



UNIVERSITY OF WISCONSIN

**Manitowoc**

*A Campus of the University of Wisconsin Colleges*

**STUDENT  
ORGANIZATION  
HANDBOOK**

**2015-2016**

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# **OVERVIEW**

## **WELCOME**

In an effort to increase your effectiveness within your organization and to build leadership skills, the UW-Manitowoc Office of Student Affairs has developed this Student Organization Handbook. It is hoped that you will find the information useful as you begin your new adventure as a student leader or advisor!

In addition, the Student Activities Coordinator has numerous resources available to help your organization and your leaders. Feel free to ask for these materials! Please arrange a time to discuss any questions or concerns you have regarding your organization. Appointments can be made through the Office of Student Affairs, (920) 683-4707.

## **Mission of Student Organizations**

To create a sense of community in which students, faculty and staff can participate in a variety of programs.

To encourage a sense of identity with UW-Manitowoc and the surrounding community.

To provide opportunities for students to develop leadership skills.

To encourage members of the college community to become aware and active in UW-Manitowoc's decision making process.

To provide opportunities to gain information and develop skills to be used for a lifetime.

## **Privileges/Responsibilities of Being a Recognized Student Organization**

### **Privileges**

- ◆ May reserve rooms and facilities on campus
- ◆ Promotion of activities in University publications
- ◆ Eligible to request Student Senate funding
- ◆ May check out media equipment

### **Responsibilities**

- ◆ Submit budget to Student Senate, if funds are needed.
- ◆ Follow University regulations regarding special events and reservations of facilities/media equipment and spending of money
- ◆ Have advisor present at all club-sponsored events
- ◆ Contact the Student Activities Coordinator before planning a trip or organizing a conference/retreat
- ◆ Contact the Marketing and Communications Office to publicize events through local media

## **UW-Manitowoc Student Organization Policies**

1. Student organizations must submit an updated Student Organization Registration Form at the beginning of each year. Officer changes should be communicated to the Student Activities Coordinator as soon as possible.
2. Student organizations must have a current copy of their constitution on file with the Student Senate before they will be considered for Student Senate money.
3. Student organizations must have a minimum of three currently enrolled UW-Manitowoc students.
4. Non-student members are allowed; however, they cannot make up more than 50% of the organization's entire membership and cannot hold a majority of officer positions.
5. Officers have a cumulative GPA of 2.0 or higher. (must be in good standing)
6. Each organization must have at least one advisor who is a member of the UW-Manitowoc faculty or staff.

# **LEADERSHIP DEVELOPMENT**

## **Recruitment, Retention and Motivation of Members**

### **Recruitment**

Recruitment is the first step creating a strong student organization. Begin by reviewing your current membership. Are you reaching a wide variety of students? Your organization will benefit by having students from varied backgrounds because of the new ideas and energy they will bring to the meetings.

In order to be inviting and welcoming to as many students as possible, be sure to double-check the photos and imagery you are using in your publicity. Be sure the language you use is gender neutral and respectful of all people.

### **Ways to Recruit**

Use faculty members. Make announcements in class. Participate in the Activities Fair. Hold “informational meetings” where students can learn about the organization without committing to join.

## **How to Run an Effective Meeting**

### **Plan the Meeting**

Your group will need to determine when, where, how often, and how long to meet. Your group will need to let your members know about the meetings. Try to establish a regular schedule early in the semester.

In most cases, a well-run meeting is the result of good pre-planning. Meetings usually consist of reporting, planning and decision-making. Make sure everyone who is presenting a report is prepared. Try to have the agenda set a few days in advance to give everyone ample notice of topics.

Room arrangement can have strong impact on group dynamics. Try to have everyone seated in a circle or around a table so they can communicate easily and share resources, if needed. Have the agenda ready and find a way to distribute it to all attendees, including those arriving late.

### **Develop an Agenda**

A well-developed agenda is the best way to ensure that your meetings will run smoothly. All attendees should have a copy of the agenda, or it should be placed

in full view of all (i.e. written on a board or projected onto a screen). All members should have the ability to place items on the agenda. The officers should strive to develop the agenda one to two days ahead of time in order to ensure all members have time to gather any necessary resources.

The following is a SAMPLE MEETING AGENDA:

- Call the meeting to order
- Take Attendance
- Review notes from the previous meeting
- Officer Updates
- Committee or Special Project Updates
- Finish old or unfinished topics
- New topics
- Adjournment

### **Conducting the Meeting**

Start the meeting on time. Follow the agenda as closely as possible. Keep discussion focused on the current topic. Keep notes/minutes of decisions that were made, tasks that were assigned (and to whom). End the meeting on time.

Try to hold members accountable for any assignments made during the meeting. Thank any invited guests for their participation. Keep minutes and distribute them to all in attendance. Tip: share “to-do lists” at the end of each meeting.

Every club should adhere to Roberts Rules of Order for their meetings.

Meeting announcements should be given to the Office of Student Affairs by 8:00 AM at least three (3) days prior to each meeting so that an official meeting notice can be posted on the campus monitors. Meeting notice announcements cannot be posted after the 8:00 AM deadline. If paper notices of meeting announcements are used, these paper notices need to adhere to the UW-Manitowoc posting policy.

Minutes of each meeting, especially those at which business is conducted, should be kept, with a hard copy turned into the Student Affairs Office within one (1) week after each official meeting.

Requests for meeting rooms are made to the Administrative Services Office.

## **Retention and Motivation**

Students join for various reasons: to meet people, to develop leadership skills, to enhance their resumes, to have fun. In order to meet the needs of all your members, try to find out why each person joined and determine if his/her needs are being met.

Some ideas to keep your members motivated:

- Offer leadership training and other growth opportunities
- Be inclusive; don't let small cliques form within your group
- As much as possible, include everyone in the decision making process
- Make sure each member knows his/her contributions are worthwhile
- Recognize contributions both formally and informally  
Ideas:
  - Birthday celebrations
  - Member-of-the-month" program
  - Awards programs, banquets, etc.
- Make sure the experience is FUN!

## **Carry-Over During Summer**

The three months of summer break can seem like a very short time, but those three months can be proven hazardous to a student organization.

### **Tips to avoid losing momentum:**

- Elect officers before the semester ends.
- Plan monthly summer meetings before everyone disappears for the summer. Realize the meetings may need to be held at odd times to accommodate work schedules.
- Plan ahead as much as possible. Have your first event already organized before you leave for break. An organized, well-attended event is a huge recruitment tool.
- Make sure officers notebooks and other materials are left on

campus. Many unforeseen circumstances happen during those three short months and it is very difficult to retrieve items from a student who is now at another campus.

- Plan dates and times for recruitment tables and informational meetings. Establish who is going to work, where, and when.
- Plan dates and times for your first few meetings before your new members join. It is very difficult to track down members during the first week while everyone is getting books, adding courses, etc.

## **Planning Campus Events**

Program planning is the creation, planning, and implementation of activities for the campus that build a sense of community and enthusiasm. Programs offer an alternative to classroom learning while still providing information on new topics, challenges, and good times!

### **How to get started...**

1. Assess Needs and Interests
2. Word of mouth, interest surveys, brainstorming, informal group discussions
3. Begin Planning
  - Brainstorm
  - Look for a quality program
  - What do you hope to accomplish
  - Solidify ideas
  - Identify possible dates, times, places
4. Identify Resources
  - Determine budget
  - Contact possible resource people
  - Arrange specific time, date, place
  - Reserve room and arrange for equipment
  - Involve other members – delegate duties
5. Publicize the Program
  - Identify whom you are trying to reach (market)
  - Determine type(s) of publicity: banners, posters, word of mouth, email, etc
6. Carry Out the Program
  - Finalize the plans: confirm presenter, room reservation, and publicity
  - Greet guests
  - Make introductions
  - Enjoy the program

7. Follow-up
  - Clean-up
  - Thank you notes
8. Evaluate the Program
  - Were the objectives met?
  - Did attendance meet expectations?
  - Were participants interested?
  - Is this program suitable to repeat?

## **Advertising Meetings and Events**

### **Campus Bulletin Boards**

Every club has the opportunity to advertise meeting times and locations or events by placing flyers, posters, etc. throughout the campus on bulletin boards located in each building.

### **Posters, Fliers, etc.**

Printed material can be posted on campus tack strips or bulletin boards. Please refrain from using walls, doors or glass. It is imperative that all posters and fliers be removed immediately after the meeting or event. Information to include: Name of program, Date, Time, Place, Sponsoring Organization, and Admission Price, if any.

### **The Monitors**

Meeting announcements can be put on the campus monitors. A PowerPoint slide needs to be submitted to the Activities Coordinator who will then have it posted.

# **PROCEDURES FOR RECOGNIZED STUDENT ORGANIZATIONS**

## **Working With Your Advisor**

These roles and responsibilities are great items to have an open discussion on in order to set expectations of each other. Below are some ideas and suggestions.

### **Role of the Advisor**

- Helps bridge the year-to-year changes in membership and organizational officers
- Serves as a liaison between the university administration and the organization
- Serves as a resource for you organization
- Can help resolve conflicts between members
- Can help keep the group motivated and set goals
- Has lots of experience and wisdom
- Has plenty of ideas – just ask!

### **The Responsibilities of Group Members to their Advisor**

- Group and executive board meetings should be scheduled at a time when the advisor is able to attend
- Keep the advisor fully informed of the programs and activities of the group
- Keep in mind that your advisor has other responsibilities and that he or she likely volunteered for the position
- Let your advisor know he or she is appreciated!

### **Responsibilities of the Advisor to the Organization**

- Make sure that meetings are properly scheduled and attend all events
- Assist the group in budget preparation
- Encourages and assists in goals development

## **Available Resources**

The Student Activities Coordinator, along with other Student Affairs staff have plenty of resources available on a variety of leadership topics including magazines, books, simulation exercises, and other hand-outs. Schedule a time to discuss your issue or concern and see what information is readily available.

Also, consider having the coordinator or other Student Affairs staff come to your club meeting to lead a workshop just for your group.

### Topics Available Include

- Communication Styles – verbal and non-verbal
- Conflict Resolution
- Creativity
- Cultural Diversity Simulations
- Ethical Leadership
- Group Dynamics
- Motivation and Recognition
- Multiple Intelligences
- Myers Briggs Personality Type Indicator
- Problem Solving
- Service Learning and Volunteerism
- Situational Leadership
- Stress Management
- Time Management
- Use and Abuse of Power
- Values Clarification

## **Financial Information**

### **Accessing Club Funds**

#### **PURCHASING CARD**

If applicable, all purchases should be made with the Purchasing Card issued to the advisor. Billing statements are issued bi-weekly. Return an itemized original receipt or invoice and minutes/flyers attached for payment. **Remember to ask for TAX EXEMPT!** Please note: Food purchases require attendees' names.

#### **CONTRACTS**

##### **For any service provided to the institution**

- See the Student Activities Coordinator at least 1 month in advance of contracted services

#### **ADVANCE FUNDS**

##### **To get a check issued prior to an event**

- Complete an Authorization Form (available from Business Services)
- Have advisor sign

### **STUDENT SENATE FUND REQUEST**

As needed, each club may request funds for programs, travel, advertising, etc. from Student Senate by submitting a budget request. The Student Senate President will contact the club to arrange for a budget hearing, if needed. At that time, club representatives will be asked to answer any questions from Student Senate. Funds will be allocated on a need basis and the benefit to campus students as a whole.

### **Fundraising/Revenue**

When groups choose to solicit funds or items of value from community groups or area businesses, the club **must** seek permission from the Campus CEO/Dean. The request will include a list of the facilities to be contacted as well as a statement indicating why the club is requesting funding. The purpose for this is to ensure that the campus is not asking the same group(s) or businesses for too many activities. No funding/donation requests shall be made until such permission is obtained. A letter of thanks should be sent to each organization making a donation with a copy sent to the Dean's Office.

In the event the program for which funds were raised does not take place, all donations of either cash or property shall be retained by the Club advisor for use in future fundraising events. Club members shall not personally benefit from donations in any way.

Clubs may host events to raise money. In order to avoid duplication of events, advisors shall submit fundraising plans to the Office of Student Affairs at the beginning of each semester, stating the approximate date of the event and the

nature of the event. The event may not be scheduled until the Office of Student Affairs has been contacted.

No monies raised by any club shall be retained by any member. All revenues shall be accounted for the club advisor and retained in their possession until such time as deposited with the Administrative Services Office as stated above.

### **Room Requests and Reservations**

Requests for rooms for public events must go through the Business Services Office. A *Facility Use Request form* must be completed by the club advisor. There is no charge for facility usage unless the campus incurs unusual additional expenses. Please keep the building hours in mind when planning events on campus.

### **Club Field Trips/Outings**

All club field trips/outings must be approved by a majority vote of the club membership. All trips **must** be supervised by a club advisor and no trip will be sanctioned without such supervision. If the trip/outing is an overnight event, the club must have 1 faculty/staff chaperone for every 25 students. These required faculty/staff should be **fully funded by the club**.

Any planned campus field trips or outings are to be reported to the Office of Student Affairs.

Funding for outings may be taken from the club's fundraising efforts, in which case participation may be limited to club members. In the event funding is requested from the Student Senate, the participation is open to all UW-Manitowoc students and advertised appropriately.

If use of campus vehicles is requested, any proposed drivers will be required to have their driving record checked by the Business Services Office. All requests for campus vehicle usage must be made to the Business Services Office no later than one (1) week prior to the trip. No person will be allowed to operate a campus vehicle unless he or she has an acceptable driving record with the State of Wisconsin Department of Motor Vehicles.

Depending on the nature of the outing, each participant at the field trip or outing may be required to sign a *Risk Management Risk Release* form before being allowed to participate in the event.

In the event any unforeseen incident shall occur at any club field trip or outing, it must be immediately reported to the Campus CEO/Dean or his or her designee on the first business day following the trip. In the event of an accident, the Campus CEO/Dean or his or her designee shall be notified as soon as possible after the accident occurs.

# **NEW STUDENT ORGANIZATIONS**

## **Creating a New Student Organization**

### **First Step**

The first step starting a new student organization is finding others with interests similar to yours. In addition, each organization must have a faculty/staff advisor. If you need help recruiting members or an advisor, meet with the Student Activities Coordinator to discuss some recruitment strategies. Students interested in forming a new student organization are entitled to use tables for recruitment purposes and can reserve a campus meeting room for an informational meeting.

Items to discuss before starting a new club:

- Purpose of the organization
- Local or national affiliation
- Membership dues
- Voting procedures
- Officer structure

### **Second Step**

The second step is to write your constitution and by-laws. Don't let the word "constitution" intimidate you. It is merely a formal way to write out our guidelines. Your constitution should be kept to no more than a few pages, containing only the essential information that should not change over the years. This is the foundation of your organization so changes should not be easy to make without a two-thirds vote by your membership. Some of the typical elements on a constitution include:

- Name and statement of purpose of the organization
- Qualifications for membership
- Officer positions, election procedures, and duties
- Meetings of the organization
- How to amend the constitution

You can put more detail-oriented information in the by-laws. This should be the day-to-day working of your organization. Change it as often as you need to truly reflect your organizational mission/purpose and members' needs.

### **Third Step**

The third step is to complete a Student Organization Registration Form, available from the Student Activities Coordinator. This form will be used to report such information as local or national affiliation and meeting information. This form requires your advisor's signature, along with information on all officers. You will also need to submit one copy of your organizations' constitution and by-laws, containing the organization's purpose, officer information, and election information. The Student Organization Registration Form and the Constitution should be submitted to the Student Activities Coordinator.

Congrats! You are now an official, recognized student organization!

# University of Wisconsin-Manitowoc

## Club Constitution

*(You may change or modify this example to meet your organization's needs or develop your own)*

### Article I – Name of Organization:

The organization shall be known as the University of Wisconsin-Manitowoc  
\_\_\_\_\_ Club.

### Article II—The Preamble (objective, aims or purpose):

The purpose of the \_\_\_\_\_ (hereinafter referred to as  
"Club") is to *(please make clear the purpose and activities of the organization and that they are lawful  
and not in conflict with university policies and regulations)*

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### Article III – Membership:

Membership shall be open to any enrolled students attending UW-Manitowoc who:

1. \_\_\_\_\_
2. \_\_\_\_\_

Membership is open without regard to age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation or political affiliation. Participating membership must include at least three (3) students in good academic standing.

### Article IV – Officers:

A. For purposes of conducting club business, officers shall be elected. Officers shall include a president, vice president, and an executive director (secretary-treasurer) (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model). These officers comprise the Executive Committee or Board.

- I. All officers must be members of \_\_\_\_\_  
(Name of Group)
- II. The term of office shall be from \_\_\_\_\_ to \_\_\_\_\_  
(Month/Date) (Month/Date)
- III. Election of officers shall be held \_\_\_\_\_ (annually and in what month). At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.
- IV. Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated

1. Any vacancy which may occur in an office shall be filled by appointment by the President pending ratification at the next group business meeting.

**Article V—Duties of Officers Defined (This is only one possible way to organize duties. You may decide on different duties for your officers).**

**Section A: President**

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chair persons.
3. The president, with approval of the executive board, directs the budget.
4. The president presides over all meetings.
5. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

**Section B: Vice President**

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available the current constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

**Section C: Executive Director**

1. The executive director shall keep a current record of all financial transactions.
2. The executive director shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
3. The executive director will provide a copy of the minutes for each officer and keep a master file.
4. The executive director shall maintain a complete and accurate account of attendance and membership status.
5. The executive director shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
6. The executive director will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
7. The executive director will perform other duties as directed by the president.

**Section D: Advisor**

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise and experience with the group.
5. The advisor will be a non-voting member of the organization.

**Article VI: Summer Club Members**

An Interim Committee consisting of three (3) members of said club shall be elected from the membership to preside over the affairs of the club during the summer interim.

**Article VII-Notice of Meetings**

The day, time, and frequency for regularly scheduled meetings shall be \_\_\_\_\_.

At least \_\_\_\_\_ days notice shall be given for each regular business meeting.

Special or emergency meetings may be called with less than \_\_\_\_\_ hours/days notice by the Executive Board.

The meetings shall include a quorum, order of business, and disposition of the minutes.

**Article VIII—Dues and Collection Procedures (if any)**

The fiscal year of the organization shall be from \_\_\_\_\_ to \_\_\_\_\_  
(Month and Date) (Month and Date)

The amount of annual dues shall be determined each year by \_\_\_\_\_.

Dues shall not exceed \$\_\_\_\_\_ per year.

**Article IX—Parliamentary Procedure**

Robert’s Rules of Order Revised shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

The rules may be suspended by two-thirds vote of the present membership.

**Date of Constitution:**

*Constitutions must be reviewed and updated a minimum of every three (3) years and must be on file in the Student Affairs Office in order to be deemed official.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Executive Director

Approved:

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Student Activities Coordinator

\_\_\_\_\_  
Assistant Campus Dean for Student Affairs

# **WHERE TO GO FOR HELP...**

Student Affairs Office—F120

- Student Senate Funds Request
- Student Organization Recognition
- Club or Student Org Developmental Supplies
- New Student Org Starting Point

Business Services Office—Office F130

- Announcements (Monitor)
- Media Requests
- Petty Cash
- Vendor Contracts
- Room Reservations
- Vehicle Reservations
- Travel Pre-Planning

**GOOD LUCK THIS  
YEAR!**

**Blue Devils**