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The University of Wisconsin-Parkside Student Organizations Council (SOC) Policy & Project Money Handbook has been prepared for the continuing purpose of answering commonly asked student

organization procedural and budgetary questions. This new edition also serves to highlight recently enacted SOC policies, both budgetary and otherwise, which affect all of SOC's member organizations. We realize that the range of this guidebook is limited and questions may arise. Contact the SOC officers through the University Activities office (see page 17).

*It is in your organization's best interest to read and understand this handbook,
and seek help if you need assistance!*

GETTING INVOLVED

Finding an Organization: SOC and University Activities keep an updated list of all currently active student organizations on campus, complete with contact names. Contact us! (See page 17)

SOC Email & Website: Email Address - soc@uwp.edu
Web - www.uwp.edu Keyword: University Activities

FORMING NEW ORGANIZATIONS

To form an organization which does not currently exist on campus contact any of the SOC officers or make an appointment with University Activities. Before receiving University Recognition and membership in SOC, a new organization must satisfy the following conditions:

1. At least four UW-Parkside students, each carrying no less than six non-audit credits, must declare an interest in starting the new organization.
2. A UW-Parkside faculty or staff member must declare willingness to serve as the new organization's advisor.
3. The new organization must complete online student organization registration at www.uwp.edu Keyword: University Activities.
4. The new organization's officers must each carry cumulative grade point averages of at least 2.0 (or higher as designated in the organization by-laws) and in good academic standing. In addition, organization officers must be a student carrying 6 non-audit credits at UW-Parkside.
5. The new organization does not violate any University guidelines as interpreted by University Activities and SOC Policy.

SOC: DEFINITIONS AND PROCEDURES

Definition: SOC is the higher governing body that provides funding and legitimacy to all SOC-recognized student organizations (Major Status and Greek-social organizations are not included). Additionally, SOC offers a forum through which UW-Parkside student organizations have the opportunity to network, formulate SOC policies and co-sponsor programs. SOC consists of a President, Vice President, Secretary, and one voting representative from each SOC member organization.

Voting Members: Any SOC recognized organization automatically has voting privilege at SOC meetings; however, if such an organization fails to send a representative to two consecutive SOC meetings it will lose its voting privileges until such time as it sends a representative to at least two consecutive SOC and/or B&RC meetings; after that attendance is only required at the monthly SOC meeting. Continuation of voting privilege from year to year is also contingent upon the completion of all recognition forms by October 1st and submission to University Activities. Those organizations failing to submit all recognition paperwork will have their SOC voting privileges, UW-Parkside student organization privileges and SOC project money frozen until such time as they complete the paperwork. A more extensive definition of the rights and responsibilities of voting membership can be found in the Student Organizations Council Constitution.

SOC Meetings: SOC meets the first Monday of a month at noon during the academic year beginning in September through May. These meetings are chaired by the President and follow *Robert's Rules of Order*. Each SOC member organization is expected to send at least one representative to SOC meetings in order to keep apprised of SOC business and UW-Parkside policies, financial and otherwise. SOC member organizations receiving project money are required to attend SOC meetings in order to maintain this privilege. Failure to attend SOC meetings will result in that organization being ineligible for funding for the remainder of the year, or until such time as it sends a representative to at least two consecutive SOC and/or B&RC meetings.

BENEFITS OF SOC MEMBERSHIP

Campus Promotions: SOC encourages student organizations to advertise through the use of posters, banners, etc. Facilities for the production of such promotional materials exist in the Poster Room located in The Den of the Parkside Union, whose key may be checked out at the University Activities Office. Be advised that it is the responsibility of the organizations using the Poster Room to maintain it in good order; those organizations found to be neglecting that responsibility may have their Poster Room access restricted. Please be aware that University policies dictate the number and proper placement of posted banners, flyers, posters, etc. For a current copy of the *Campus Policy on Posting Promotional Material* contact either University Activities or see www.uwp.edu Keyword: University Activities.

Student Organization Recruitment Fair: In order to foster student awareness in involvement opportunities throughout the campus community, SOC sponsors a fair each semester. SOC absorbs costs for setup and break down of recruitment fair tables. It is not uncommon for recruitment fairs to have themes determined and prizes awarded.

Organization Mailboxes and Phone: Each SOC member organization receives a mailbox located across from the University Activities office and should be checked regularly for campus and U.S. mail.

To receive paper mail, organization addresses must be listed in the following manner:

Organization Name, Student Union L104
UW-Parkside
PO Box 2000
Kenosha, WI 53141-2000

To receive packages, organization addresses must be listed in the following manner:

Organization Name, Student Union L104
UW-Parkside
900 Wood Rd.
Kenosha, WI 53144

On-campus mail may be sent via *inter-departmental envelopes* addressed to the organization name with the building address of SCTR L104.

The University Activities office phones may be used to make or receive organization business calls. This number is (262)595-2278.

Fundraising and Raffle Opportunities: Information regarding fundraising opportunities is available to SOC member organizations in the SOC Office or University Activities. In addition, organizations wishing to hold raffles may do so under the auspices of the two state raffle licenses purchased each year by SOC for student organization use. To defray the cost of the following year's state raffle licenses, student organizations clearing more than two dollars profit on their raffles must deposit two dollars into the SOC Private Account. For information on how to make said deposits, contact the University Activities Office.

Please realize that SOC may not be capable of fulfilling every organization budgetary request and thus encourages all campus organizations to seek alternative methods of project funding. Such means could include anything from the seeking of corporate sponsorship with the help of University Relations to the execution of the garden-variety organization bake sale. In order to seek corporate sponsorship, the Cosponsorship Form must be completed and on file with University Activities, and the organization needs to be in receipt of approval prior to soliciting. Additional fundraising ideas are always available in University Activities.

Fleet Vehicles: It is highly recommended that recognized student organizations use the University's fleet vehicles when on university business. Fleet vehicle use is recommended because:

1. University insurance can be used as a secondary policy;
2. A gas card is used for fill-ups; and
3. Vehicles are regularly maintained.

An organization may request a vehicle by completing the *Request for University or Rental Vehicle Form* and returning it to the University Activities Office for processing. If a University fleet vehicle cannot be secured for the date needed, a car from the state authorized vendor will be reserved. Drivers of a rental vehicle need to be University students and an authorized driver (complete *Driver Authorization Form* for approval for the current fiscal year, July 1st-June 30th). Drivers of a vehicle from the state vendor need to be an authorized driver and at least 21 years of age.

PROJECT MONEY POLICIES

The Allocation Process: Definitions and Procedures

SOC Segregated Fees: SOC receives a portion of the pool of segregated fees that are collected as a part of each UW-Parkside student's tuition. This amount that SOC receives from the Segregated University Fees and Allocations Committee (SUFAC) is divided into separate quantities designed to cover SOC operating expenses and individual SOC member organization project monies. These project monies are the regulatory responsibility of the Budget and Review Committee (B&RC), a standing committee of SOC. Allowable expense categories for these budgets include the following areas: audio-visual, copying, depreciable goods/equipment, duplicating, facilities/technical services, fees, honorariums, lodging, mail, media, other, promotional services, supplies and transportation.

Segregated fees are subject to specific guidelines that need to be followed for expenditures. Please see University Activities if you have any questions or concerns.

Project Money Eligibility: All SOC recognized organizations are welcome to submit project money requests; however, any such organization that misses two consecutive SOC meetings in a semester will not be eligible to request project money and existing project money will be frozen. Additionally, any new or existing organization with a frozen account requesting project money will not receive funding before that organization has attended at least two consecutive SOC meetings and the Budget & Paperwork Training Sessions offered each semester by University Activities; project money requests will not even be considered until these requirements are satisfied.

Organizations SOC Cannot Fund who engage in any of the following activities:

1. Discrimination outlined in the Student Organization & Advisor Handbook.
2. Expended for items and activities that are not related to the mission of the student organization.
3. Granting of University credit for student participation in organization activities.

Private Accounts: Student organizations may *not* maintain off-campus savings or checking accounts. A Private Account must be set up through the University to serve as a repository for private organization funds, such as those obtained through fundraisers. Private Account transactions are not regulated by SOC project guidelines and may be used however the organization sees fit. Additionally, any organization ineligible to receive SOC project money may maintain a Private Account. For more information on Private Accounts contact the University Activities Office.

Funding Eligibility Information: It is the sole responsibility of each funding eligible SOC member organization to maintain its own financial data and to keep informed of any and all changes to SOC Policy & Project Money Guidelines. Financial questions related to project money requests should be relayed to the Vice President of SOC, the Budget and Review Committee, or University Activities.

Creating a Project Money Request: Campus organizations must create their request following all the B&RC guidelines concerning the maximum amounts per project and per category. B&RC will consider every request on a case-by-case basis. There is not a limit to the number of projects presented to B&RC during the year.

Requests by SOC-member organizations must be submitted to the Vice President and are subject to the guidelines and discretion of B&RC.

Although B&RC approval may come quickly, all B&RC decisions must be ratified by the SOC General Assembly at the next SOC meeting through the passage of the minutes of the last B&RC meeting. It takes one week for the approval of funds to become available for an organization's use followed by a two-week processing period. It will be prudent to make requests for funding as far ahead as is possible.

A Request for SOC Project Money Request Form should be turned in to the SOC mailbox or office for consideration by noon the Wednesday prior to a B&RC meeting. Backup paperwork and a summary of the project request should be typed. Any other supporting documents should be attached.

Spending SOC Allocated Funds: A completed Payment/Purchase Request form must be submitted to access the project money by the organization, once the money is approved by B&RC and SOC.

Remember!

- ✓ *Provide receipts for reimbursement and turn in no later than 60 days following the event.*
- ✓ *All events must state that the event has been co-sponsored by SOC and be promoted to the entire campus.*
- ✓ *Contractual information is required for honorariums and contracted services. Examples of contractual services include, but are not limited to, consultative and speaker services, workshops, artwork and design work.*
- ✓ *Backup information such as program promotion, catalog page, quote etc. must be included with the Purchase/Payment Request form for purchases.*

Guidelines for the Request of Funding Off-Campus Events: Off-campus events may not be reimbursed nor paid for. If the off-campus event is deemed an appropriate function of the student organization and has a reasonable request as to why it had to be held off campus, it can only be funded at a maximum of 50% of the requested amount.

Guidelines for the Request of Depreciable Goods/Equipment: A depreciable good is any item purchased which can be used for extended periods of time, and gradually wears out. This includes things such as sporting equipment, uniforms, non-office supplies and electronic equipment. (For additional restrictions regarding technical equipment, see the technology section.)

The following items must be addressed before receiving funding for the purchase of depreciable goods.

- Intended use
 - Storage
 - Equipment Check-In/Out
 - Longevity
 - Depreciable value
 - Disposal
1. Intended use: Why you as an organization want or need this item.
 2. Storage: You as an organization must be prepared to have acceptably secure storage for any items purchased using SOC funds. If the organization has an office that may be kept locked, that will prove sufficient in most cases. Otherwise, an advisor may keep them, if willing, or additional storage, such as sheds or the like, may be researched as appropriate. SOC has the right to request proof of purchase and storage at anytime throughout the year of items purchased with SOC money.
 3. Equipment Check-In/Out: Check-in will occur at the end of the season or spring semester. Equipment checkout will occur at the beginning of the season or fall semester. Organizations must provide documentation of summer activity in order to keep equipment
 4. Longevity: You as an organization must have an expected period of use so that SOC may decide whether the cost of an item may be offset by the time frame laid out by the organization.
 5. Depreciable Value: This is an estimate of recoverable value at the end of the period of use. The item may or may not have any value, especially if the organization plans to use the item for such a long period that it wears out.
 6. Disposal: Organizations need to update their depreciable goods/equipment list each semester with SOC. Any items no longer used or broken need to be returned to SOC for surplus or proper disposal. Organization executives are responsible for returning all equipment to SOC. Should the officer transition/election not take place or the organization ceases to exist, SOC will assume the organization's property.

B&RC Guidelines for Project Money Requests

Use of vendors on state contract is required.

When this is not possible, University purchasing guidelines need to be adhered to.

1. **Catering:** Catered events will be funded up to 50 percent of the bill or \$75, whichever is less for the Student Organizations Council. The remaining cost of the bill will have to be pay by the following:
 - a. From the funds of the organization requesting the money (example: private account)
 - b. By another student organization or department that is not using their 128 account (segregated fees account).

Note: another organization represented by the Student Organizations Council cannot request money to cover the other half of the balance

2. **Duplicating:** Large copy requests should be taken to Duplicating Services, which is less expensive and located on the D2 level of the Library. Maximum request is \$25 per project.

All promotion needs to state: Co-sponsored by the Student Organizations Council.

3. **Facilities/Technical Services:** This category includes all services provided by the University, such as specific furniture arrangements for student organization events, provision of a speaking lecture with microphone, staffing and security for dances, etc. Organizations may request up to \$100 per project. Note the technical charges for various university services in the addendum. Contact the Ranger Card office for reservation assistance.
4. **Fees:** This includes all registration and admission fees for an organization to attend a national, state, or local events and conferences. This does not include individual membership fees to a national organization. Organizations may request funding of up to one half the fees per event/conference, provided that this amount does not exceed \$50 per person per project request. Organizations must first disclose the full amount of fees, and then state the requested fee amount in the budget request.

Note: Fees are for UW-Parkside student members, not non-UW-Parkside students, community members, advisors or alumni.

5. **Food: there is not any food or food related item reimbursements this year.**
6. **Honorariums:** This covers speaker, coach, fees etc. Organizations may request up to \$300 per year. If speakers are of general interest to the entire campus community, co-sponsorship between multiple organizations is strongly encouraged. Please note that UW-Parkside faculty and staff may not receive honoraria for organization speaking engagements.
7. **Lodging:** This section includes expenses for all accommodations used during a trip and includes, but is not limited to, hotel/motel rooms and dorm rooms at other universities. In case of multiple rooms, four guests per room are required.
 - a. Overnight lodging to locations within 2 hours of UW-Parkside is not funded.
 - b. Back-up documentation needs to be provided with all requests for funding.
 - c. B&RC will fund 50% of actual lodging cost, with a maximum of \$20/person-night per project.
 - d. For accommodations outside the borders of the contiguous United States, the level of lodging funding, if any, will be determined by B&RC.

Note: Fees, lodging, and transportation are considered Travel Expenses.

8. **Mail:** This section covers expenses incurred through use of the United States Postal Service, whose bulk rate mailing prices and regulations. Expenses incurred through use of UPS, Federal Express, or other commercial parcel services may also be included under this category. Organizations may request up to \$60 per year in this area.
9. **Off-Campus Events:** Off-campus events may not be reimbursed nor paid for. If the off-campus event is deemed an appropriate function of the student organization and has a reasonable

request as to why it had to be held off campus, it can only be funded at a maximum of 50% of the requested amount.

10. **Other:** This section includes, simply put, any expenses that do not fit into any of the other given headings. While there is no upper monetary limit on requests made in this area, they must be accompanied by copious explanation and are at the complete discretion of B&RC.
11. **Promotional Services:** Organizations may request a maximum of \$100 per year for logos, logo design, Ranger News advertising, key chains, web design and banners. The service provided will be for permanent, long term promotion and /or marketing. If this is a request for a web designer or update for the web page, payment will occur in an invoicing situation only. A contracted web designer cannot be a person taking web design classes.

All promotion needs to state: *Co-sponsored by the Student Organizations Council.*

12. **Supplies:** This area includes all student organization office supply needs, such as paper, paper clips, erasers, correcting fluid, writing utensils, tape, rubber bands, diskettes, thumbtacks, staples, etc. Non-office supply needs can be requested under this category. An itemized list with cost is required: state contracted vendor catalogs are located in the University Activities Office, Union 209. Organizations may request up to \$100 per year in supplies -- provided they are not spent on food, food-related items, or technological items as set forth earlier. No additional funding will be granted in supplies.
13. **Technology:** B&RC will not generally provide funding of student organization technological purchases (i.e., computers, computer memory upgrades, modems, printers, related items and/or their components) due to the following reasons:
 - a. For the vast majority of SOC member organizations, such technological items are not required for regular operations. The only possible exception to this statement may be an SOC member organization requiring desktop publishing or analogous technological capability to execute its daily activities effectively. In this case, such a student organization could request B&RC consideration for technological purchase funding provided that the organization produces a consistent product using alternate resources for no less than one year before the date of the request.
 - b. In case of need of technological services, SOC member organizations can already avail themselves to numerous on-campus alternatives to actual organizational ownership of technological equipment: computer and laser printer in the SOC Office, computer and laser printer access in University Activities, multiple other free-access computer labs with laser printing capabilities, Media Services Office, etc.
 - c. Should on-campus technological resources prove insufficient for the needs of an SOC member organization, off-campus alternatives, such as use of community technological resources and/or corporate sponsorship of SOC member organization technological acquisitions can be rigorously explored.
 - d. Along with the initial purchase of technological equipment inevitably comes the need for its eventual updating and/or repair. Given current financial constraints in the UW System, SOC is not equipped to handle this potential influx of future expenditures.
14. **Transportation:** This includes all expenses incurred through use of transportation to and from an approved student organization trip. Such expenses may include, but are not limited to, fleet vehicle rental and mileage charge, rentals from outside agencies, and private transportation expenses.

Organizations may use University vehicles for trips that relate to the mission of the organization and the University. Driver Authorization and Fleet Vehicle Request forms can be obtained from University Activities website (www.uwp.edu keyword: University Activities) or in the Resource Center located next to the student organization mailboxes. The organization member(s) who will be driving must first be driver authorized through the Risk & Safety Department. Information and paperwork regarding the requested use of University vehicles must be approved by the organization, its advisor and University Activities. Driver authorizations are valid from 1 July to 30 June of the following year and must be renewed each year.

Current fleet vehicle rates and round trip mileage can be found on page 13. When estimating total mileage for an organization trip, include all commuting in addition to the actual round trip mileage.

a. For any organization event occurring outside the borders of the contiguous United States, the level of travel funding, if any, will be determined by B&RC.

b. When University fleet vehicles are used for travel to and from events, B&RC will fund rental of the vehicle as follows: 75% of mileage up to 260 roundtrip miles, and 50% of mileage thereafter.

c. When other modes of transportation are used for travel to and from events, B&RC will fund a maximum of \$100 per person or \$500 per project.

- 15. University Graphics:** This category covers expenses incurred for the on-campus printing of student organization promotional material. Organizations wishing to process a University Graphics job should contact University Activities for the appropriate paperwork and account coding. There is a limit of \$100 per year for each SOC-member organization. In addition, the University Activities office has a graphic designer available to make student organization promotion, at no charge: complete a Student Organization Promotions Request form.

All promotion needs to state: *Co-sponsored by the Student Organizations Council.*

This statement above is a must. If it is not on the posters/flyers, the money will be withheld.

Items That Cannot Be Funded

This list is subject to change:

- Photo-developing
- Contest Prizes and Gifts and Prize Money
- Activities not reflecting favorably on UW-P
- Items prohibited by either UW System or Segregated Fee policies
- Food – no expenses or reimbursements for food or food related items
- Technological items

Now What Do I Do with My Project Money Request???

Submit 10 copies and the original Project Money Request by noon on the Wednesday before a B&RC Meeting.

Please note: if the proposal is not complete upon submission, it will be tabled until such time all information is gathered, and then discussion will take place.

Project Money Requests will be addressed during the first half of the Budget & Review Committee's meeting. It is recommended that student organizations send a representative to explain the request and answer questions. B&RC will discuss all requests during the second half of the meeting.

Where Do I Turn the Project Money Request? To the SOC Office or the SOC mailbox, and it will be addressed in order of submission.

Do you have any questions? Please ask an SOC executive, a B&RC member or the University Activities Office. We are all here to assist your organization in having the most successful year possible!



We look
forward to working
with you
and hope you have a
SUPER year!

CHARGEBACK RATES FOR 2009-2010

Rates are subject to change: 8/21/09

Catering www.uwp.edu keyword: student center / drop down menu: catering
 There is a special catering menu with special pricing just for student organizations.

Duplicating Services

8.5 x 11 white \$.03 per page
 8.5 x 11 color \$.03 per page
 11 x 17 \$.04 per page

Color Copies at University Graphics

8.5 x 11 and 8.5 x 14 \$1 per page
 11 x 17 and 12 x 18 \$2 per page
Quantity pricing available

Fleet Vehicle

Daily Charge

Mileage Rate

Sub-Compact (1-4 people) \$29 / day \$.13/ Mile
 Sedan (3-5 people) \$34 / day \$.15/ Mile
 Mini-Van (7 people) \$50 / day \$.19/ Mile

Mail Services

Standard Mail Regular, letter size = \$.42 Non-letter size = \$.59

Parkside Police for Dances / Parties / Other Deemed-Appropriate Events

Hours	1 Officers	2 Officers	3 Officers	4 Officers
3 hours	\$153	\$261	\$369	\$477
4 hours	\$189	\$333	\$477	\$621
5 hours	\$225	\$405	\$585	\$765
6 hours	\$261	\$477	\$693	\$909
7 hours	\$297	\$549	\$801	\$1,053
8 hours	\$333	\$621	\$909	\$1,197

Round Trip Mileage for some Locales

O'Hare Chicago / 56	UW-Stout / 600	UW-Eau Claire / 538
Chicago / 140	UW-Oshkosh / 236	UW-Platteville / 362
UW-Madison / 220	UW-Green Bay / 360	UW-Whitewater / 118
Mitchell Field / 56	UW-Milwaukee / 80	UW-Stevens Point / 416

Reservation Charges for Standard Requests

Bridge Tables – free
 Bridge Windows - \$2 per window/week
 Classrooms with no set up – free
 Concourse Tables (any part of campus except the Bridge) - \$10 per table
 The Den with tech only & no set up – \$50
 The Den with cleared dance floor – \$150
 Main Place – price varies depending on set up
 Sign Standards – \$2.50 per sign

Student Organizations Council (SOC) Constitution

I. Official Name of the Organization.

- A. The official name of this organization shall be the Student Organizations Council (SOC) of the University of Wisconsin-Parkside.

II. Rationale for Existence of SOC.

- A. The encouragement of meaningful dialogues between all student organizations at the University of Wisconsin – Parkside, with the particular aim of increasing awareness of rich diversity of activities available in the campus community.
- B. The provision of support structure for all SOC-sanctioned campus organizations.
- C. To fund SOC-sanctioned organizations in order to keep all these diverse groups on campus and able to provide services for their members.

III. SOC Membership

- A. SOC- as its component organizations-shall not discriminate on the basis of race, creed, color, sex, age, handicap, sexual orientation, or any other factor(s).
- B. Duties and Privileges of SOC Member Organizations.
 1. Each active member organization shall send at least one representative to every SOC meeting. Said representative may be the president of a SOC member organization of his/her official designate.
 2. Each active SOC member organization shall have membership, voting, and perhaps budgetary privileges that shall governed by several constraints.
 - a.) Each active SOC member organization shall hold only one vote only regardless of the number of members from said organizations that are present at an SOC meeting.
 - b.) Failure of an SOC member organization to attend two consecutive SOC meetings shall result in the immediate revocation of that organization's active status and suspension of its voting privileges. If said SOC member organization has outstanding budgetary request with SOC than it shall also forfeit said money.
 - c.) An SOC member organization's revoked active status and suspended voting privileges shall be restored at the time that the organization returns for the second consecutive SOC meetings. In the case of an SOC member organization that lost its SOC project request due to absence its return for the second consecutive SOC meetings shall entitle it to file a new project request not to exceed the amount of the original request.
 - d.) While major status organizations may exercise voting privileges at SOC meeting on motions concerning SOC procedural matters, they may not utilize voting privileges concerning SOC budgetary policy.
- C. A single Representative for a SOC member organization may, for purposes of attendance at SOC meetings, represent at most tow SOC member organizations; however said representative may exercise voting privileges in the name of only one of those groups. Multiple representations are not recommended and should only be done in emergency situations.

IV. SOC Meetings.

- A. SOC shall meet the first Monday of each Month and BNRC will meet on every Monday after that for the rest of the month, unless otherwise stated, and except during the final exam periods.
- B. The SOC President at the last meeting of the ending semester shall disclose the date of the first SOC meeting of each upcoming semester.

V. Required Quorum for SOC Meetings.

- A. Quorum for SOC meetings shall require the presence of a simple majority of the voting SOC membership and at least one Executive Board member unless otherwise stated in this Constitution.

VI. The SOC Executive Board.

- A. The executive Board shall consist of a President, Vice-President and a Media Relations member. Officers will meet the Student Eligibility Criteria by holding a minimum cumulative grade point average of 2.0 and be in good standing, and carry at least 6 non-audit credits.
- B. Each Executive Board member shall serve for a term of one year.
- C. The Executive Board member shall develop a yearly SOC budget in consultation with the SOC advisor and B&RC.
- D. Each Executive Board member shall be independent and impartial. Members of the Executive Board shall not give special treatment to organizations that they were affiliated with or are affiliated with or any other organization that may interact with the SOC. Such treatment could prompt the SOC to bring up impeachment hearings per section XI of this document.
- E. To maintain SOC member organization confidence in an independent and impartial Executive Board, members shall not represent an SOC member organization at meetings. It shall be permissible for an Executive Board member to represent a member organization if no other feasible options are available. In this situation said board member may not exercise voting privileges on any voting issues that may arise at meeting.

VII. Duties of SOC Executive Board Members.

- A. The SOC President.
 - 1. The President shall summon prepare agendas for, and preside over all meetings of the SOC.
 - 2. The President shall record minutes for all B&RC meetings.
 - 3. The President shall liaise between the SOC membership, the administration, faculty, and staff of the University of Wisconsin – Parkside; and other student organizations on campus.
 - 4. The President shall announce upcoming SOC elections of any variety at least two weeks in advance of the election date.
 - 5. The President shall not exercise voting privileges at SOC meetings except in the case of a tie.
 - 6. The President, in case of Vice Presidential vacancy, shall appoint a member of the Budget and Review Committee (B&RC) to succeed to the Vice Presidency; said appointment shall be subject to a simple majority approval by the SOC membership present.
 - 7. The President shall be forbidden to become a member of B&RC.

B. The SOC Vice President

1. Upon the resignation, impeachment and removal, or incapacitation of the President, the Vice President shall succeed to the SOC Presidency and appoint a new Vice President per section VII subsection A subsection 5 of this document.
2. The Vice President shall chair all meetings of B&RC.
3. The Vice President shall record minutes for all SOC meetings.
4. The Vice President shall present a report concerning matters addressed by B&RC at all SOC meetings.
5. The Vice President shall not exercise voting privileges at SOC meeting except when acting in the capacity of the president.
6. The Vice President shall help member organizations with all paper work with regards to B&RC.
7. The Vice President shall announce at every SOC and B&RC meetings the remaining amount in the SOC Budget.

C. The SOC Media Relations

1. The Media Relations member is required to attend all SOC and B&RC meetings.
2. The Media Relations member is required to update the SOC web page on a weekly basis.
3. The web page should contain, but no limited to, the following items:
 - a.) Proposal process
 - b.) Updated budget
 - c.) Meeting Minutes
 - d.) Upcoming Organization Events
 - e.) SOC Constitution
 - f.) Contact Information for SOC Executive Members and B&RC Members
 - g.) Listing of Represented Organizations
4. The Media Relations member has voting rights on all matters related to SOC.

VIII. Election of SOC Executive Board Members.

- A. Candidates for Executive board positions shall stand for election at the first meeting in April of the spring semester.
- B. Two-thirds of the voting SOC membership must present in order to conduct an Executive Board election.
- C. Candidates for Executive Board positions shall be nominated from the floor.
- D. Outgoing members of the Executive Board shall provide blank ballots for polling purposes.
- E. Candidates for Executive Board positions shall be elected by a simple majority of the SOC membership present.
- F. If no candidate for an Executive Board position receives a simple majority, the candidate with the fewest votes shall be dropped from polling, and a second ballot shall be run.
- G. If, with only two candidates remaining, no candidate receives a simple majority after the second ballot, the election shall be postponed until the next SOC meeting, and the current officers will continue to execute the duties of the disputed position.
- H. Re-counts shall be held at the request of the SOC membership.

- I. Officers-Elect shall assume their duties at the SOC meeting following the completion of the Executive Board election.

IX. Impeachment and Removal of SOC Executive Board Members.

- A. The SOC membership shall have sole authority of impeachment of the Executive Board members.
- B. A removal hearing shall not be called until such time as two-thirds of the SOC membership present has voted to impeach an Executive Board member.
- C. Said removal hearing shall convene no sooner than two weeks from the day upon which the Executive Board member was impeached.
- D. A panel of five persons belonging to the SOC member organizations shall be nominated to conduct the proceedings of the removal hearing.
- E. Nominations to the removal board shall be approved by two-thirds of the SOC membership present.
- F. The members of the removal-hearing panel shall elect a chair from among their members to preside over the said hearing.
- G. The impeached Executive Board member must be informed in writing of the charges leveled against him/her and the place and time of the removal hearing at least one week in advance of the beginning of the said hearing.
- H. All other rules governing the removal hearing shall follow the tenets of parliamentary procedure.
- I. Should be impeached Executive Board member be removed after due process of the removal hearing, succession shall proceed as outlined in Article VII of this constitution.

X. The Budget and Review Committee (B&RC)

- A. B&RC shall oversee the allocation of funds of SOC member organizations on a project-by-project basis. Pending said projects uphold all University Segregated Fee funding and ensuring that funds are spent in the "Best interest of the general student population."
- B. B&RC shall meet every Monday after the first SOC meeting of the month during both fall and spring semesters.
- C. The B&RC Chair.
 1. The SOC Vice President shall serve as chair of B&RC.
 2. The Chair shall summon and reside over all B&RC meetings.
 3. The Chair, in anticipation of his/her absence on a B&RC meeting date. Shall name an official delegate endowed with his/her authority to preside over said meeting.
 4. The Chair of or his/her official designate shall not exercise voting privilege at B&RC meetings except in a tie.
- D. B&RC Membership.
 1. Seven students who belong to SOC member organizations shall be elected to serve on B&RC.
 - a) Each B&RC member shall serve for a term of one year.

- b) The seven B&RC members shall be up for election at the same time as the executive board elections.
 - c) To be elected to B&RC, candidates shall be nominated from the floor and must finish in the top six in balloting.
- 2. Failure on part of a B&RC member attend at least half of the B&RC meetings in a semester shall result in that member's removal from B&RC.
- E. If a vacancy occurs on B&RC, the Chair shall appoint a member of an SOC member organization to fill said vacancy; said appointment is subject to simple majority vote approval by the SOC membership present.
- F. Quorum for B&RC meetings shall require the presence of four B&RC members and the Chair or his/her official designate.
- G. B&RC Budgetary Guidelines.
 - 1. B&RC budgetary guidelines shall be distributed to all SOC member organizations at the first B&RC meeting of the fall semester.
 - 2. Said guidelines shall include all pertinent budgetary information, including but not limited to expenditure limits and budgetary timetables.
- H. Any B&RC business must be approved by a simple majority vote of the SOC membership present at the subsequent SOC meeting.
- I. B&RC along with the executive board shall submit a final SOC budget for membership approval.
- J. Approval of the final SOC budget shall require a simple majority vote of the SOC membership present.
- K. The SOC final budget must be completed and approved before the election of a new Executive Board.
- L. B&RC shall be a "Independent and impartial" board, if a proposal is received that has to do with a B&RC board members group or a group said member has special interest in a said member shall abstain from voting on that proposal.

XI. Amendments to the SOC Constitution.

- A. Amendments of this Constitution shall be proposed at an SOC meeting and vote on at the following SOC meeting.
- B. Amendments to this Constitution shall require a two-thirds vote of the SOC membership present in order to enable their adoption.

Amended 4/08

CONTACT INFORMATION FOR THE STUDENT ORGANIZATIONS COUNCIL

SOC Email: soc@uwp.edu

For SOC business and general club questions:**Resha Riser** ~ SOC President

c/o Student Involvement Center, Student Center L101, 595.2470

Email at: riser001@uwp.edu**For Budget and Review Committee (B&RC) business and project money questions:****Jasmine Overton** ~ SOC Vice President & Chairperson of B&RC

c/o Student Involvement Center, Student Center L101, 595.2470

Email: overt004@uwp.edu**For any SOC, B&RC and University Activities questions:****Stephanie Sirovatka-Marshall** ~ SOC Advisor

University Activities Office, Student Center L104, 595.3339

Email at: sirovatk@uwp.edu**For organization budgeting, travel and spending questions:**

Terri Portee – University Activities University Services Program Associate

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