Student **O**rganizations **C**ouncil

UNIVERSITY OF WISCONSIN PARKSIDE
Student Organizations Council

Policy & Procedures Handbook

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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 procedural and budgetary questions by student organizations. 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, please contact the SOC officers by email with any questions (see below). 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 Student Activities keep an updated list of all currently active student organizations on campus, complete with contact names. Contact us!

SOC Email & Website
Email Address - soc@uwp.edu
Website - www.uwp.edu Keyword: SOC
Office - Student Center, Student Involvement Center, L101

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

Forming A New Organization
To form an organization that does not currently exist on campus, contact the SOC President or make an appointment with Student Activities. Before receiving University Recognition and membership in SOC, a new organization must satisfy the following conditions:

At least four UW-Parkside students, each carrying no less than six non-audit credits, must declare an interest in starting the new organization.

A UW-Parkside faculty or staff member must declare willingness to serve as the new organization's advisor.

The new organization must complete online student organization registration at www.uwp.edu, Keyword: Campus Connect.

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.

The new organization does not violate any University guidelines as interpreted by Student Activities and SOC Policy.

Student Organizations Council: Definitions and Procedures

Definition

SOC is the higher governing body that provides funding and legitimacy to all SOC-recognized student organizations. 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, Media Relations, 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 bi-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 Student 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 (see page 20).

SOC Meeting

SOC meets the first and third Monday of the month at noon during the academic year - September through May, the President chairs these meetings. Each SOC member organization is expected to send at least <u>one</u> representative to every SOC meeting in order to maintain eligibility and to vote on SOC business and UW-Parkside policies, financial and otherwise. SOC member organizations receiving project money are required to attend all SOC meetings in order to maintain this privilege. Failure to attend SOC meetings will result in that organization being ineligible for funding until such time as it sends a representative to at least <u>two</u> consecutive SOC and/or B&RC meetings.

Benefits of SOC Membership

Campus Promotions

The SOC encourages student organizations to advertise through the use of posters, banners, etc. Facilities for the production of such promotional materials exist in the Promotions Room located in the Involvement Center of the Parkside Student Union. Be advised that it is the responsibility of the organizations using the Promotions 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 Student Activities or see www.uwp.edu, Keyword: Student Activities.

Financial Assistance

SOC's primary purpose is to ensure that student organizations receive financial assistance in order to host events and programs that will benefit the entire student body.

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 and it is not uncommon for recruitment fairs to have themes. Monetary prizes are awarded based on organization's use of the theme.

Organization Mailboxes and Phones

Each SOC member organization receives a mailbox located in the Student Involvement Center (L101) across from the Student Activities office. This box 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 Center 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 Center 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.

Phones
The Student 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 Student 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 $2 into the SOC Private Account. For information on how to make said deposits, contact the Student 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 Co-sponsorship Form must be completed and on file with Student Activities, and the organization needs to be in receipt of approval prior to soliciting. Additional fundraising ideas are always available in Student 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 Student 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 fleet vehicles must be University students and authorized drivers.

Drivers of a rental vehicle from the state vendor need to be an authorized driver and at least 21 years of age.

To become an authorized driver, complete the Driver Authorization Form for approval for the current fiscal year, July 1st-June 30th. Driver Authorization and Fleet Vehicle Request forms can be obtained from Student Activities website (www.uwp.edu keyword: Student Activities) or in the Resource Center located next to the student organization mailboxes.

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 Student 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 (I) attended at least two consecutive SOC meetings and (II) completed the Organization Training Sessions, offered each semester by Student Activities. Project money requests will not even be considered until these requirements are satisfied.

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 Student Activities.

SOC Cannot Fund organizations that engage in any of the following activities:

> Discrimination as outlined in the Student Organization & Advisor Handbook.
> Using organization money for items and activities that are not organization business.
> Granting of University credit for student participation in organization activities.

SOC has special limitations for organizations that engage in any of the following activities:

1. Social Greek organizations (see page 9).
2. SUFAC Funded (see page 9).

Greek Organizations

Events or programs that are sponsored by any Social Greek Organization can only be funded by SOC if they are:

1. On-campus Events
2. Open to all UW-Parkside students

Additionally SOC will not fund membership dues to any national greek organizations.

SUFAC Funding

Segregated University Fee Allocation Committee (SUFAC) is the governing body that distributes segregated fees to various departments and organizations at Parkside. An organization that is classified as a Tier II organization is not eligible to receive any funding from SOC. However, an organization that has received funds from SUFAC but is still classified as a Tier III (SOC) organization may request funding from SOC for any events or programs that were not funded by SUFAC.

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 Student 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 Student Activities.

Club Sports

Club sports are any student organizations that participate in at least one athletic competition per academic year. If your organization feels they are categorized as a club sport, please contact the SOC President to fill out a brief application. Organizations that the B&RC deem undoubtedly to be club sports will automatically be categorized as such.

How Do I Request Money From SOC?

Step 1 - 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 or SOC Mailbox 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 would be advised to make requests for funding as far ahead as is possible.

A cover letter that describes your project and your group, a Project Money Request Form signed by your advisor, and a budget breakdown sheet that shows how the money in each category will be spent should be turned in for each project to the SOC mailbox, SOC office, or CampusConnect for consideration by 11:59 pm of the Wednesday prior to a B&RC meeting.

Backup paperwork such as registration confirmations, daily agendas, price comparisons, program promotion, catalog page, quotes etc. should be included with a typed summary of the project request. Any other supporting documents should be attached. If you have questions on how to prepare any of these items please contact the Vice President for further explanation. Samples of a good cover letter and Project Money Request Form are available upon request in the SOC office.

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 on page 14.) If SOC funds the purchase of any items within this category, SOC owns the item and the organization is simply using it for the season/semester. For this reason, 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

Intended use
Why you as an organization want and/or need this item.

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 reserves the right to request proof of purchase and storage at anytime throughout the year of items purchased with SOC money.

Equipment Check-In/Out
An inventory system must be approved by the B&RC before any money will be granted for goods and equipment. An annual check-in will occur at the end of the season or spring semester. Equipment checkout will occur at the time of purchase. Organizations must provide documentation of summer activity in order to keep equipment

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.

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.

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. **If these items are not returned, the cost of replacement will be funded by the organization.** 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.

Food
On Campus
On-campus events **must** use catering. Catered events will be fully funded up to $100. After this initial $100 the remaining amount will be funded up to 50%. The remaining cost of the bill will have to be paid by the following:

From the funds of the organization requesting the money (example: private account)
By another student organization or department who is cosponsoring the event.

Off Campus
Any off-campus food or food related item reimbursements are refunded at a maximum of 1/2 of the state per diem. State per diem is calculated based on your location and can be found at: www.gsa.gov/perdiem

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 $300 per day or event, whichever is greater. Note the technical charges for various university services in the addendum. Contact the University Reservations office for reservation assistance.

Honorariums
As defined by the University of Wisconsin System, "an 'honorarium' is defined as a gift or gratuitous payment occasionally be provided to an individual or organization as a display of gratitude or custom, for providing services for which no fee was established or agreed upon and for which there is no legal obligation or entitlement to payment." The link to this definition can be found under the F31 guidelines at: http://www.wisconsin.edu/fadmin/fppp/fppp31.htm

This covers speakers, coaches, fees, etc. 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. Organizations may request up to a maximum of $500 per year.

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.

Off-Campus Events

An off-campus event is an event or program that is sponsored by a student organization. This includes any event that cannot be held on campus due to improper or lack of facilities on campus. This does not include events that student organizations attend as a group or trips to

off-campus locations. 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. This category can be funded at a $100 per project or 50% of the project cost, whichever is greater. This amount will include any food and travel related expenses.

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 a detailed explanation and are completely at the discretion of B&RC.

Promotional Services

Promotional items

Organizations may request a maximum of $200 per year, for logos, Ranger News advertising, key chains, web design, t-shirts, long-term banners, and other promotional items. 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.

Design

If you need design work done for your organization, a designer is on staff in Student Activities who will work with you for free. Otherwise design work can be done by your organization or taken to Creative Services for $11 an hour. SOC will not fund design work done at Creative Services unless the Student Activities Designer denied your promotions request.

All promotions must state: Sponsored by Student Organizations Council.

The SOC logo or the statement above is a must. If it is not on the posters/flyers, the money will be withheld.

Printing

A black and white copy machine is available for student organization use in the Student Involvement Center Promotions Room. A pin number is given to each organization president to be used for organization business only.

Large copy requests and color copy requests should be taken to Creative Services, located on the D2 level of the Library. Maximum request is $100 per project and $400 per year. The student organization online order form can be found online at www.uwp.edu, keyword: creative services.

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 Student Activities Office, Student Center L104. Organizations may request up to $200 per year in supplies -- provided they are not spent on food, food-related items, or technological items.

Technology

B&RC will not 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:

For the vast majority of SOC member organizations, such technological items are not required for regular operations. 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 Student Activities, multiple other free-access computer labs with laser printing capabilities, Media Services Office, etc.

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.

Travel

Prior to Request Submission

A mandatory meeting with Student Activities is required for all project requests that include any travel prior to any drafts submitted to the B&RC.

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.

Student organizations may use University vehicles for trips that relate to the mission of the organization and the University. The Student Organization Travel Guide must be completed before any funds will be released for travel. The Travel Guide is available in the Student Activities office.

- 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.
- The B&RC will fund up to the full amount of the rental vehicle costs.
- Students and Student Organizations will be responsible for funding all fuel costs.

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

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 $50 per person per event/conference. Organizations must first disclose the full amount of fees, and then state the requested fee amount in the budget request.

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

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.
- Overnight lodging to locations within 2 hours of UW-Parkside is not funded.
- Back-up documentation including registration confirmation needs to be provided with all requests for funding.
- B&RC will fund up to $20/person per night per project.
- For accommodations outside the borders of the contiguous United States, the level of funding for lodging, if any, will be determined by B&RC.

Note: All fees, lodging, and transportation are considered Travel Expenses

Budget Allocation Breakdown

Category	Maximum Allocation (prices are per project unless stated otherwise)
Catering	Up to the first $100 / 50% of additional costs
Printing	Up to $100 per project
Facilities/Technical Services	Up to $300
Fees	Up to $50 per person
Lodging	Up to $20 per student per night
Off campus events	Up to $100 or 50% of cost, whichever is greater
Promotional Material	$200 per year
Transportation	**For University vehicles:** 75% mileage **Other modes** $100 per person or up to $500 total

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
- Technological items
- Cancelation fees

CHARGEBACK RATES FOR 2012-2013

Rates are subject to change: 9/10/12

Catering
www.uwpdining.com/catering.html - "Good To Go" Menu
This is a special catering menu with reduced pricing just for student organizations.

Creative Services

Black & White copies		Color copies	
8.5 x 11 white paper	$ .03 per page	8.5 x 11 or 8.5 x 14	$1 per page
8.5 x 11 color paper	$ .03 per page	11 x 17 or 12 x 18	$2 per page
11 x 17 white paper	$ .04 per page	**Pricing reduced for greater quantities**	

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 = $.44
Non-letter size = $.59

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

Hours	1 Officers	2 Officers	3 Officers	4 Officers
3 hours	$129	$243	$357	$471
4 hours	$167	$319	$471	$623
5 hours	$205	$395	$585	$775
6 hours	$243	$471	$699	$927
7 hours	$281	$547	$813	$1,079
8 hours	$319	$623	$927	$1,231

Reservation Charges for Standard Requests

Bridge Tables	$0 – FREE
Bridge Windows	$4 per window/week
Classrooms (with no set up)	$0 – FREE
Concourse Tables (any part of campus except the Bridge)	$10 per table
The Den w/Tech only & No Setup	$50
The Den w/cleared dance floor	$150
Main Place	Price varies depending on set up
Sign Standards	$2.50 per sign

Now What Do I Do with My Project Money Request?

Submit 8 copies and the original Project Money Request by 11:59 pm on the Wednesday before a B&RC Meeting. Refer to the following checklist to ensure a complete proposal.

Project Proposal Checklist:
- Cover letter
- Summary or Description of what money is being requested for
- Project Money Request Form (signed by advisor)
- A complete breakdown of your budget with all costs included
- Supporting Documentation includes:
  - Price and Quantity Quotes
  - Website Links to proposed items

Important!
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.

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.

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

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

President
Matthew Harmon
harmo017@uwp.edu

Vice President
Ann Carreno
carre009@uwp.edu

Media Relations
Jessica Beltran
beltr004@uwp.edu

Updated 8/99, 5/00, 4/01, 4/02, 4/03, 12/03, 4/04, 4/05, 5/06, 4/07, 4/08, 4/09, 2/11, 8/11, 9/12,12/12

My Proposal Was Approved, Now What?

Spending SOC Allocated Funds

Once your proposal is approved, a completed Payment/Purchase Request form **must** be submitted in order to access the project money by the organization.

Remember!

Provide receipts for reimbursement and turn in no later than 30 days following the event.

All events <u>must</u> state that the event has been co-sponsored by SOC and be must 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.

You have 60 days to finalize your paperwork and collect your money from Student Activities or it will be forefeited.

Student Organizations Council (SOC) Constitution

Official Name of the Organization

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

Rationale for Existence of SOC.

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.
The provision of support structure for all SOC-sanctioned campus organizations.
To fund SOC-sanctioned organizations in order to keep all these diverse groups on campus and able to provide services for their members.

SOC Membership

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).
Duties and Privileges of SOC Member Organizations.
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 or his/her official designate.
Each active SOC member organization shall have membership, voting, and perhaps budgetary privileges that shall governed by several constraints.
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.
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.
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.
While SUFAC funded organizations may exercise voting privileges at SOC meeting on motions concerning SOC procedural matters,

they may not utilize voting privileges concerning SOC budgetary policy.

A single Representative for an SOC member organization may, for purposes of attendance at SOC meetings, represent <u>at most</u> two SOC member organizations; however said representative may exercise voting privileges in the name of only one of those groups. Multiple representations are not recommended.

SOC Meetings

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

Required Quorum for SOC Meetings

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.

The SOC Executive Board

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.

Each Executive Board member shall serve for a term of one year.

The Executive Board member shall develop a yearly SOC budget in consultation with the SOC advisor and B&RC.

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.

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.

Duties of SOC Executive Board Members.

The SOC President.

> The President shall summon, prepare agendas for, and preside over all meetings of the SOC...
>
> The President shall liaise between the SOC membership, the administration, faculty, staff of the University of Wisconsin – Parkside; and other student organizations on campus.
>
> The President shall announce upcoming SOC elections of any variety at least two weeks in advance of the election date.
>
> The President shall not exercise voting privileges at SOC meetings except in the case of a tie.
>
> 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.
>
> The President shall be forbidden to become a member of B&RC.

The SOC Vice President

> 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 6 of this document.
>
> The Vice President shall chair all meetings of B&RC.
>
> The Vice President shall present a report concerning matters addressed by B&RC at all SOC meetings.
>
> The Vice President shall not exercise voting privileges at SOC meeting except when acting in the capacity of the president.
>
> The Vice President shall help member organizations with all paper work with regards to B&RC.
>
> The Vice President shall announce at every SOC and B&RC meetings the remaining amount in the SOC Budget.

The SOC Media Relations

> The Media Relations member is required to attend all SOC and B&RC meetings.
>
> The Media Relations member shall record minutes for all SOC and B&RC meetings.

The Media Relations member is required to update the SOC web page on a weekly basis.

The web page should contain, but not limited to, the following items:
Proposal process
Updated budget
Meeting Minutes
Upcoming Organization Events
SOC Constitution
Contact Information for SOC Executive Members and B&RC Members

Attend member organization events and evaluate their success.

Attend club meetings and educate members of SOC's existence.

The Media Relations member has voting rights on all matters related to SOC.

Election of SOC Executive Board Members.

Candidates for Executive board positions shall stand for election at the first meeting in April of the spring semester.

Two-thirds of the voting SOC membership must present in order to conduct an Executive Board election.

Candidates for Executive Board positions shall be nominated from the floor.

Outgoing members of the Executive Board shall provide blank ballots for polling purposes.

Candidates for Executive Board positions shall be elected by a simple majority of the SOC membership present.

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.

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.

Re-counts shall be held at the request of the SOC membership.

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

Impeachment and Removal of SOC Executive Board Members.

The SOC membership shall have sole authority of impeachment of the Executive Board members.

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.

Said removal hearing shall convene no sooner than two weeks form the day upon which the Executive Board member was impeached.

A panel of five persons belonging to the SOC member organizations shall be nominated to conduct the proceedings of the removal hearing.

Nominations to the removal board shall be approved by two-thirds of the SOC membership present.

The members of the removal-hearing panel shall elect a chair from among their members to preside over the said hearing.

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.

All other rules governing the removal hearing shall follow the tenets of parliamentary procedure.

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.

The Budget and Review Committee (B&RC)

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&RC shall meet every Monday after the first SOC meeting of the month during both fall and spring semesters.

The B&RC Chair.
      The SOC Vice President shall serve as chair of B&RC.
      The Chair shall summon and reside over all B&RC meetings.
      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.

The Chair or his/her official designate shall not exercise voting privilege at B&RC meetings except in a tie.

B&RC Membership.

Seven students who belong to SOC member organizations shall be elected to serve on B&RC.

Each B&RC member shall serve for a term of one year. The seven B&RC members shall be up for election at the same time as the executive board elections. To be elected to B&RC, candidates shall be nominated from the floor and must finish in the top six in balloting.

Failure on part of a B&RC member to attend at least half of the B&RC meetings in a semester or three consecutive B&RC meetings shall result in that member's removal from B&RC.

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.

Quorum for B&RC meetings shall require the presence of four B&RC members and the Chair or his/her official designate.

B&RC Budgetary Guidelines.

B&RC budgetary guidelines shall be distributed to all SOC member organizations at the first B&RC meeting of the fall semester. Said guidelines shall include all pertinent budgetary information, including but not limited to expenditure limits and budgetary timetables.

Any B&RC business must be approved by a simple majority vote of the SOC membership present at the subsequent SOC meeting.

B&RC along with the executive board shall submit a final SOC budget for membership approval.

Approval of the final SOC budget shall require a simple majority vote of the SOC membership present.

The SOC final budget must be completed and approved before the election of a new Executive Board.

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 said member must abstain from voting on that proposal.

Amendments to the SOC Constitution

Amendments to this Constitution shall be proposed at an SOC meeting and voted on at the following SOC meeting.

Amendments to this Constitution shall require a two-thirds vote of the SOC membership present in order to enable their adoption.