Student Organization

Adviser's Guide

University Centers
2020-2021

UNIVERSITY *of* WISCONSIN
LA CROSSE

CONTENTS

While the University Centers *Student Organizations Adviser Manual* is intended to be a summary of matters of interest to student organization advisers, its readers should be aware that:

- It is not a complete statement of all procedures, rules and regulations of the University of Wisconsin-La Crosse.
- The University reserves the right to change without notice any procedure, policy, and/or program which appears in the University Centers *Student Organizations Adviser Manual*.
- Divisions and departments may have their own procedures and policies that apply to student organizations.

Each recognized student organization is required to have an adviser. This person must be a university faculty or staff member. Only one adviser is required.

> **Policies can be found online at:**
> **www.uwlax.edu/uc**

Dear Student Organization Adviser:

Welcome to the world of Student Organizations!

University Centers would like to thank you for your decision to become involved with a student organization at the University of Wisconsin-La Crosse. By agreeing to serve as an adviser, you have demonstrated your firm commitment to the comprehensive education of the students of this institution. You have the opportunity to truly enrich the experience of UWL students, and we hope that you will find this a rewarding experience.

This manual has been designed to help you be a successful adviser and will address some frequently asked questions. If you or your organization needs further assistance, please do not hesitate to contact the University Centers staff at 785-8866.

Again, thank you for volunteering your time and effort to the service of students at UW-La Crosse. Your dedication is greatly appreciated.

Sincerely,

The COVE
University of Wisconsin-La Crosse
2200 The U
1725 State Street
La Crosse, WI 54601

ph. 608-785-8866
thecove@uwlax.edu

UNIVERSITY CENTERS
2200 Student Union
1725 State St. | La Crosse, WI 54601 USA

phone 608.785.8866
fax 608.785.6575
www.uwlax.edu/uc

Surround yourself with UW-La Crosse

An affirmative action/equal opportunity employer

5

Revised September 2020

SERVICES PROVIDED BY UNIVERSITY CENTERS

SERVICE	LOCATION	PHONE
AV Equipment/Tech Support	3206 Student Union	8871
Bookstore	1200 Student Union	8855
Business Services/SFO Accounts	125 Graff Main Hall	8554
Campus Activities Board	2236 Student Union	8873
Campus ID Card	1131 Student Union	8891
Catering	3210 Student Union	6485
COVE Graphics	2200 Student Union	6488
COVE Programming	2200 Student Union	6600
Fraternity and Sorority Life	3217 Student Union	8870
Information Center/Ticket Office	2250 Student Union	8877
Lost & Found	1127 Student Union	8877
Lost ID Cards (Tower Cards)	1127 Student Union	8891
PRIDE Center	1131 Student Union	8887
Publicity Registration	2216 Student Union	8866
Racquet	2200 Student Union	8378
Room Reservations	2246 Student Union	8895
Safe Space—LGBTIQQAA Students	3200 Student Union	8887
Student Association Offices	2216 Student Union	8775
Student Organization Information	2250 Student Union	8866
Textbook Services	2200 Student Union	8853
Ticket Office/Information Center	Lower Level, Student Union	8877

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

The Student Association has adopted the following policy on the standards and procedures for recognized student organizations at the University of Wisconsin-La Crosse (Spring, 1995). This policy includes procedures for registration, conduct, and discipline. The policy acknowledges the need to preserve the orderly processes of the university with regard to its teaching, research, and public service mission, as well as the need to observe the students' and recognized student organizations' procedural and substantive rights. The Student Association, via the Student Organizations Committee, subject to approval by the Chancellor of the University of Wisconsin-La Crosse, shall be responsible for revisions of this policy. University Centers is responsible for distribution of updates, which can be obtained at 2200 Student Union. The procedures in this policy for registering student organizations, the code of conduct, and the disciplinary procedures apply to all UW-La Crosse recognized student organizations. Social fraternities and sororities are also subject to the registration requirements and the conduct rules of their governance groups: Panhellenic Council and Interfraternity Council. Organizations that are suspected of violating any policy will face a Student Organization Hearing. Please visit our webpage for hearing procedures: https://www.uwlax.edu/student-life/

REGISTRATION PROCEDURES FOR RECOGNIZED ORGANIZATIONS

1. The procedures for registering a recognized student organization will be monitored and updated by the Student Organizations Committee, in consultation with the Assistant Director of University Centers.
2. Registration forms will be accepted and maintained by the Center for Organizations Visions & Engagement (COVE).
   3. Registration forms will include a statement of understanding, that all primary contacts must sign, to the effect that the recognized student organization understands and agrees to abide by the Policy on the Registration, Conduct, and Discipline of Recognized Student Organizations; this shall include an assurance that the recognized student organization is in compliance with UW-System Chapters 14, 17, and 18. To access the Eagle Eye (Student Handbook), which lists these policies, go to: https://www.uwlax.edu/student-life/student-resources/student-handbook/#tm-student-organizations or stop by the Student Life Office, 149 Graff Main Hall. Any organization that does discriminate must describe the nature of the discrimination, in writing, and the exception recognized by law that the organization claims allows this discrimination.
4. The Annual Registration process on MyOrgs must be completed in its entirety by the organization primary contact by the first Friday in October of each fall semester and updated upon any revisions; when accepted by the University Centers Office, the organization's registration is complete. Organizations that do not register by the first Friday in October will be unable to reserve university facilities.
5. The Student Organizations Committee will retain oversight of all recognized student organizations to assure compliance with these regulations.
6. The recognition of recognized student organizations is an annual process, with the registration period being the current academic year, which is usually from September to August.
7. The registration of a recognized student organization will remain in effect unless the organization is subject to disciplinary sanction revoking such status.

RIGHTS OF RECOGNIZED STUDENT ORGANIZATIONS

Officially recognized student organizations have certain privileges and benefits. These include:
- Use the name of the University of Wisconsin-La Crosse to identify the group's affiliation. When using the name of the university, the student group must clearly identify itself as a recognized student organization.
- Reserve and use university facilities in the Student Union and elsewhere that are available for non-instructional use.
- Take advantage of services and programs developed for recognized student organizations by the University Centers Office, the UW-La Crosse Student Association, and other university departments or organizations.
- Listed in MyOrgs, the student organization database and website.
- Participate in services or events in university facilities that are announced as open to all recognized student organizations.

- Ability to sponsor/conduct fundraisers, such as bake sales.
- Opportunity to apply for organizational grant money.

GENERAL REQUIREMENTS OF RECOGNIZED STUDENT ORGANIZATIONS

1. A recognized student organization may not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, or conviction record unless pursuant to an exception recognized by law.
2. A recognized student organization that violates federal, state, or local laws shall be liable in the appropriate courts and is not exempt from disciplinary action under this Policy.
3. A recognized student organization can be liable for disciplinary action as a result of actions of individual members of the organization while representing the organization.
4. Recognized student organizations using University facilities must observe the provisions of any contract issued for use of a particular facility and must follow University policies governing the use of its facilities.
5. A recognized student organization may use University facilities for events that are primarily for University students and employees. Publicity for such events must comply with campus publicity guidelines. Copies of the Campus Publicity Guidelines are available 2200 Student Union and at the following website: https://www.uwlax.edu/university-centers/get-involved/the-cove/student-organization-resources/#tm-publicity-on-campus
6. A recognized student organization shall be responsible for all activities and/or damages at any event. A recognized student organization must exercise reasonable precaution to insure that its events, and agents acting on its behalf, do not cause damage to the property of students, University employees, other organizations, or the University; do not harm or constitute a serious danger to the personal safety of students or University employees; do not obstruct or seriously impair University-run or University authorized activities; and do not violate provisions of the University of Wisconsin System Administration Code, Chapter UWS 18, as shown electronically on the Eagle Eye.
7. A recognized student organization will be subject to disciplinary action if it organizes, sponsors, cosponsors, or in any way coordinates an event with any recognized student organization that has been prohibited from participating in that type of event or which has had its status revoked.
8. Recognized student organizations are accountable, through their primary contact, officers, faculty/staff adviser, and other designated representatives, to the University. Where an organization's primary contact, officers, faculty/staff adviser, or other designated representatives makes a knowingly false statement, either orally or in writing, to any University employee or agent, including the Student Organizations Committee and Student Court or a person conducting an investigation under the provisions of this Policy, on a matter relating to the activities of the organization or its members, the organization shall be subject to discipline.
9. Recognized student organizations shall be subject to disciplinary action for non-compliance with University alcohol beverage regulations, state statutes, and city ordinances regarding possession, consumption, and sale of alcohol beverages at any event, and also for verified instances of underage persons consuming or possessing an alcoholic beverage, or other violations of any of the above rules at any event.
10. Recognized student organizations can hold closed meetings for the purpose of peer counseling sessions or for other purposes if attendance is limited to current members. If such a meeting is publicized, it must be clearly labeled as limited to members only.

DISCIPLINARY PROCEDURES

1. A complaint that a recognized student organization has violated any provision(s) of student organization policies must be submitted in writing to Director of University Centers and must include a statement of the facts upon which the allegation is based. The written report shall be signed by the complainant(s) specifying the following:
   a. a detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident,
   b. name(s) of the organization(s) involved in the alleged violation(s),

      c.   name(s) of the individual(s) involved in the alleged violation(s), and

      d.   name(s), address(es), and phone number(s) of the complainant(s).

2.   The Director of University Centers will promptly forward a copy of the complaint to the Chair of the Student Organizations Committee.

3.   The Chair of the Student Organizations Committee, in consultation with the Director of University Centers, shall file a formal complaint seeking discipline of the recognized student organization. The complaint shall be filed with the Student Organizations Committee.
Note: The Student Organizations Committee shall serve as a hearing body to recommend to the Chancellor findings of fact, conclusions and disciplinary sanctions. The Student Organizations Committee shall adopt hearing procedures that provide the complainant(s), organizations(s) subject to complaint, and the student court, opportunities to be heard.

4.   The Chair of the Student Organizations committee, in consultation with the Director of University Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the imposition of discipline; the agreement must be confirmed by the Chancellor before it becomes effective.

DEFINITIONS

1.   Chancellor means the Chancellor of the University of Wisconsin - La Crosse, or designee.

2.   Organizations Committee means the student/faculty/academic staff committee on student organizations as established by the Student Association.

3.   Director of University Centers means the Director of University Centers of the University of Wisconsin - La Crosse, or designee.

4.   Disciplinary Sanction means any action affecting the status of a recognized student organization as a recognized student organization that is imposed in response to the organization's misconduct. The term includes disciplinary warning, probation (including denial of specific University privileges), financial restitution, suspension or expulsion.

5.   Event(s) means any activity sponsored, co-sponsored, or organized by a recognized student organization.

6.   Expulsion means the termination of a student organization's status as a recognized student organization.

7.   Financial Records means account statements, checking and savings records, and all other records of receipt or payment of funds from any source of organization funds.

8.   Primary Contact means the designated leader of the recognized student organization as listed on the group's registration form.

9.   Probation means that the recognized student organization is permitted to remain registered only upon the condition that it complies with all university rules and regulations and with other standards of conduct which the organization is directed to observe for the duration of the period of the probation. Probation may include the suspension of some of the organization's rights. Probation may not exceed two semesters in duration for any given misconduct, except that violation of probationary conditions may be cause for extension of the probation for no more than two additional semesters or for suspension of some rights.

10. Recognized Student Organization is an organization that has completed the recognition procedure through the Student Organization Committee and has received full recognition and has filed all appropriate registration forms with the Office of Student Activities and Centers.

11. Student, for the purpose of this Policy, means any person who is enrolled for study at the University of Wisconsin - La Crosse for the current academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the first day of classes for the next succeeding academic period, except that a student from the spring academic session, who is not attending any summer session, shall remain classified as a student, for purposes of these regulations, until the first day of classes for the succeeding fall academic period.

12. Student Association Leader means the head of the UW-La Crosse Student Association's Executive Branch, or designee.

13. Student Court means the UW-La Crosse Student Association's Judicial Branch.

14. Suspension means a temporary loss of some or all of a recognized student organization's rights for a specified period of time, not to exceed two years. Upon completion of the period of suspension, the organization needs to complete the recognition procedure through the Student Organizations Committee.

BEING AN ADVISER

> **WHAT IS AN ADVISER?**
> One who advises another professionally or officially; consultant, counselor, mentor.

Given the myriad purposes, activities, and objectives of various student groups, the role of the adviser will vary. Some advisers play very active roles: attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that as an adviser you will maintain regular contact with your organization, regardless of involvement.

In addition, as an adviser, your role may include being a mentor, team builder, conflict mediator, educator, motivator, and policy interpreter. As an adviser, it is important that you work with your organization to determine the nature of your involvement as well as what role you will play.

BENEFITS OF BEING AN ADVISER

- Furthering one's goals/interests by working with a group that reflects those interests or goals.
- Watching a diverse group, who share common passions & interests work toward a common goal.
- Help students learn & develop new skills.
- Develop personal relationships with students.
- Sharing one's knowledge with others.

10

Revised September 2020

UNIVERSITY of WISCONSIN
LA CROSSE

ADVISER RESPONSIBILITIES

By taking on the role of a student organization adviser you have the responsibility to:

- Provide guidance, direction, advice, and continuity to members and officers of organization.
- Serve as a mentor and resource for students.
- Attend meetings (general and executive) as often as your schedule allows.
- Help the organization evaluate its purpose, goals, and the programs it provides.
- Meet with leaders of the organization on a regular basis to discuss pertinent issues.
- Be privy to all activities and programs sponsored by organization.
- Explain and clarify campus policies, procedures, and liability issues.
- Assist organization with financial matters.
- Assist with officer transitions and new officer training.
- Accompany organization to conferences or other activities.
- Assist in the formulation of organizational grants and one-time requests.
- Report any criminal offenses and any state, local, or university policy violations.
- Maintain contact with University Centers' staff to assist in the promotion of leadership development programs and the compilation of organization data.
- Learn from the organization.

RESPONSIBILITIES OF STUDENT ORGANIZATION TO THEIR ADVISER

Include, but are not limited to:

1. An adviser should be recognized as an integral part of the group; not a member. Therefore, additional courtesies and considerations should be extended to them. An adviser should be welcomed at all meetings and social events.
2. Group and executive board meetings should be planned at a time when the adviser is able to attend.
   a. Be sure to relay the date, time and place for each meeting.
   b. Have an adviser report as a regular part of the meeting.
   c. Send the adviser a copy of all minutes.
   d. Check with the adviser before scheduling a special meeting.
   e. The president of the group should meet regularly with the adviser to discuss organizational matters and to relay/update information.
3. The group should inform their adviser of all organizational activities and extend an invitation for him/her to attend.
4. An organization should ask their adviser for opinions and advice when problems come up within the organization. Make use of their background and experience within the organization and the university. Do not go "over their head" or by-pass them in working out problems and plans. Always talk over plans with them first.
5. Organizational officers must keep their adviser fully informed of the programs and activities of the organization, and the progress being made in carrying out plans. An organization should take into consideration that their adviser has other responsibilities (i.e., job, family, home) and cannot always give the organization their undivided attention.
6. Group members should work on good communication between themselves, the organization, and their adviser. Let them know when they are appreciated. The group should be prepared to let their adviser know how they may improve in order to advise you better.

QUESTIONS TO ASK YOUR ORGANIZATION

1. How much involvement is expected/needed of you as the adviser?
2. How often does group meet?
3. What are some ways you can be of assistance to the organization?
4. What expectations does the organization have of you as their adviser?
5. What kind and how many major activities does the organization plan per year?
6. Are there areas of the organization that are "hands off" to the adviser?

ADVISING STYLES AND SKILLS

As an adviser there are some advising styles that you should be aware of, as well as vary usage of based upon your perceptions of the needs of the students you advise. The following are some styles that are commonly used in advising:

→ Directing – provide specific instructions and closely supervise task.
→ Coaching – explains decisions, solicits suggestions, and supports group progress.
→ Supporting – facilitates and supports efforts toward task accomplishment
→ Delegating – empower students to make their own decisions, solve problems, etc.

In addition to your advising style there are skills that are just as imperative to advising groups. These skills include:

→ Flexibility – ability to move from one advising style to accommodate group.
→ Diagnosis – being able to determine the needs, not wants, of the students you advise.
→ Communication – work with students to determine which advising style works best.

ADVISING TIPS: DO'S AND DON'TS

These lists are by no means complete but rather suggestions to take into consideration as you advise your student organization.

DO:
- Establish with your organization your role and the level of involvement that is needed
- Be knowledgeable of the organization's purpose and constitution in order to ensure all members adhere to them
- Empower students to be successful
- Allow for failure
- Know when to speak up and when to be silent
- Allow students to make and come to their own decisions
- Be visible and choose to attend organization meetings and events
- Develop a strong working relationship with the organization's leaders
- Help to resolve conflict
- Serve as a resource
- Keep tabs on the organization's budget and financial reports
- Provide support

DON'T:
- Impose your own bias
- Manipulate, run, or be the leader of the organization

UNIVERSITY *of* WISCONSIN
LA CROSSE

Revised September 2020

- Tell group what to do
- Take things too seriously
- Be afraid to let the organization try new ideas
- Allow the organization to become a one-person organization
- Assume the group does not need you
- Be unavailable
- Miss organization meetings or functions
- Be the smothering or "parent" adviser

MEMBERSHIP, RECRUITING, AND RETENTION

It is vital that an organization has a well-conceived and executed recruitment and retention plan. New members are the lifeblood of every organization. They bring new ideas, new talents, increase the organization's person power, foster organizational growth, prevent member burn out, and take over leadership roles when current leaders leave.

Recruitment and Retention is the responsibility of every member of your organization! Every member must be involved in the planning and implementation of a recruitment and retention campaign. Some organizations create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements members training programs, coordinates the leadership selection/election process, and plans social functions to enhance team building.

The following suggestions will help make your organization's recruitment efforts more successful:

1. **Helping Members Know and Understand Your Organization**
   It is important that the leadership and membership know what the organization goals and objectives are. Have an organizational meeting to discuss goals and objectives.
   - Are goals still accurate? Is it time to update them?
   - Where does the organization plan to be in six months? A year?
   - What type of people are needed to help the group succeed?
   - Who would the group like to see join?
   - Who would complement current membership?

2. **Assist in Setting Realistic Recruitment Goals**
   Now that members know the type of people the group is interested in recruiting, the next step is to set some recruitment goals.
   - How many new members can the organization take on?
   - Can people to join at any time or only during a pre-designated recruitment period?
   - Will a mass meeting be held or is membership by invitation only?
   - What places and where do these prospective members most likely frequent?
   - Do they have special interests?
   - What kind of publicity would attract their attention?

   Helping existing members think of what made them get involved is the most important step in designing a recruitment strategy.
   - What attracted them?
   - How were they recruited? If they weren't, how did they hear about the group?
   - Why have they stayed involved?

UNIVERSITY of WISCONSIN
LA CROSSE

3. **Get Everyone Involved**
   Have your current members identify people they know who might want to get involved. Personally, invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity that can be used. Sell the organization's benefits of membership.

4. **Design an Advertising Campaign Using Visual Elements**
   Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. Publicity can be effective only if it's noticed. Read the section in this handbook regarding Publicity and Promotion to make the publicity as effective as possible.

5. **Plan a Special Welcoming Meeting**
   Many groups find it beneficial to have a meeting or ceremony to welcome new members. Some form of official initiation process is one way to make new members feel wanted, needed, and appreciated.

6. **Hold an Orientation for New Members**
   Developing and conducting an organizational recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely.

   A. Train new recruits, especially if there are specific protocols that are followed.

   B. Teach them about the organization. By taking the time to orient new members to the privileges and responsibilities of membership, a more educated membership is created – people who can and will make significant contributions to the organization.

   C. Elements of a successful orientation program:
      − The rights and responsibilities of members.
      − Organizational governance, operating policies, and procedures.
      − Organizational history, traditions, and programs.
      − Assimilation of new members into the organization.
      − An overview of campus services, activities, programs for student organizations.
      − Information about any support groups or affiliations a group may have.

RECRUITMENT TIPS AND SUGGESTIONS

- Set up a series of informational meetings.
- Create a brochure that will answer questions and serve as a resource.
- Set up informational tables in the Student Union.
- Contact those new students who requested information about your organization through MyOrgs.
- Get an article in The Racquet about the organization.
- Sign the organization up for Involvement Fest. Information will be given to primary contacts in the spring.
- Reach out to UW Staff and Faculty who will encounter students searching for involvement – Residence Halls, Career Services, Academic Departments, etc.
- Set up a recruitment table at every organization event.
- Ask each current member to bring a friend to the next meeting.
- Make announcements at all of the organization's programs.

OFFICER TRANSITION

One of the most important functions of an adviser is to assist in the transition from one set of organization officers to the next. As the stability of the organization, the adviser has seen changes, knows what works, and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year transitioning new officers.

The key to a successful transition is making sure new officers know their jobs BEFORE they take office. **See Appendices "Officer Roles" for the expectations and definitions of each position.** There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

THE TEAM EFFORT

The team effort involves the outgoing-officer board, the adviser, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/binders for their organization's operation and updating those together.
2. Discussion topics should include:
   - Completed projects for the past year
   - Upcoming/incomplete projects
   - Challenges and setbacks - anything the new officers need to know to do their job effectively
3. Updating the club roster and website on MyOrgs, the student organization database.
   a. All clubs are responsible to maintain their own site and ensure new officer names have replaced the outgoing officers. New officers should be trained to manage and navigate their MyOrgs club site, especially if they are taking on the Primary Contact role.

The adviser's role may be to:
- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn't know how something was done or, doesn't have records to pass on to the new officer, you can help that officer by providing the information they don't have.
- Provide historical background when needed.
- Help keep goals specific, attainable, and measurable – make SMART goals.
- Provide advice on policies and procedures.

ONE-ON-ONE TRAINING, ADVISER WITH OFFICERS

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the adviser to educate the incoming officers. In that situation, there should be a joint meeting of the new officers. After that meeting, the adviser should meet individually with each officer and examine the binder of the previous officer (or create a new one).

Things to include in a new binder:
- Any forms the officers may need to use, including usernames and passwords for various accounts.
- Copies of previous meeting agendas or meeting minutes.
- A copy of the organization's constitution and bylaws.

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

BUDGETS

A BUDGET is:
- → A tool for planning and controlling organizational funds.
- → A detailed statement of estimated income and expenses.

A BUDGET can:
- → Provide a historical reference for future planning.
- → Aid in decision making.

DEVELOPING A BUDGET

One task organizations face is the development of a budget. The following are some tips on how to best develop an organization's budget:

- Prepare a budget a month or more before the close of the current year.
- Use an outline of the organization's planned activities for the coming year.
- Rank, by importance, the list of the organization's activities/events and programs.
- Investigate and research the cost of activities, supplies, and possible funding sources.
- Determine the available funds (i.e. carry over, cash on hand, bank funds, etc.).
- Eliminate or limit less essential expenditures.
- Determine what the estimated expected income is and when is it available (i.e. dues).
- Make sure to vote on the budget before finalizing and approving.

MANAGING THE BUDGET

- Once approved, adapted and prepared, the budget should be monitored closely.
- Set and maintain a minimum cash balance.
- Formulate procedures and policies needed to achieve objectives.
- Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly).
- Set up internal controls designed for safeguards and accurate accounting data.
- Control cost to allow only approved expenditures.
- Assess budget regularly.
- After the budget period has elapsed, determine the outcome of each expense and revenue.

FUNDING GUIDELINES

Student organizations are expected to anticipate, provide for, and promptly meet all financial obligations in a businesslike manner. As an adviser it is your responsibility to ensure adherence to these rules. This guide was prepared to assist the treasurer and other organization officers in meeting these responsibilities and making the task easier to perform. Each organization is required to submit an "End of the Year Summary" (which includes information on fundraising and financial status), to the University Centers Office before the end of the spring semester each year. This summary will be sent to the Primary Contact around mid-April in the form of a web survey.

UNIVERSITY *of* WISCONSIN
LA CROSSE

Revised September 2020

Banking Policy for Student Organizations

Student organizations receiving allocations from any state fund must bank those funds in a university account through the Business Services Office, 125 Graff Main Hall. State fiscal rules and regulations will govern the financial transactions of these organizations, which are facilitated through the organization adviser.

Organizations not receiving allocations from state funds must obtain banking service from the Business Services Office, 125 Graff Main Hall. Call 785-8372 or stop in for specific information on opening a Student/Faculty Organization Account. **Student organizations are not permitted to have bank accounts off campus, due to state regulations.** Student organizations can collect dues or conduct fundraisers to generate funds. Student organizations soliciting donations of money or merchandise beyond the campus community must get approval from University Centers and from the Foundation Office. See the Fundraising Guidelines below for more information.

To **Open a Student Faculty Organization Bank Account**, obtain and complete a Student Faculty Organization (SFO) Authorization Form from the Business Services website. The authorization form must be completed by the faculty adviser and two student officers. Upon completion, the form is emailed to sfo@uwlax.edu or delivered to the Cashier's Office for review and approval. Once approved, an account number will be established and all authorized individuals will be notified.

The Student Faculty Organization (SFO) Form must be completed by the faculty/staff adviser and two student officers for the following occurrences:

1. To **Open a Student Faculty Organization bank account**.
2. When there is a **change in fiscal school year** (July 1).
3. When there is a **change in authorized faculty/staff adviser**.
4. When there is a **change in authorized student officers**.

The authorization form is considered the signature card for the account; therefore, it must be kept current and up to date. Note: If during the year, there is a change in the authorized faculty/staff adviser(s) or student officer(s), a new SFO Authorization Form must be completed. The form must be signed by the authorized faculty/staff adviser(s) and student officer(s) including those individuals who will remain on the account.

Download the SFO Authorization Form and click here for additional instructions on completing the form. Email the completed and signed form to sfo@uwlax.edu.

Cash Handling Training is required for all student officers, advisers, and members handling funds for their respective SFO accounts. Only those student officers who have received Cash Handling Training may collect and deposit money for their SFO bank account. The training will cover Cash Handling Procedures found on the Business Services home page.

Deposits are made to your SFO bank account by completing a *Student Faculty Organization (SFO) Deposit Form*. Plastic deposit pouches are available at the Cashier's Office for use in preparing your deposit. Deposits are made at the Cashier's Office during regular business hours, or via the drop box located outside the Cashier's Office. A receipt will be provided upon request. Procedures to complete the SFO deposit form and additional information on how to make a deposit are available on the Business Services website, under Student Faculty Organizations.

Check requests to pay bills or to withdraw money from the SFO bank account must be made by completing a *Student Faculty Organization (SFO) Account Check Requisition Form*. Completed check requisition forms are then submitted to Cashier's Office or to sfo@uwlax.edu. All requests will be reviewed by designated Business Services personnel and any inquires must be clarified before the check will be processed. Procedures to complete the SFO check requisition form

and additional information on how to request a check or make a withdrawal are available on the Business Services website, under Student Faculty Organizations.

All questions regarding SFO bank accounts should be directed to Cashier's Office, 121 Graff Main Hall.

FUNDRAISING

It is important for student organizations to have some kind of fundraising plans in order to make certain programming or events happen. Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort with as much involvement as possible. The key to being successful in fundraising is to be creative and to keep your goal in mind. Members of the community will only be inclined to give if they know exactly what it is they are contributing to, and this must be clearly stated and legitimate. In addition, this same sentiment must be made known to organization members in order to create buy-in and to keep them excited.

FUNDRAISING GUIDELINES

1. Fundraiser requests should be submitted to The COVE Administration Desk via email to thecove@uwlax.edu prior to making any reservations or advertising for the fundraiser. The form can be found on the Student Organizations Resources website.
2. Three (3) consecutive days is the maximum length of any fundraiser in a given week.
3. Student organizations planning to solicit a donation of money or merchandise beyond the campus community must be approved by University Centers and the Foundation Office at least three (3) weeks prior to the starting date of the fundraiser.
4. Organizations may sell at more than one location on a given day.
5. Food sales are restricted to home baked items approved by University Centers personnel. Any food that has to be heated or refrigerated is not acceptable unless special arrangements have been made with University Dining Services for storing, cooking, and selling. Organizations can contact University Dining Services for specialty food sales, 3200 Student Union, 608-785-8608.
6. Merchandise that may be similar to or identical to merchandise available at the University Bookstore (i.e., T-shirts, posters, mugs, etc.) must be approved by University Centers and University Bookstore staff prior to selling. The University Bookstore also offers merchandise options for student organization fundraisers. If artwork, logos, slogans, UWL word marks, etc., are being printed, a finished copy must be provided prior to approval.
7. Recognized student organizations may sponsor commercial merchandise sales. The student organization representative is the primary representative during the fundraiser and serves as the liaison between an outside agency and the university.
   - Arrangement for payment needs to be made in advance between the student organization and the agency. This agreement should be in writing.
   - Payment is usually given by check at the conclusion of the fundraiser.
8. The UWL Student Association established the following rules pertaining to credit card vendors on campus:
   - Credit card tables MUST have a recognized student organization as a sponsor.
   - Credit card vendors MUST give the sponsoring recognized student organization.
   - $3 per credit card application and a $100 sponsor fee per set-up on campus (maximum of 3 days for $100).
   - Free gifts from credit card tables are not allowed, unless gifts are given without needing to sign up for a credit card.
   - Verbal soliciting from credit card table vendors is not allowed.

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

- Credit card tables and all other vendors are banned from academic buildings.
- Credit card vendors must give out a pamphlet regarding sound financial management and debt to students who sign up for credit cards.

9. University Trademark Policy – All logos, seals, names, symbols, and slogans associated with UW-La Crosse are trademarks and are the exclusive property of the University of Wisconsin-La Crosse. Reproduction of these marks for resale, or other commercial purposes, must receive university authorization through University Centers.
10. No soliciting is allowed on the UWL campus. This includes residence hall rooms, academic, and administrative offices.
11. Fundraising in residence halls requires approval from individual residence hall councils and hall directors.
12. All fundraiser publicity must follow the publicity guidelines.
13. Fundraisers on the university mall which require a vehicle to load/unload items must have permission from the Physical Plant and University Police.
14. Raffles:
   - Student organizations must have been recognized for a least one (1) year and be in good standing to operate a raffle.
   - Student organizations must have the fundraiser approval through University Centers prior to contacting the Foundation Office.
   - A raffle license number must be obtained from the Foundation Office.
   - The raffle license number must be printed on ALL raffle tickets.
15. Student organizations can appeal any decision to the Student Organizations Committee, Student Association, and ultimately to the Vice Chancellor/Dean of Students in the Student Affairs Division.

PLANNING YOUR FUNDRAISER

- Set a goal.
- Brainstorm ideas with members.
- Find out what has been done before. What worked? What didn't? Why?
- Check into local and state regulations. Check University policy.
- Involve all segments of the group, not just the officers. People contribute to what they create.
- Determine the target market: college students, community, parents, etc.
- Know the overhead costs of operating the fundraiser.
- Advertise wisely.
- Let everyone know the group expectations in advance and update on progress.
- Recognize everyone involved in the planning and implementation of the fundraising project. Reward those who achieve by making certificates, ribbons or other small rewards.
- Thank supporters. Give big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
- Complete a written evaluation or report. Make sure to include:
  - Contact names, addresses, and phone numbers
  - Time lines and important dates
  - What worked, did not work, and suggestions of things to do differently

The following are ideas for creative fundraising projects. This list just touches the surface of all the projects available to raise money.

- Bake sale
- Recycling drive
- Talent show
- Car Wash
- Pool/board game or bowling tournaments
- Carnival night
- Rummage Sale
- Selling candy at holidays

19

- Dance

STUDENT ORGANIZATION GRANTS

Each year, the Student Senate allocates money from student-segregated fees to be dispersed to recognized student organizations in the form of student organization grants. The Student Organizations Committee is responsible for the review and disbursement of grants. These grants exist for the purpose of providing a means for those non-budgeted clubs and organizations to request segregated fees.

To be eligible for a student organization grant, an organization must:
- Have full recognition status.
- Have had representatives attend the All Student Organization Meeting fall semester and have completed the annual registration process with the University Centers via MyOrgs.
- NOT be a budgeted program (budgeted programs work through the SUFAC Committee of Student Senate).
- Complete the student organization grant application correctly and completely.

Grant applications will be available at the All Student Organization Meeting in the fall. Follow the criteria outlined below when applying.

Grant money will be given for deferring costs of organization-sponsored activities that fall into the following categories:
- Speaker fees and contractual services
- On-campus events
- Conference registration fees

Organization grants may NOT be used for:
- Supporting fundraisers (regardless if it is for a philanthropy)
- Food
- Gifts of any kind
- Items considered of a personal nature (i.e. club T-shirts, etc.)
  - Low priority will be given to those requesting lodging and travel

Priority will be given to those events that:
- Directly or indirectly affect the largest population of UWL students.
- Request money for the specific purpose of registration fees or speaker fees.
- Have demonstrated efforts to raise money from other funding sources.

Other Information
Recognized student organizations will receive information regarding grant applications and processes at the fall semester All Student Organizations Meeting. Notification about the time and location for this meeting will be emailed to student organization representatives and their advisers well in advance of the event. Call University Centers, 608-785-8866, with questions you have about this meeting.

UNIVERSITY *of* WISCONSIN
LA CROSSE

Revised September 2020

Over the course of time, your student organization will most likely plan a program of some kind. Programs can range from social to educational, for a cause, or simply for fun. When planning a program, there are many factors to consider (who, what, when, where, why and how):

→ **WHO is Involved with the Program**
Who will be involved with planning and implementing the program? Are committees appropriate and who will be on them? Who needs to approve the program?

→ **WHAT is the Description of the Program**
What will the program accomplish? Is it necessary? What is your target population (members of the student organization, campus community, city, etc.)? How many people do you estimate attending?

→ **WHAT are the Costs Involved with the Program**
Consider food, supplies, advertising, tickets, prizes, transportation off campus, etc. Should the program be cosponsored with another group (i.e. Student Association, another student organization, Residence Hall staff, an academic department, Student Life, etc.)?

→ **WHEN will the Program Happen**
Does the date conflict with major exams, holidays, or other important events around campus?

→ **WHERE will the Program be Held**
Locations include spaces in and around our building, campus, and off-campus sites.

→ **WHY?**
What is the purpose of our program? What are the goals? Why is the organization doing this? How does this program support the vision and scope of the group?

→ **HOW will People Know about the Program**
What needs to be done to advertise the program — posters, e-mail, personal contact? When does the advertising need to go out? Who will be in charge of coordinating advertisements?

TYPES OF PROGRAMS

- Presentation/Speaker
- Dinner
- Symposium
- Workshop

- Panel
- Film with Discussion
- Retreat
- Experiential Learning Activities

INCLUSIVE PROGRAMMING

When programming, it is important to be mindful of the differences of the people in the community. Individuals striving to create and maintain inclusive communities must ask the following questions:

"Whose perspectives, experiences, viewpoints, and voices are included?"
"Whose perspectives, experiences, viewpoints, and voices are left out?"

Below are general questions to assist in community-building and inclusive programming efforts:

1. **Have gender bias and gender-neutral/inclusive language been considered in programming?**
   Western society assumes that boys and girls are supposed to act certain ways. We also assume that gender falls within a binary.
   - *Avoid using gender as a way to divide up people for activities.*
   - *Encourage the use of gender inclusive pronouns right from the beginning.*
   - *If you do not know someone's preferred pronoun use their name or they/them when referring to the person.*
   - *When you introduce yourself share your PGPs (preferred gender pronouns).*

2. **Have religious backgrounds, rituals and traditions been considered in programming, especially when it comes to food options?**
   The U.S., along with its practices and traditions, has been heavily influenced with Christianity. Be aware of how these beliefs have been ingrained in your actions and ways of thinking, especially around the beliefs of other people.
   - *Some Jewish or Islamic traditions do not eat pork.*
   - *Certain students fast due to religious commitments and beliefs.*
   - *Have a Holiday/Winter party instead of a Christmas party.*

3. **Have diverse racial, ethnic, and/or cultural populations been considered in programming?**
   Do not program as if the people in attendance will be of one particular race, ethnic, or cultural group.

4. **Have the needs of students with disabilities been considered in programming?**
   Do not assume that all students are (temporarily) able-bodied.
   - *Is there wheelchair access?*
   - *Do you need an American Sign Language 'Interpreter'?*
   - *Are fonts large enough for individuals with seeing impairments?*
   - *If you are showing a film or a film clip, make sure that closed captioning is available.*
   - *If the program might include a topic(s) that could trigger someone please relay that to the audience.*

5. **Have the economic limitations faced by some students been considered in programming?**
   Do not assume that all students can afford to attend your program.
   - *Are scholarships available?*

6. **Have heterosexual bias and diverse sexual orientations of students been considered in programming?**
   Do not assume that all students are straight/heterosexual.
   - *Be conscience of wording in advertising and dialogue before, during and at the program.*

RESERVATIONS

Visit University Reservations, 3200 Student Union, 608-785-8892, to arrange a time, date and space for the program, reserve your room with setup, and arrange for technical equipment that you might need. Schedule well in advance to ensure that you will get the facility that you want. Be sure to check the university calendar to see what other events are planned for your potential date and time.

If the event is to be held outside, you will need to fill out the Outdoor Event Approval Form.

Venues: Conference Rooms, Classrooms, The Bluffs & Entertainment Café in the Student Union, Outdoor Venues, Whitney Center, Cleary Alumni & Friends Center
Equipment:

- Sound-microphones
- Lighting
- LCD Projector
- Room set-up
- Cable reel
- Staging
- Dance floor
- Slide projector

- Overhead projector
- Easels
- Flip charts
- TV/VCR/DVD
- Telephone hook-up
- Screens (portable)
- Extension chords
- Remotes

CONTRACTS

If the organization is bringing a speaker or entertainer to campus, call Event Support, 785-8871, for assistance in arranging the contract and payment at least 8 weeks prior to the event. Only the Director of University Centers is authorized to sign university contracts and some restrictions apply.

Hotel and transportation costs need to be included with the performance fee as a total flat fee payment. The agent or performer is responsible for confirming the hotel reservation with a credit card. Payment, in the form of a check, will be held in the safe at the Information Counter or mailed to the performer following the event.

PUBLICIZING THE EVENT

The following tips may be helpful in publicizing opportunities and event. Use some or use them all-permission may be required for some forms of advertising. To use registered bulletin boards, visit The COVE in 2200 Student Union to get publicity stamped before posting. You may reserve banner space through University Centers for the exterior of Whitney Center. Once the event has ended, please remove publicity from around campus. Student organization officers are expected to know and follow campus Publicity Guidelines.

ON-CAMPUS:
→ Press releases and university newsletters – contact University Communications
→ MyOrgs, social media, emails
→ Flyers on bulletin boards
→ Calendar of events
→ Digital signage
→ Whitney Center banners
→ Chalking on sidewalks

- → Tabling in the Student Union or at the Clocktower
- → Ask faculty to announce in their classes
- → Flyers in residence halls – Need permission from Residence Life
- → Attend other organization's meetings and announce events

COMMUNITY:

- → Flyers (with permission):
  - Grocery Stores
  - Coffee Shops
  - Library
  - Churches
  - Laundromats
  - Department Stores
  - Gas Stations
  - Restaurants
  - Community Centers

EVERYWHERE:

- → Word of Mouth – proven to be the MOST effective way of publicizing an event!
- → Hand out mini handbills
- → BIG/Odd sized posters
- → Webpage
- → Social media – i.e. Facebook, Twitter, LinkedIn, etc.
- → Stickers
- → Buttons
- → Promotional materials

EVENT PLANNING TIMELINE

This timeline is to be used to as a guide, to spark ideas, and to encourage the organization to create their own timeline; each point may or may not apply to the organization's specific event. Please remember to check specific deadlines for reserving facilities, room setups, and technology. **See Appendices for the "Event Report" form which will aid you in evaluating the success of your event.**

- → **One Semester in Advance**
  - − Determine audience: campus-only, open to general public, all-ages, family, etc.
  - − Establish budgets.
  - − Choose events:
    - Does it meet the mission of the organization?
    - Does it move the organization forward?
    - Does it serve/help the target audience?
  - − Contact agent/performers – get all necessary information, do not make verbal agreements.
  - − Identify a date or date range.
    - Check campus calendar for conflicts.
  - − Reserve facilities: primary space, rain location if needed, dressing/staging rooms (The earlier the better!)
  - − Consider any liabilities/risk associated with event.
  - − Identify possible co-sponsors.

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

- Decide upon need for tickets and costs.
- Determine the number of volunteers will be needed for the event (be realistic).
  - Do additional volunteers need to come from outside the student organization?
- Create event checklist/calendar with specific dates and people responsible for each item.

→ **Two-Three Months in Advance**
- Contract performers—contact University Centers for assistance with signing contracts.
  - Reserve hotel and obtain meal tickets for performers, if necessary.
- Identify target marketing groups.
- Determine supplies needed.
- Work with University Centers for ticket sales.
- Get information to University Communications.
- Develop a marketing campaign for publicity.

→ **One Month in Advance**
- Start promotion for event – announcements to media, teaser campaign.
- Confirm housing and meals for performers– retain confirmation numbers.
- Arrange for performer payment through University Centers.
- Work with Event Support Services to secure any technical equipment.
- Order food for event - don't forget to accommodate for any special diets!
- Confirm security.
- Arrange for parking.
- Talk with University Communications for advertising and coverage of event and contact other local media if needed.
- If open to public, contact other local schools, organizations, etc.
- Start determining staffing needs – be specific with duties and responsibilities. Use committees if needed.
- Create event signage as needed. - e.g. Parking, No photos/recording devices, Directional signs
- Complete a Program Checklist.

→ **Three Weeks Before**
- Distribute promotional materials/advertising.
- Order/purchase supplies.
- Start ticket sales.
- Finalize volunteer staff and staffing roles.

→ **Two Weeks – One Week Before**
- Second round of promotion, including word of mouth.
- Confirm all details with agent.
- Communicate and confirm details with performer – who, what, where, when.

→ **Day of Event**
- Get there early - make sure supplies are ready to go.
- Place signs and decorations.
- Hand out flyers/handbills.
- Everyone wear committee/board/event t-shirt, if possible.
- Make sure someone is at venue at least 30 minutes prior to the arrival of the performer.
- Introduce yourself to the building manager on duty at Info Center if event is held in the Student Union.

UNIVERSITY *of* WISCONSIN
LA CROSSE

- Assist performer with loading equipment in and out of the building.
- Make sure all appropriate persons are there for sound check (security, performer, tech).
- Make sure all volunteers are in place.
- Make sure performer is introduced at beginning and thanked at end of program.
- Provide water for stage.
- Keep event on schedule.
- Make sure volunteers have breaks if they are working entire event.
- Clean-up following performance.

→ **Post-Event**
- Return all rented or borrowed equipment.
- Remove all advertising displays and posters.
- Take care of financial matters—ticket sales, receipts, deposits, etc.
- Thank adviser, members, volunteers, etc. for job well done. Send thank you notes.
- Jot down notes for file and future programs.
  - Attendance, budget with receipts
  - Whether program met goals
  - Strengths, weaknesses, how to improve in the future
  - Personal and audience response to performer
  - Copies of thank-you notes, reviews, evaluations
  - Recommendations for new procedures, additions to event checklist, etc.
- Complete program evaluation/summary form – ideally with input of committee and volunteers.

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

What do Others Want?
It is NOT money or personal gain that most people want. They want intrinsic satisfaction. People will work harder for intrinsic satisfaction than they will for monetary income. The following are some ways that you as an adviser can help people satisfy those intrinsic needs as well as encourage organization members to be engaged:

People Need to Feel Important - Go out of your way to express this attitude.

Give Praise - All people need praise and appreciation. Get into the habit of being "praise-minded."

Give People Status - The more status and prestige can be built into a committee or an organization, the more motivated the members become. For example, develop a "Member of the Week/Month" award or "Committee Chairperson of the Month" award. In addition, simply treating people with courtesy is a way of giving them status.

Communicate - People like to know what is going on in the organization. They want to be told about problems, objectives, and "inside information." They feel recognized and important when they are kept informed.

Give Security - People will look to their leaders for intrinsic security. For example, they want to know that they are liked, understood, respected, and accepted not only for their strong points, but also for their weaknesses.

Motivation is Reciprocal - People need to be given what they want and need: intrinsic satisfaction. When given what they want, they will give what is wanted. This is what motivation is all about. It is not something done to other people, but something they do for themselves: they are given reasons to be motivated and that makes the initiator the motivator – a person who gets things done through others.

Develop Purpose - Always explain why. Instill in the members that their assistance is vital for success.

Encourage Participation in Group Goal Development - Include all members when planning goals. Consider and follow through on members' suggestions.

Develop a Sense of Belonging - People like to belong. Those who feel like they belong will more likely invest themselves.

SPECIFIC WAYS TO INCREASE MOTIVATION

- → Give others credit when it is due them.
- → Use "We" statements, and not "I."
- → Play up the positive and not the negative.
- → Make meetings and projects appear attractive and interesting.
- → Admit wrongdoings.
- → Use members' names often.
- → Let members in on the early stages of plans.
- → Be fair, honest, and consistent – show no favoritism.
- → Be careful what you say – do not gossip.
- → Listen to others.
- → Expect only the best and be proud when members achieve it!

UNIVERSITY *of* WISCONSIN
LA CROSSE   *Revised September 2020*

GRAPE THEORY OF MOTIVATION
By Dr. Sara Boatman
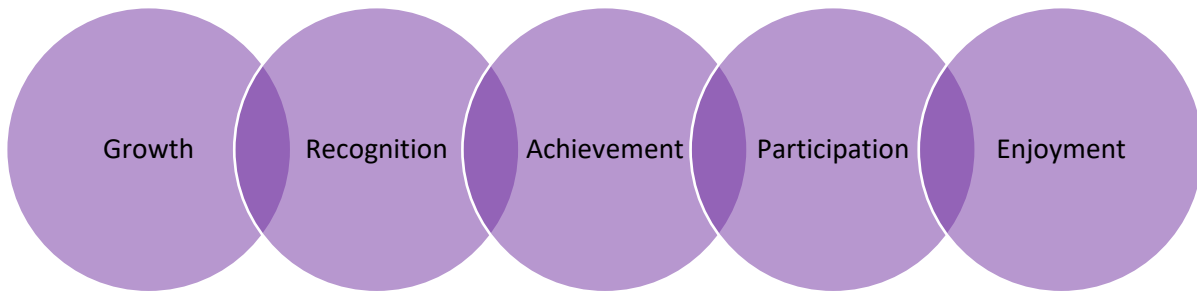
Growth
→ Being able to increase one's skills and competencies. Performing new or more complex tasks.

Recognition
→ Promotion within the organization, praise achievements, receiving an award.

Achievement
→ Opportunity to solve a problem, to see the results of one's efforts, to reach goals.

Participation
→ Involvement in the organizational decision making and planning.

Enjoyment
→ Having fun in a warm, friendly, and supportive atmosphere.

POLICIES AND PROCEDURES

LIABILITY AND RISK REDUCTION

As an adviser of a student organization, you are the university's representative regarding the organization's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities, and operational procedures. If you have reason to question an action taken by the organization, express your concern directly to the organization.

It is important to remember that, in general, while we need to be concerned about liability, we can also damage the educational process by being paranoid about it. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact University Centers.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. The following are some tips to reduce risk:
- Clarify needs and expectations of participants
- Identify specific risks involved with the event (i.e. physical activity, alcohol consumption, minors, etc.)
- Assess the ability of organization to manage risk
- Develop a plan of action in reducing risk

UNIVERSITY *of* WISCONSIN
LA CROSSE

Revised September 2020

SAFETY AND RISK MANAGEMENT

Increasing litigation involving institutions of higher education suggests the need for improved awareness of potential risks associated with programming, activities, and events. The University of Wisconsin System provides a number of policies and reports outlining risk management issues. These policies protect employees/advisers acting within the scope of their assigned position responsibilities. Employees that serve as advisers or sponsors are advised to review these policies, which are available through UW-La Crosse Risk Management, 785-8569, 125 Graff Main Hall. Risk management information is also available on the UWL Guide to Managing Risk website.

This policy recognizes that there is an element of risk in almost every organized program, activity, or event. The policy is not intended to eliminate all risk nor cause unreasonable interference with advisers and sponsors in their attempts to create activities, programs, and events. Policy cannot adequately define the considerations of risk associated with all university programming, activities, and events. Reasonable consideration and planning to manage or avoid potential risks associated with programming, activities, and events is the intent of this policy. Consultation with risk management personnel and/or supervisors is encouraged.

ANTI-HAZING POLICY

We, the Student Organizations Committee of UWL, hereby assert unequivocally our opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of organization members. We define hazing as any action taken or situation created intentionally, whether on or off university premises, with or without consent, to produce excessive physical fatigue, embarrassment or public ridicule, or possibly cause mental or physical harm or injury. Such activities and situations include paddling in any form; physical and psychological shocks; publicly wearing apparel which is not normally in good taste; engaging in public stunts or other activities which may be harmful to the image of the university and the organization; morally degrading or humiliating activities, including eating and swallowing of any food or beverage or any activity that might violate any local, state, or federal law; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the organization's by-laws, ritual or policy, or the regulations and policies of the university. Violations of this policy will be dealt with judiciously by the respective governing bodies or the Student Organizations Committee when no other governing body exists. Please see our website for more details on our hazing policy:
https://www.uwlax.edu/info/hazing/

1. A complaint that a recognized student organization has violated any provision(s) of student organization policies must be submitted in writing to the Director of University Centers and, must include a statement of the facts upon which the allegation is based. The written report shall be signed by the complainant(s) specifying the following: a detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident; name(s) of the organization(s) involved in the alleged violation(s); name(s) of the individual(s) involved in the alleged violation(s); and name(s), address(es), and phone number(s) of the complainant(s).

2. The Director of University Centers will promptly forward a copy of the complaint to the chair of the Student Organizations Committee.

3. The chair of the Student Organizations Committee, in consultation with the Director of University Centers, shall file a formal complaint seeking discipline of the recognized student organization. The complaint shall be filed with the Student Organizations Committee.

   Note: The Student Organizations Committee shall serve as a hearing body to recommend to the Chancellor findings of fact, conclusions and disciplinary sanctions. The Student Organizations Committee shall adopt hearing procedures that provide the complainant(s), organization(s) subject to complaint, and the Student Court with opportunities to be heard. The Student Court may be asked to hear cases in some situations.

4. The chair of the Student Organizations Committee, in consultation with the Director of University Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the imposition of discipline; the agreement must be confirmed by the Chancellor before it becomes effective.

STUDENT SAFETY AND APPROPRIATENESS STATEMENT

The University of Wisconsin-La Crosse is committed to fostering a campus environment that provides a wide variety of quality activities and programming for students. Colleges and universities have long recognized the positive contribution made by activities, events, and programming in creating a campus environment that retains students, promotes learning and critical thinking, and provides opportunity for personal and social development.

To guide the planning and delivery of quality programming, activities, and events at UWL, involved faculty and staff should ensure consideration of the issues of safety and appropriateness.

APPROPRIATENESS AND BEST PRACTICE FOR PROGRAMMING, EVENTS, AND ACTIVITIES

Events and activities can be social, cultural, educational or just for fun. University personnel have established some standards that they feel are important to all events. These standards are:

- The dignity of all individuals will be protected. No program or activity will in any way intentionally embarrass or chastise an individual so they lose their own and/or other's respect or dignity. No events or activities shall be designed to devalue other individuals. Personal freedom will be respected. All students will have the freedom to choose to be involved in an activity or not to be involved in an activity without coercion.

- All activities/events shall be designed to provide for physical safety. Organization advisers and leaders will analyze the potential risks of the activities in the development of the activity. Advisers who direct safe events recognize that any activity can result in danger, and therefore risks are evaluated and discussed with the activity sponsors. Risks are minimized with proper orientation and safety instructions provided to activity participants.
- All activities/events must assure that participants have appropriate knowledge of the activity. Some events scheduled will need the participants to have an appropriate level of skill and ability. Event sponsors shall take steps to help orient all participants, familiarizing them with the activity in which they are participating.

- At times organizations may contract out for a program or service. When this occurs, references will be checked and the contractor shall have the appropriate training and certifications to ensure a successful and safe event.

- Activities fall within the university's educational mission which calls for the freedom of inquiry. Events and activities shall support the mission by developing heightened intellectual, cultural and human sensitivities. All activities should be reviewed for their educational components. Some activities are designed as tension relievers from the day to day educational process. Therefore, these activities can be classified as fun events which serve as contributors to the campus life at UW-La Crosse.

HATE/BIAS

The Hate Response Team shares the university's commitment to a culturally diverse and inclusive climate that fosters intellectual and academic freedom, the free expression and exchange of all ideas, and the well-being of its students, faculty, staff and visitors. At the same time, we acknowledge that no campus is immune to larger systemic issues such as racism, homophobia, religious intolerance, sexism, ableism and classism. Consequently, UWL's Hate/Bias Incident Report serves as an outlet for all such incidents of hate and bias to be documented and responded to.

UWL defines hate/bias as an act motivated, in whole or in part, by the victim's actual or perceived race, religion, ethnic background, sexual orientation, gender identity/expression, disability, or nationality. No college campus is immune to hate or bias and so it is important to provide an outlet for campus community members to report such incidents and

feel supported. Please join the Hate Response Team in our efforts to reject prejudice, discrimination and acts of hate/bias in order to maintain and further a culturally diverse and inclusive campus climate where all identities and perspectives are embraced. If you experience or witness hate/bias, report it! Anonymity as a reporter is an option. However, if identity of the reporter and or victim/target is disclosed, it will be kept confidential to the maximum extent possible under applicable state and federal law. Submitting this form may or may not result in criminal or university action, depending on the type of incident and the victim's willingness to take further action.

To report hate/bias or learn more about UW-L's hate/bias response efforts, visit the Research and Resource Center for Campus Climate website.

DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT

According to federal law, specifically the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, institutions of higher education are required to report statistics concerning the occurrence of certain incidents reported to local police or any official of the institution who has "significant responsibility for student and campus activities." As student organization advisers, you are considered to be in the category of having significant responsibility for student and campus activities.

The criminal offenses that we are required to report are: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and/or illegal weapons possession. We are also required to separate incidents as to where they occur - on campus, on campus in residence halls, on non-campus property, and on public property.

To report a Clery Law violation, please contact Kara Ostlund, Assistant Dean of Students, at kostlund@uwlax.edu with the following information:
- Date and time of the incident
- Location of the incident (please include address or rough location, city and, state if exact address is unknown)
- Type of Clery Law Violation (listed above)
- If a hate crime possibly occurred
- If a sexual assault possibly occurred
- Number victims, incidents, or persons arrested or referred

Once your report is submitted, a staff member in the Student Life Office will contact you to discuss the incident and may have follow-up questions for you.

Additionally, UW-System mandates a separate report of sexual assaults that occur during a given calendar year. **A Sexual Assault Report form is located on the Violence Prevention website.** Data is collected on an annual basis, January through December, and UWL's Annual Security Report is compiled during the summer of the following year in order to have it available on the UWL website by October 1. As incidents occur during the upcoming academic year, please email or visit the Student Life Office, studentlife@uwlax.edu, 149 Graff Main Hall. *If a student shares an incident with you, please contact Kara Ostlund in the Student Life Office.* If you have any questions concerning this process, please feel free to contact either Larry Ringgenberg, 785-8882, or Kara Ostlund, 785-8062.

Thank you for your assistance in complying with this federal law.

UNIVERSITY *of* WISCONSIN
LA CROSSE

DEFINITIONS OF SEXUAL ASSAULT

*Legal Definitions of Sexual Assault in the State of Wisconsin
First Degree Sexual Assault: Whoever does ANY of the following is guilty of a Class B felony.

   a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person;
   b) Has another person use of a dangerous weapon or any article fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon;
   c) Is aided or abetted by one or more persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

   d) Sexual intercourse or sexual contact, with or without consent, with a person under the age of 13.

Second Degree Sexual Assault: Whoever does ANY of the following is guilty of a Class C felony.
Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence;
Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease, impairment of sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim;
Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition;
Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of appraising the person's conduct, and the defendant knows of such condition;
Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious;
Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

Third Degree Sexual Assault: Sexual intercourse with a person accomplished without the consent of that person. Third degree assault is a Class G felony.
Fourth Degree Sexual Assault: Any sexual contact with a person without the consent of that person. Fourth degree sexual assault is a Class A misdemeanor.

LOCATION OF ASSAULT DEFINITIONS

On campus:
(a) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
(b) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
Non-campus:
(a) any building or property owned or controlled by a student organization recognized by the institution; and
(b) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.
Public property:
All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

UNIVERSITY *of* WISCONSIN
LA CROSSE
Revised September 2020

Off-campus:
Within a ten-block radius of campus. This definition is not rigid. If the assault occurs in an area of the community that is commonly frequented by UWL students, i.e., Riverside Park and downtown area, please consider that in this category.
Other:
Although it is not required by UW System to report those assaults that took place in any other geographic areas than those outlined above, the Office of Student Life would like to continue gathering statistics for any assault that is reported – please be as specific as possible regarding location.

DEFINITION OF TERMS

According to the FBI Uniform Crime Reporting Handbook
If you have questions concerning the following definitions, please call 785-8062.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary – The unlawful entry of a structure to commit a felony or a theft (intent is included even if nothing was taken or harmed). Unlawful entry includes entry without permission even if there is no "breaking and entering."

Hate Crime – A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Murder and Non-negligent manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses (Forcible) – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses (Non-Forcible) – Unlawful, non-forcible sexual intercourse. There are only two types of offenses included in this definition – incest and statutory rape.

LOCATIONS AS DEFINED BY THE CLERY ACT
Any questions call 785-8062
On Campus:

UNIVERSITY *of* WISCONSIN
LA CROSSE

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Non-Campus Building or Property:
Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**If you feel that a crime has been committed in this area as defined, please call 785-8062 for confirmation.

Public Property:
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Include the sidewalk across any street that is adjacent to the campus.

LINK TO SEXUAL ASSAULT AND INCIDENT REPORT FORMS

Incident Report Online Form: https://www.uwlax.edu/violence-prevention/Report-an-incident/

Hate/Bias Incident Online Form: https://www.uwlax.edu/campus-climate/hatebias-response/hatebias-incident-report/

ALCOHOL AND OTHER DRUGS POLICY

The University of Wisconsin System and UWL prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities.

UWL recognizes alcohol and other drug abuse as a problem prevalent throughout society. This is a matter of concern at an academic institution because it interferes with the activities and education of students and the performance of faculty and staff. The university recognizes that college students exercise personal discretion regarding alcohol and drug use. UW-L, consistent with its mission as a public institution of higher education, is committed to providing education about the effects of alcohol and other drugs in a wide variety of settings and formats, assisting individuals who have developed patterns of abuse to lead more constructive and healthy lives, and upholding the law. In those circumstances where students, as a result of patterns of abuse, endanger themselves or others, the university will assist in providing professional help, which may require remediation, and may examine the appropriateness of continued enrollment. This commitment is carried out in an environment which is educational and supportive in nature and designed to bring about positive changes in behavior and attitude.

The use or possession of alcoholic beverages is prohibited on university premises, except in faculty and staff housing, and as expressly permitted by the chief administrative officer or under institutional regulations, in accordance with s. UWS 18.06 (13) (a), Wis. Adm. Code. Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s. UWS 18.06 (13) (b), Wis. Adm. Code.

The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs ("controlled substances" as defined in Ch. 961, Wis. Stats.) is prohibited in accordance with UWS 18.10(1), Wis. Adm. Code.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under s. UWS 17.06 (1) (c), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on university property or the worksite or during work time, up to and including termination of employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin Statutes, administrative rules, faculty and staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Further, violations of s. UWS 18.6 (13) and 18.10 Wis. Adm. Code may result in additional penalties as allowed under Chapter UWS 18, Wis Adm. Code.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director, or department chair within five days of the conviction if the employees are employed by the university at the time of the conviction.

GUIDELINES FOR SALE OF ALCOHOLIC BEVERAGES

General Provisions
The administration of these guidelines shall be the primary responsibility of the Director of University Centers.

The university food service is the sole vendor of beverage alcohol on campus. As such, they will provide all necessary qualified personnel for dispensing beverage alcohol, checking identifications and clean-up.

Beverage alcohol is defined in Chapter 18.06 of the University Code: 13. Alcohol Beverages: The use or possession of alcoholic beverage (fermented malt beverages and intoxicating liquors containing 0.5% or more alcohol by volume) is prohibited on all university premises, except as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative may generally permit the use or possession of alcoholic beverages by promulgating institutional regulations as provided under Administrative Code (UWS 18.09) or in specific instances by written permission.

No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of Chapter 125 stats.

Beverage alcohol service is available only to UWL students, staff, faculty, and their invited guests and non-University groups during their scheduled conferences and meetings held on campus. Persons not of legal drinking age within the State of Wisconsin will not be served alcohol in areas where beverage alcohol is dispensed. Identification will be by a valid university I.D. and either a valid state driver's license with a picture of the license holder or the appropriate state I.D. card. Identification will be checked by University Food Service personnel at the point of sale and may be checked again at any time. The process for identification checking in the Cellar will be a changeable hand stamp with varying colors of ink which may be used from opening to 7:00 p.m. to identify persons eligible to purchase beverage alcohol. Between 7:00 p.m. and closing and during large events a wristband will be affixed by the checker to those eligible to purchase beverage alcohol.

Beverage alcohol will not be sold at any event in order that the proceeds will be used to make a profit or to raise funds for any purpose. Student activity fees may not be used to purchase alcohol beverages. It is the responsibility of the group sponsoring an event and Centers staff on duty to assure appropriate behavior is exhibited in accordance with University Centers and university policy.

Icebreakers and Teambuilders Online
→ http://www.mindtools.com/
→ http://www.teampedia.net/wiki/index.php?title=Main_Page

Advising Student Groups and Organizations by Dunkel and Schuh (2014)

Astin, A.W. (1984). Student involvement: A developmental theory for higher education. *Journal of College Student Personnel,* 25, 297-308.

Hovland, M., Anderson, E., McGuire, W., Crockett, D., Kaufman, J., and Woodward, D. (1997) *Academic Advising for Student Success and Retention.* Iowa City, IO: Noel-Levitz, Inc.

Floerchinger, D. (1992) Enhancing the role of student organization advisers in building a positive campus community. *Campus Activities Programming,* 26(6), 39-46.

Johnson, D.W. and Johnson, F.P.(1991). *Joining Together Group Theory and Group Skills.* Needham Heights, MA: Allyn and Bacon.

Lorenz, N. and Shipton, W. (1984). A Practical Approach to Group Advising and Problem Solving. A Handbook for Student Group Advisers. Schuh, J.H. (Ed.). American College Personnel Association.

Greenwell, GNA. (2002). Learning the rules of the road: A beginning adviser's journey. Campus Activities Programming, 35 (2), 56-61.

Vest, M.V. (2002). Years of experience are not enough: Seasoned advisers must continually adapt. Campus Activities Programming, 35(2), 62-66.

Dunkel, N.W. and Schuh, J.H. (1997). Advising student groups and organizations. San Francisco, CA: Jossey-Bass.

UNIVERSITY *of* WISCONSIN
LA CROSSE

Revised September 2020

APPENDIX A: ROLE OF ADVISER CHECKLIST

This form is designed to help advisers and student officers determine a clear role for advisers in matters pertaining to student organizations.

Directions: The adviser and each officer should respond to the following items, meet to compare answers, and discuss any differences. For any items, which are determined not to be the responsibility of the adviser, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

1=Essential for the adviser	2=Helpful for the adviser to do	3=Nice, but they don't have to
4=Would prefer not to do	5=Absolutely not an adviser's role	

1. Attend all general meetings. _____
2. Attend all executive committee meetings. _____
3. Store all group paraphernalia during the summer and during the transition of officers. _____
4. Keep official file in their office. _____
5. Attend all other organizational activities. _____
6. Inform the group of infraction of its bylaws, codes and standing rules. _____
7. Explain university policy when relevant to the discussion. _____
8. Keep the group aware of its stated objectives when planning events. _____
9. Help the president prepare the agenda before each meeting. _____
10. Mediate interpersonal conflicts that arise. _____
11. Serve as a parliamentarian of the group. _____
12. Be responsible for planning a leadership skill workshop. _____
13. Speak up during discussion. _____
14. State perceptions of their role as adviser at the beginning of the year. _____
15. Let the group work out its problems, including making mistakes. _____
16. Assist organization by signing forms only. _____
17. Insist on an evaluation of each activity. _____
18. Take the initiative in creating teamwork and cooperation among officers. _____
19. Speak up during discussion when they have relevant information or feels the group is making a poor decision. _____
20. Let the group thrive or decline on its merits; do not interfere unless requested to do so. _____
21. Take an active part in formulation of the creation of group goals. _____
22. Represent the group in any conflicts with members of the University staff. _____
23. Indicate ideas for discussion when they believe they will help the group. _____
24. Be familiar with University facilities, services, and procedures for group activities. _____
25. Be one of the group except for voting and holding office. _____
26. Recommend programs and speakers. _____
27. Request to see the treasurer's books at the end of each semester. _____
28. Take an active part in the orderly transition of responsibilities between old and new officers. _____
29. Check the secretary's minutes before they are distributed. _____
30. Cancel any activity when they believe it has been inadequately planned. _____

Please answer the following questions as they relate to your role as a student organization adviser. Fill in the blanks in front of each question using the following scale:

5 = all the time, 4 = most of the time, 3 = some of the time, 2 = almost never, 1 = never

____ I actively provide motivation and encouragement to members.
____ I know the goals of the organization.
____ I know the group's members.
____ I attend regularly scheduled executive board meetings.
____ I attend regularly scheduled organizational meetings.
____ I meet regularly with the officers of the organization.
____ I attend the organization's special events.
____ I assist with the orientation and training of new officers.
____ I help provide continuity for the organization.
____ I confront the negative behavior of members.
____ I understand the principles of group development.
____ I understand how students grow and learn.
____ I understand the principles that lead to orderly meetings.
____ I have read the group's constitution and by-laws.
____ I recommend and encourage without imposing my ideas and preferences.
____ I monitor the organization's financial records.
____ I understand the principles of good fundraising.
____ I understand how issues of diversity affect the organization.
____ I attend conferences with the organization's members.
____ I know the steps to follow in developing a program.
____ I can identify what members have learned by participating in the organization.
____ I know where to find assistance when I encounter problems I cannot solve.

Please take 15-20 minutes to share your thoughts on the questions and statements listed below. Your feedback is valuable to my professional development.

Please use a scale of 5-1 to rate your answers, 5 being the best score.

1. I am satisfied with the amount of time our adviser spends with our group.   5 4 3 2 1
   Comments:
2. I am satisfied with the quality of time our adviser spends with our group.   5 4 3 2 1
   Comments:
3. I am satisfied with the amount of information our adviser shares with our group.   5 4 3 2 1
   Comments:
4. I am satisfied with the quality of information our adviser shares with our group.   5 4 3 2 1
   Comments:
5. Our adviser is familiar with the goals of our group.   5 4 3 2 1
   Comments:
6. Our adviser advises our group in a way consistent with our goals.   5 4 3 2 1
   Comments:
7. Our adviser adjusts their advising style to meet our needs.   5 4 3 2 1
   Comments:
8. Our adviser is a good listener.   5 4 3 2 1
   Comments:
9. Our adviser understands the dynamics of our group.   5 4 3 2 1
   Comments:
10. Our adviser role models balance and healthy living.   5 4 3 2 1
    Comments:
11. Our adviser challenges me to think.   5 4 3 2 1
    Comments:
12. Our adviser allows me room to make and execute decisions.   5 4 3 2 1
    Comments:

Additional Comments (use the back of this sheet if necessary):

Event _____ **Date** _____ **Time** _____
Location _____ **Coordinator(s)** _____
Area of Focus _____
Attendance (total) _____ **Attendance (Specifically Targeted Students)** _____
Cost (total) _____ **Cost (from Budget)** _____ **Cost (to students)** _____
Partners: Faculty   Student Government   Student Leadership   Housing   Other
Description of Event:
_____
_____

SWOT Analysis
→ What are the Strengths of the event?   → What are the Opportunities you had?
→ What are the Weaknesses of the event?   → What were the Threats to your success?

Strengths	Weaknesses
Opportunities	Threats

How does the at UWL?   this program enhance academic environment

Keep in   mind: faculty
involvement, intellectual peer dialogues, academic support services, and academic wellness

How does this program enhance the general social environment at UWL?
Keep in mind: community expectations, community development, peer to peer connections, etc.

How is this program inclusive of all members at UWL?
Keep in mind: issues related to gender, religion, race/ethnicity, ability, class, and sexuality

How do you feel this event went?

What would you do differently?

How did you utilize Partners in the event process?

Would you recommend this event to next year's Chair? Why?

Other comments?

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

1. Know what the students expect of you as an Adviser and let them know what you expect of them.
2. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
3. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.
4. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.
5. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.
6. Know and understand the students with whom you are working.
7. Assist the group in determining the needs of the people the group is serving.
8. Express a sincere interest in each member. Encourage everyone to be responsible.
9. Assist the members in understanding the group's dynamics and human interaction. Recognize that at times the process is more important than the content.
10. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.
11. Assist the group in developing a system by which they can evaluate their progress.
12. Use a reward system and recognition system for work well done.
13. Develop a style that balances active and passive group membership.
14. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.
15. Do not allow yourself to be placed in the position of chairperson.
16. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
17. Provide continuity for the group from semester to semester (not mandatory but encouraged).
18. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
19. Be creative and innovative. Keep a sense of humor!

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

These are suggestions on how to recognize your volunteers. Showing your appreciation will make them feel valued and a part of the team.

- Have a volunteer suggestion box.
- Treat to a coffee, soda, ice cream, etc.
- Send a birthday, anniversary, or other special occasion card.
- Arrange for discounts.
- Have an annual recognition event.
- Have a Volunteer of the Month and post picture with bio in visible area.
- Have informal socials.
- Award plaques
- Give additional responsibility.
- Involve them in planning and organizing an event or activity.
- Nominate them for awards.
- Send their information to a local newspaper for an interest story.
- Acknowledge them by saying "Hello", "Good Morning", etc.
- Take an interest in them/ask about their interests, what they did over the weekend.
- Utilize their ideas and creativity.
- Say "Thank You" you can never say it enough.
- Send impromptu Thank You notes or other fun cards.
- Give them tickets to movies, plays, etc.
- Profile them in your newsletter.
- Introduce them to fellow co-workers.
- Have nametags for them.
- Have them attend staff meetings.
- Have them train other volunteers.

UNIVERSITY of WISCONSIN
LA CROSSE

Revised September 2020

What is Parliamentary Procedure?

Parliamentary procedure is a set of rules for conducting meetings. It allows for everyone to be heard and to make decisions without confusion.

A Very Abridged Version of *Robert's Rules*

The degree of order needed at a meeting is dependent upon the size and purpose of the group. The following are some basics of *Robert's Rules of Order*, which may be helpful for groups that need a degree of normality in conducting business. *Robert's Rules* can be found in most libraries.

The Motion

You may make a motion when you want the group to take some action: to send a letter, to accept a report, to hold a special meeting, to spend money for some special purpose, etc. Introduce the motion by saying, "I move that," followed by a statement of the proposal. You cannot discuss the motion until someone has seconded it. This is done to reduce the number of discussions on a subject in which no one else in the group is interested.

The Amendment

Amendments are offered in the same way as a motion. You may offer an amendment when you agree substantially with the motion which has been made but want to make some changes before it is adopted.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Substitute Motion

The substitute motion is sometimes used when there is a motion and two amendments on the floor in order to save the time of the meeting. If there does not seem to be substantial disagreement with the motion and the two amendments, a substitute motion incorporating all three into one motion may be made and accepted by the chair.

Note: If you disagree with a motion or an amendment, you do not defeat it by trying to change the sense of the motion through amendment. You speak against the motion or amendments and urge the membership to vote against them. Then new motions calling for different action may be made and considered.

Speaking on Motions and Amendments

When you want to speak at a meeting, you raise your hand and ask the chair for the floor. As soon as you are recognized by the chair, you may proceed to speak either for or against the motion or amendments being considered. When several members wish to speak at the same time, these guiding principles should determine the decision of the chairman:

1. The chairman should show preference to the one who made the motion.
2. A member who has not spoken has first choice over one who has already spoken. If the chairman knows the opinions of members discussing the measure, he/she should alternate between those favoring and those opposing it.

Motion to the Table

If you wish to postpone or end debate on an issue, you may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate voted by the chair. The chair may discuss the reason for tabling with the member.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can "call the question." The chair will call for dissent. If you want the motion to be discussed further, raise your hand. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of ayes and nays. Only members present at the time may vote unless the rules of the organization allow for proxies or absentee ballots. A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the Chairperson Can Vote

Assuming that the chairperson is a member of the organization, he/she has the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the chair, he/she should vote only when it will change the outcome.

Point of Information, Of Order

If at any time during the meeting you are confused about the business being discussed or if you want the motion that is being considered more clearly explained, you may rise to ask the chairman for a point of information. After you are recognized, ask for the explanation which you desire.

If you disagree with any of the chair's rulings, or if you believe that the person who is speaking is not talking about the business being considered, you may raise a point of order and state your objection to the chair. The chair then is required to rule one way or another on your point of order.

Note: This section of the *Adviser Manual* does not cover all situations or answer all questions. It is meant to introduce you to some basic information which will suit many groups' needs.

Each student organization writes its own constitution and bylaws, which should outline the basic role of each organization officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. This list is intended to assist you in constitutional development and to help you answer the question, *"Now that I've been elected, what am I supposed to do?"*

Although a student organization's constitution lists some specific positions' responsibilities, each office should have the freedom to personalize their office. However, a good officer never forgets what the basic responsibilities are.

The roles listed below are President, Vice President, Secretary, and Treasurer. Other possible positions are Parliamentarian, Activities Director, Recruitment/Retention Director, Academic Coordinator, Liaisons, Community Service/Volunteer Director, etc.

Role of the President
- Presides over all meetings of the organization
- Calls special meetings of the organization
- Schedules all activities of the organization
- Obtains appropriate facilities for organization meetings and activities
- Prepares and files any required reports
- Appoints committee chair people
- Completes annual Registration Forms
- Attends the All Student Organization Meetings
- Represents organization at official functions
- Maintains contact with organization adviser(s)
- Maintains contact with organization alumni
- Maintains contact with affiliated department
- Maintains contact with national organization
- Remains fair and impartial during organization decision making processes
- Votes in cases where there is a tie
- Coordinates organization elections

Role of the Vice President
- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Plans officer's orientation and organizational retreats
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Coordinates organization elections

Role of the Secretary
- Keeps a record of all organizational members
- Keeps a record of organizational activities
- Keeps and distributes meeting minutes
- Creates and distributes meeting agendas
- Notifies all members of meetings
- Prepares organization's events calendar
- Schedules all activities of the organization
- Obtains appropriate facilities for organization activities
- Prepares and files any required reports
- Handles all official organizational correspondence
- Manages organization office space
- Collects organizational mail
- Represent organization at official functions
- Remains fair and impartial during organizational decision making processes
- Coordinates organization elections

Role of the Treasurer
- Keeps all organizational financial records
- Pays organizational bills
- Collects organization dues (if applicable)
- Prepares and submits financial reports to members
- Prepares an annual budget
- Prepares all budget requests for funds
- Is familiar with accounting procedures and policies
- Coordinates fundraising drive
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes

UNIVERSITY of WISCONSIN
LA CROSSE

   I. Call to order - The chairperson says, "The meeting will please come to order."
   II. Roll Call - Members say "present" as their name is called by the secretary.
   III. Minutes - The secretary reads a record of the last meeting.
   IV. Officers' Reports - Officers give a report to the group when called on, usually limited to a time if necessary.
   V. Committee Reports - First are reports from "standing" committees or permanent committees, then "ad hoc" or special committees.
   VI. Special Reports - Important business previously designated for consideration at this meeting.
   VII. Old Business - Items left over from previous meetings.
   VIII. New Business - Introduction of new topics.
   IX. Announcements - Informing the assembly of other subjects and events.
   X. Adjournment - The meeting ends by a vote or general consent.

What is a constitution?
A constitution is a document that describes the organization and how it operates.

What are Bylaws?
Bylaws are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine them.

Quorum
A quorum is the minimum number of voting members who must be present in order to conduct business legally, and usually consists of the average attendance at meetings. It can also be a specific number, i.e., two-thirds of voting members. The quorum should be stated in the bylaws.

Membership
UW-L student organizations may not discriminate based upon age, race, creed, color, gender, sexual orientation, disabilities, gender identity or expression, national origin, ancestry, marital status, arrest record or conviction record unless it is per an exception recognized by law. Selective organizations must identify selection procedures in their constitution/by-laws.

Officer Duties
Officer duties can be self-explanatory: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. Other officers can be appointed to suit the needs of the group. Vice presidents can handle membership, recruiting, and publicity. A good constitution provides an outline of what the organizations' expectations are for their officers.

Electing Officers
Interested and capable members running for officer positions are key to the continued success of the organization. Encouragement from current officers can motivate people to come forward and run for office. Plan to allow all candidates to address the group before voting.

Officer Transition
Officers elected in the spring for the following fall semester allow time transition with outgoing officers and advisers. Electing officers during spring semester ensures group continuity and provides more accurate contact information for the University Centers Office. Regardless of when elections are held, all changes in leadership must be updated on UWL MyOrgs to keep the office of University Centers informed of the current primary representative and adviser.

Removal of Officers
The following scenarios can be difficult: officers regularly skip meetings; officers have misspent the group's funds; etc. Organizations need to have a way to remove incompetent officers, and such procedures should be included the constitution. The University Centers Office can help you create a procedure for your organization.

Adviser
Each student organization and club at UWL must have a faculty/staff adviser. It is wise to include this adviser in your plans and events.

Bylaws are intended to deal with the day-to-day rules governing the organization. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually. Changes to Bylaws must be submitted through University Centers, and then approved by the Student Organization Committee.

BYLAWS

of the

(**Name of Organization**)

ARTICLE I: NAME & PURPOSE

Section A: Name - The name of this organization shall be [**name of organization**]**.**

Section B: National Affiliation - If the organization is a member of a national or state organization, add the following

statement and attach a copy of the National Constitution as it will become part of this document. "The rules and

regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations

of University of Wisconsin-La Crosse."

Section C: Purpose - The purpose of this organization shall be:

1. [List in detail the purposes and objectives of the

organization.]

2.

3.

4.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to **[define membership qualification, i.e., majors in a particular academic area, etc.]** upon payment of the dues as outlined in Section C.

Section B: Restrictions – ¾ of the membership will be UWL students enrolled for a minimum of one semester hour of credit. The extension of membership and all membership privileges, including voting and eligibility to hold office, shall be given to all students without regard to

Revised September 2020

age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status.

Section C: Dues - Dues shall be $ _____ per year. **[List national and state dues separately if applicable.]**

ARTICLE III: OFFICERS

Section A: Officers - The officers shall be a President, Vice-President, Secretary, and Treasurer. [These are the usual officer's, additional ones may be added dependent upon the needs of the organization.]

Section B: Eligibility - **The president/primary representative shall be enrolled at least half-time as a UWL student, meaning enrollment for a minimum of six credits as an undergraduate, and enrollment for a minimum of four credits as a graduate student. [If membership is open to persons outside the campus community, all officers must be UWL students.]**

Section C: Election - The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

Section D: Term - The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy - If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President - It shall be the duty of the President to:

1. Preside at meetings.

2. Vote only in case of a tie.

3. Represent the organization.

4. Appoint committee chairpersons subject to the approval of the Executive Committee.

UNIVERSITY *of* WISCONSIN
LA CROSSE

5. Serve as an ex-officio member of all committees except the nominating committee.

6. And perform such other duties as ordinarily pertain to this office.

Section B: Vice-President - It shall be the duty of the Vice-President to preside in the absence of the President and serve as chairperson of the Program Committee.

Section C: Secretary - It shall be the duty of the Secretary to:

1. Record the minutes of all meetings.

2. Keep a file of the organization's records.

3. Maintain a current roster of membership.

4. Issue notices of meetings and conduct the general correspondence of the organization.

Section D: Treasurer - It shall be the duty of the Treasurer to:

1. Receive all funds and pay at the same on orders of the Executive Committee and signed by the President.

2. Keep an itemized account of all receipts and expenditures and make reports as directed.

3. Make a yearly audit to the membership at the end of each school year and file a copy of same in the Student Activities Office.

Section E: Removal of an officer or member -

1. Removal of an officer

a. If it is deemed an officer fails to or is unable to adhere to their duties listed above, a notice of concern may be submitted to the organization's campus adviser. Any member is eligible to submit a notice of concern. At the next organization meeting a vote (⅔ majority of all members) will occur to remove the listed officer. If the officer is removed, a temporary officer will be decided upon by the remaining executive officers with a ⅔ majority vote after the all member vote. The adviser must be notified of the temporary officer within two business days. An election for the open position must be held, either in-person or email ballot, within two weeks of the all member vote.

i. The officer removed from the position will be allowed to remain a general member of the organization and is able to run for an elected position in the following academic year.

2. Removal of a member:

a. If it is deemed a member fails to uphold the bylaws of the organization, a notice of concern may be submitted to the adviser. After approval from the adviser, all members must vote and a ⅔ majority will decide the outcome. If the member is voted to be removed, the notice will be given to the Student Organizations Committee. The Student Organizations Committee will review the notice of concern and decide if the member is removed.

ARTICLE V: MEETINGS

Section A: Meetings - Regular meetings shall be held monthly during the regular school year.

Section B: Special Meetings - Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum - A quorum shall consist of [fifteen (15)] members. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the organization against decisions being made by a small minority.]

Section D: Parliamentary Authority - Robert's Rules of Orders, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility - Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership - This committee shall consist of the officers as listed in Article III and the faculty adviser.

Section C: Meetings - This committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

Section D: Quorum - A quorum of this committee shall consist of [2/3 is the usual number] members.

ARTICLE VII: FACULTY ADVISER

Section A: Selection - There shall be a faculty adviser obtained each year by the membership. The adviser can be anyone employed by the UW institution where the organization is seeking recognition.

Section B: Duties - The responsibilities of the faculty adviser shall be to:

1. Maintain an awareness of the activities and programs sponsored by the student organization.

2. Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.

3. Attend regular meetings, executive board meetings as often as schedule allows.

4. Assist in the orientation of new officers.

5. Explain and clarify to the student organization campus policy and procedures that apply to the organization.

6. Maintain contact with the office of Student Activities & Centers.

7. Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.

8. Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

9. Inform organization members of those factors which constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee - A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the organization.

Section B: **[Other Committees - List other committees germane to the organization such as finance, publicity, membership, professional relations, social, etc.]**

Section C: Special Committees - The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection - These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice - All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time limit may be extended to the preceding meeting.]