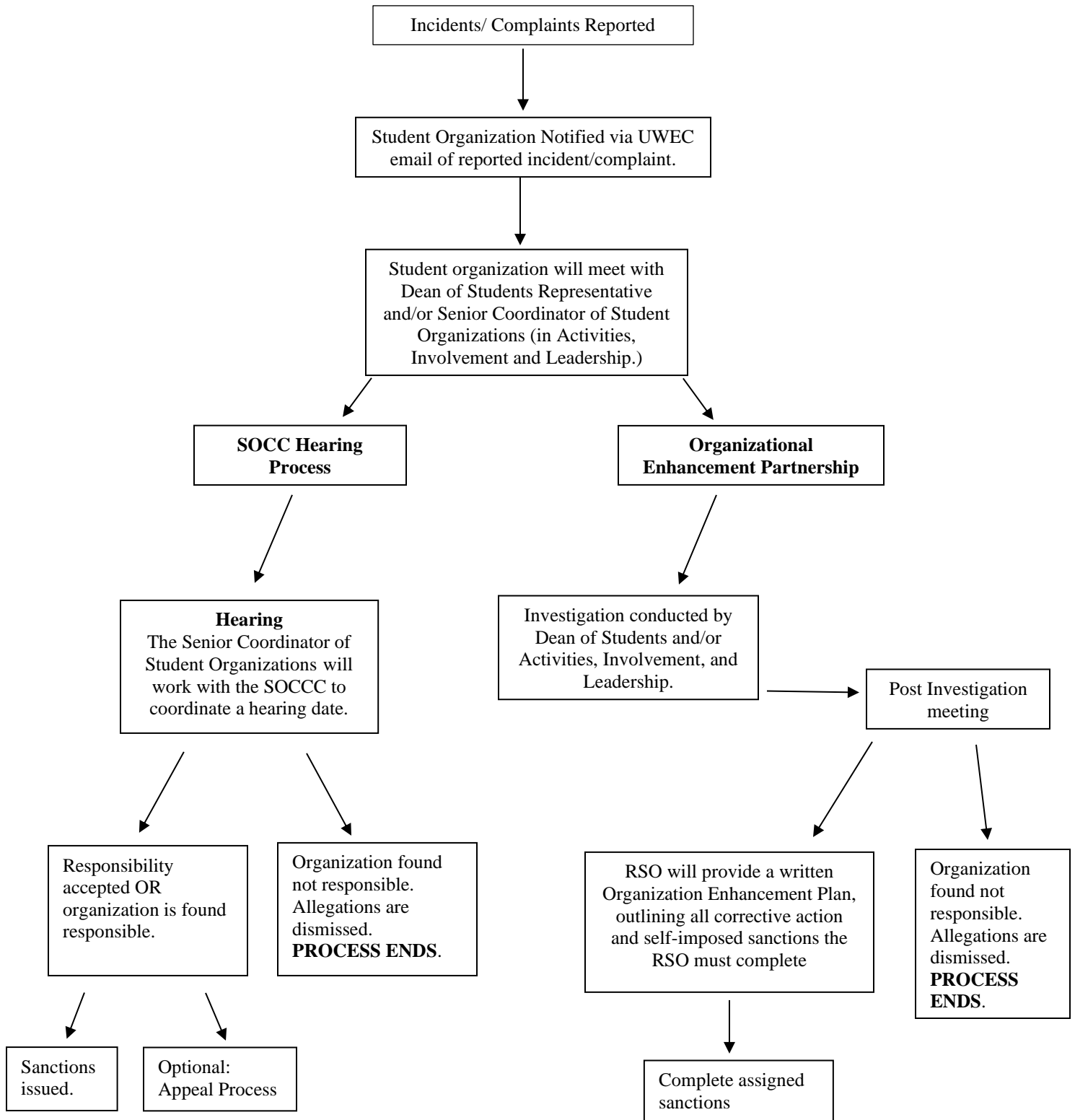
### **7. Organization Responsibility**

As a leader in your RSO, do you believe that you are in any way responsible for this particular activity?

If not, who would be held responsible in the event of an accident or mishap?

Each activity will likely have a unique set of circumstances and should be evaluated separately. These are samples of the types of questions that decision makers (university officials, courts) will use when determining whether or not your student organization is responsible for a specific activity. Please ask yourself these questions as you plan safe and effective activities. If you have questions or would like to talk about these issues, please contact the Senior Coordinator of Student Organizations (Activities, Involvement, & Leadership office) or the Dean of Students office.

### 7.3 Student Organization Code of Conduct Process Flowchart





## Chapter 8: Resources

### 8.1 Campus Office Quick Reference

### 8.2 Campus Documents/Policies Quick Reference

### 8.3 Other Resources

#### 8.1 Campus Office/Centers Websites/Locations

Office/Centers	Location
<a href="#">Student Involvement Center</a> , <a href="#">Student Org Makerspace</a> , <a href="#">Student Org Meeting Rooms</a>	220 Davies
<a href="#">Activities, Involvement and Leadership</a>	222 Davies
<a href="#">Student Senate</a>	220 Davies
<a href="#">Blugold Central–Student Services</a>	1108 OL
<a href="#">Blugold Dining</a>	250 Davies
<a href="#">Dean of Students</a>	240 Schofield
<a href="#">Event Services</a>	240 Davies
<a href="#">Facilities</a>	Upper Campus

#### 8.2 Campus Websites Quick Reference for RSO's

Documents/Policies
<a href="#">Digital Signage</a>
<a href="#">Blugold Dining Waiver</a>
Exhibiting a Copyrighted Film - <a href="#">Copyright Law</a>
<a href="#">Food on Campus Policy</a>
<a href="#">Student Organization Alcohol Policy</a>
<a href="#">Promotional Materials Policy</a>
<a href="#">UWEC Branding, Logo &amp; Brand Marks, Graphics Guide</a>
<a href="#">Licensing at UW-Eau Claire</a>
<a href="#">Student Organizations Code of Conduct Process</a>

#### 8.3 Other Resources

Resources	Additional Websites
<a href="#">Internal Revenue Service</a>	<a href="#">Instructions to complete application for EIN number</a> <a href="#">Application (SS-4) to request EIN number</a> <a href="#">Online Application for EIN number</a>
<a href="#">Blugold Connect+ Help &amp; Support</a>	