

Student Organization Manual
January 2015
Selected updates October, 2016



www.rsomanual.uwm.edu

Student Involvement

Being a member of a student organization provides students with an opportunity for the development of leadership skills, lifelong friendships, exploration of career aspirations, application of what's been learned in the classroom, and for exploring new interests. This edition of the *Student Organization Manual* is a resource for you and your organization concerning University policies and procedures. In addition to this resource, the staff in Student Involvement is available to help you navigate your role and to support your success as a student leader.

The Organization Manual is just one of many resources available to you. Student Organization training programs provide a variety of workshops for your personal and organization development. In addition, there are other resources available through the Student Union you can utilize. For example, you can participate in:

- New Organization Start It Up - a program for newly formed organizations, which is focused on defining purpose and building a solid foundation
- Leave Your Mark - a workshop series focused on executive leadership skills, such as running effective meetings, managing conflict, recruiting new members and developing team morale
- Passing the Torch - a workshop geared towards developing an effective leadership transition plan for outgoing and incoming officers on topics from member recruitment, financial management, to event planning, leadership development, recruitment.
- Custom Workshops - Schedule an appointment for one or more individuals from your organization to meet with members of our staff in Student Involvement. We can customize our time with you based on the areas of greatest need for the organization. Feel free to bring your advisor along.
- Student Organization Wellness Check - a 10-minute self-assessment that you can take that will help us to give you feedback and direction on ways you can grow and strengthen your organization.
- The Union Rec Center's free student org night. Contact recprgm@uwm.edu to reserve a space for your organization for fun and teambuilding.
- The Studio Arts and Craft Centre – find a variety of resources, such as screen printing for t-shirts or marketing, workshops to gain specific skills or to simply hang out as a group, and much more.
- Student Involvement Pinterest Board with resources on student leadership and organization development.
- Student Leadership Program - a series of workshops, conferences, retreats, and more, to help you develop leadership skills. For more information on upcoming offerings, visit involvement.uwm.edu/leadership

As you embark on your role as a student organization leader, please reach out to the staff in Student Involvement, we are here to help you achieve your goals and enjoy your experience at UWM.

Sincerely,

Eric Jessup-Anger, Ph.D., Interim UWM Union Associate Director for Student Involvement
Becca Grassl, PhD., UWM Union Assistant Director for Student Involvement

The Student Involvement office is part of the UWM Union and is responsible for overseeing student organization eligibility requirements, financial regulations, registration procedures, and policies contained in this manual. The office's primary purpose is to assist students in making their campus experience rewarding. More important, the staff is committed to helping students achieve their personal and academic goals. Student Involvement is designed to meet the needs of individual students and registered student organizations. Our mission is to encourage meaningful and active student involvement in extracurricular activities and provide opportunities for student growth in leadership and personal development.

Selected Updates October 2016

The interim edition of the Student Organization Manual is based on the January 2015 edition and provides selected updates to resources and policies as of October 2016. Updates include but are not limited to:

- Union Reservations and Event Planning Services (REPS) has changed its name to Union Event Services. The office has also moved to Union Suite 300 and launched a web app for reserving space in the Union at <https://ems.sa.uwm.edu/EMSWebApp/>
- Student Involvement reception and front desk has moved to Union 355 in a newly remodeled space.
- Policy and Services updates
 - Lobby Booths (Union)
 - Fire Safety
 - Chalking Policy
- Policies and Services currently under review for revisions/updates:
 - Catering Services
 - Union Event Services

A new edition of the Student Organization Manual is anticipated to be published by January 2017.

Students who need an alternate format of this document should contact Student Involvement at 229-5780 or activities@uwm.edu.

The *Student Organization Manual* is an official publication of the University of Wisconsin-Milwaukee published by UWM Student Involvement.

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GUIDING PRINCIPLES

Relationship between Student Organizations and the University

Student organizations are considered to be affiliated with, but not official units of, the University. As a condition for continuation of the affiliation relationship, the organization agrees to abide by University regulations. In return, the student organization gains access to selected University facilities and resources.

Student groups may only identify themselves with the University by using the following format in the organization name: “Club XYZ at the University of Wisconsin-Milwaukee.” The name must not infer University endorsement of the organization’s purpose or activities, or imply that the organization is speaking on behalf of the University or any of its divisions or departments. All letterhead stationery, invoices, and/or purchasing forms must include the statement: “Student Organization at UWM”

Importance of Student Organizations

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

Financial Responsibility of Organizations

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

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

Responsibility of Organizations

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

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

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

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

Student Organization Advisor Expectations

The student organization advisor serves as an agent to the University in a voluntary capacity to the designated recognized student organization and provides guidance, advice, and direction to the members of the organization. The student organization advisor has a significant role in the development and continuity of a student organization. This relationship between the recognized student organization and the advisor is considered ongoing until Student Involvement is notified of a change in advisor status.

Student Involvement strives to support the role of student organization advisor by providing services, resources, and educational opportunities that will assist all organization advisors.

Responsibilities of the student organization advisor include:

- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meetings, long-range plans, goals, and problems of the organization.
- Attend regular meetings and executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify to the members of the student organization campus policies and procedures that apply to the organization.
- Maintain contact with the staff in Student Involvement.
- Provide direction in the area of parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
- Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Assist in the formulation of Student Association (SA) Senate Allocation Committee organizational grant applications.
- Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members and the possible consequences of said behaviors.
- Discuss with organization members the liability issues and appropriateness of activities/events.
- Report any criminal offenses, and any violations of state, local and university policies to the UWM Dean of Students Office and Student Involvement.

All registered student organizations must have an advisor who is employed at UW-Milwaukee. (Student Employees, Teaching, Research, or Graduate Assistants do not qualify).

Regulation of Student Political Activity

The University regulates the time, place, and manner of students conducting political activities on campus in order to prevent interference with the University's operations. The University does not regulate off-campus political activities of students.

Compliance with Charter, Constitutions and Other Operating Documents

Student organizations are expected to be in compliance with their charter, constitution, bylaws and any other operating documents at all times. Amendments and revisions to these documents may be made in consultation with the University. The operating documents form a component of the affiliation agreement between the University and the student organization. Failure to comply with the agreed upon operating documents may result in penalties which may include an official warning, revocation and/or limitations of privilege and/or revoking the student organization charter (For more information see Student Organization Misconduct Process).

PANTHERSYNC REGISTERED STUDENT ORGANIZATION ONLINE ENVIRONMENT

PantherSync is an online environment for student organizations at UW-Milwaukee. The system is powered by OrgSync, part of Campus Labs, which also provides ongoing technical support and continuous upgrades for the system. The OrgSync system became PantherSync as the system was customized for the UWM campus.

Currently, student organization officers must use PantherSync to complete renewal registration (each September) and to change officers and membership. In addition, some forms can only be completed using the PantherSync system. These include Student Appropriations Committee (SAC) grant applications and student organization charters, among others.

The online system also creates an on-going opportunity for organizations to attract new members by allowing students to browse currently registered student organizations and send join requests to the organization electronically. Organizations can make the most of this opportunity by uploading welcome page graphics and a welcome message.

TRAINING ON PANTHERSYNC

New and reactivating student organizations must complete training on how to use PantherSync as part of the registration process. All organizations are welcome to request training as needed to get the most out of the system. This might include training for new officers, training for candidates seeking office or a refresher on the system first thing in the fall. Contact Student Involvement at activities@uwm.edu or by calling (414) 229-5780 to request training sessions.

BENEFITS OF PANTHERSYNC FOR STUDENT ORGANIZATIONS

All organization members can benefit from online tools like news postings, calendar of events and stored files. Advisors and officers can communicate with specific categories of membership on items of interest only to that subgroup. Best of all, new officers and members do not need to “re-invent the wheel” each year because PantherSync records stay with the organization, not with individual officers and leaders.

BENEFITS OF PANTHERSYNC FOR INDIVIDUAL STUDENTS

The PantherSync system tracks an individual student’s involvement in different student organizations. Students can view their involvement record under the personal tools tab. They can also request to have additional activities, such as off campus volunteering, added to the record. In addition, student users can request an official record of their involvement (also called a Co-Curricular Transcript) and post examples of their work in the ePortfolio (also under the tools tab).

PANTHERSYNC PORTAL AND ROSTER STANDARDS

The following standards now apply to all registered student organizations:

1. New organizations/portals have 60 days from training/activation to complete the organization profile (org profile), submit it, and obtain a hardcopy for officers and advisors to sign as well as get officers and the advisors to appear in the online roster. After 60 days, the portal will be disabled and deleted. Information in the portal will be lost. Pricing for the online system is set by number of portals and non-active portals result in unnecessary costs.
2. The official membership roster for each registered student organization is the membership list in the PantherSync portal. The official UWM faculty/staff advisor must also appear in this membership list in the advisor membership category. Currently enrolled students who do not appear in the online roster may be ineligible for some opportunities. If an organization has non-UWM members, a list of these members can be posted in the “Rosters” folder under the FILES tool. Any organization with a non-UWM advisor can request a special user account for that advisor. UW System policy requires that all registered student organizations maintain a membership that is at least $\frac{3}{4}$ currently enrolled students.

Student Organization Officers/Portal Administrator responsibilities:

1. Ensure that membership (“People” tool) and officer (org profile) information is current at all times.
2. Ensure that permissions as Administrator are given to newly elected officers in a timely fashion.
3. Ensure that no individual other than a student organization officer is given the Administrator permissions for a student organization portal.

STUDENT ORGANIZATION REGISTRATION

STUDENT ORGANIZATION ELIGIBILITY

The University of Wisconsin-Milwaukee (UWM) student organizations are considered to be affiliated with, but not official units of, the University. As a condition for continuation of the affiliation relationship, the organization agrees to abide by UWM regulations. Part of this agreement includes following the approved operating documents for the organization (charter, constitution, bylaws, etc.) In return, the student organization gains access to selected UWM facilities and resources. Student organizations are comprised of and controlled by students enrolled at UWM. Student organizations may include non-students, such as faculty, staff, and individuals from the community as adjunct members, but they may not serve as officers or have a controlling interest in the organization.

IMPORTANT TERMS

Student Organization Officer(s): As used here, the term *officer* includes anyone who holds a position of trust, authority, or command within an organization. A *student organization officer* is further defined as any student who assumes a **leadership position** within an organization with day-to-day responsibility for conducting the business of the organization, usually with a title and role responsibilities. Student organization officers act as authorized representatives for the organization's membership and in so doing bear some personal responsibility for the organization. All registered student organizations at UWM have a minimum of four officers enrolled on a fee-paying basis at least halftime (undergraduate six credits, graduate four credits) in order to comply with registration and recognition requirements.

Registration/Registered: Registration is the process that a student organization must go through to be recognized and authorized to operate on campus and conduct business as a student organization at UWM.

Recognized/Recognition: Recognition is the status of a student organization that has completed the registration process and is currently in compliance with all requirements and registration processes.

UNIVERSITY REGISTRATION (University Recognition)

Student groups on the University of Wisconsin-Milwaukee campus must register annually with Student Involvement in order to use University facilities and services. The registration process has been developed to give the university community an accurate listing of active student groups on campus. Registration does not mean the university supports or adheres to the views held or the positions taken by registered student organizations. The organization and its officers are responsible for their debts. UWM is not liable for debts incurred by the student organization. Responsibility for any action which violates federal, state, local laws and ordinances or university policies must be assumed by the individual group's officers and members. To be eligible for registration, student organizations must meet the following criteria:

1. Operate as a not-for-profit organization, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;
2. Prepare and file with Student Involvement governing documents for the organization. The organization is required to comply with its governing documents at all times. If the organization wishes to be affiliated with a national or other related organization, a copy of their constitution and bylaws must also be submitted (websites for these documents are acceptable);
3. Be related to student life on campus and does not duplicate the purpose or function of a currently registered student organization on campus, unless the need for duplication is substantiated and approved by Student Involvement;
4. Agree to abide by policies set forth in the Student Organization Manual, Student Handbook, and UWM and UW-System Administrative policies and regulations;
5. Agree to abide by local, state, and federal laws and ordinances and to avoid unlawful actions in connection with any of their activities;
6. Identify at least four UWM student officers currently enrolled in a degree program, on a fee-paying (Segregated University Fee) basis for at least half-time. As used in this policy, "half-time" status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student;
7. Three-quarters (3/4) of membership must consist of students enrolled for a minimum of one hour of credit at UWM;
8. Identify a faculty or staff advisor employed by UWM (Teaching, Research, or Graduate Assistants do not qualify);

9. As required by Regent Policy 30-06, “Policy on Recognition of Student Organizations,” extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to 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, except those student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization’s goals and agree with its beliefs.
10. Unless the nature of the organization entitles it to an exemption in accordance with applicable laws, no student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, student organization, program, course or facility of UWM because of race, color, creed, religion, sex, sexual orientation, national origin, disability, age, pregnancy, marital status, political affiliation or belief, arrest or conviction record, disabled veteran or Vietnam-era veteran status, or any other protected group as documented by applicable federal or state laws.

STUDENT ORGANIZATION NAMES

Student groups may identify themselves with the University only by using the following format in the organization title: “Club XYZ at the University of Wisconsin-Milwaukee.” The name must not suggest endorsement by the University of the organization’s purpose or activities, or imply that the organization is speaking on behalf of the University or any of its divisions or departments. All student organization publications, letterhead stationery, invoices, and/or purchasing forms must include the statement: “Student Organization at UWM.” Student Organizations may not use the University’s name or logos in any advertisements, web pages, or other printed materials without permission.

REGISTRATION PROCEDURES (RECOGNITION PROCEDURES)

The registration process has been developed to give the University community an accurate listing of active student groups on campus. Registration does not mean the university supports or adheres to the views held or the positions taken by registered student organizations. The ten criteria for University registration (above) must be fulfilled. Persons interested in starting or reactivating a student organization should contact Student Involvement for additional information on the online form. To access all of the forms listed below, log in to PantherSync (PantherSync.uwm.edu) using your UWM username and password. Then find the form using the search bar, located at the top of the page.

The registration procedures are:

Step 1: View “Start with Why” video on YouTube by searching for “Start with Why short”. You will be asked to apply concepts from this video throughout the registration process.

Step 2: Complete “Application for New or Reactivating Student Organization”, found in PantherSync in Forms. After you submit this form, feel free to continue with the next steps. You will receive more information via email.

Step 3: Signup and complete all necessary trainings before Step 4:

- Sign Up for “PantherSync Training” for using the student organization online environment. You will be contacted by Student Involvement staff via UWM email to schedule the training. You may also call Student Involvement (414-229-5780) to set up an appointment for PantherSync training. The officers who attend the training will be authorized as the Portal Administrators for the organization. After completing the training, the Portal Administrators should invite all officers, advisors, and members to join portal.
- Sign up for a 45-minute Start It Up workshop through the “Start It Up Sign Up” Form in PantherSync, and then attend the workshop. Start It Up will give you an opportunity to explore why your organization should exist on campus and introduce you to important resources to accomplish your organization’s goals.
- “Student Officer Training”: Online video training and quiz, found in PantherSync. Must be completed by all 4 primary officers.

Step 4: Fill out and submit an Organization Profile in PantherSync. After submitting a completed Org Profile electronically, Student Involvement staff will email it to all officers in a PDF format. The Org Profile must then be printed and signed by all officers and advisor(s) (Student Involvement can print this document if you wish). The individuals listed as contacts must agree to the position indicated and meet the student enrollment status eligibility requirements. Signatures indicate that individuals have read, understand and agree with the RSO Contract which is available online at www.rsocontract.uwm.edu. It also indicates that they have read and understand the Organization Verification and Liability section of the RSO Contract, and that each individual will take responsibility for the actions of the organization. You will be held accountable for any lost/stolen University capital equipment or debt incurred by the organization.

Step 5: Correct issues with Org Profile, if any. If there are issues with the Org Profile that was submitted, Student Involvement staff will email the officers to explain the issue and how to resolve it.

Step 6: Complete the “New Student Organization Charter Application” form in PantherSync. This document includes the organization’s official purpose statement. There are two versions of this form. The standard charter is a fill in the blank constitution format. The basic charter allows for the organization name and purpose statement and provides the recommended elements for the charter/constitution. A full constitution and set of bylaws may be submitted in place of the charter form but must comply with all the same requirements as the charter forms. Reactivating organizations may be permitted to continue using a previous charter if it is less than five years old and meets current charter requirements.

Step 7: Schedule a meeting with an Assistant Director in Student Involvement for a charter review and overview of University policies and procedures. Allow two business days from the date you drop off the Org Profile for verifications before this meeting. Student Involvement staff will try to answer any questions you may have about operating a registered student organization at UWM. (This meeting is approximately 1 hour). Once the registration paperwork is approved, a Charter Letter will be sent to the organization acknowledging that the organization has permission to operate on campus. The organization’s information is then prepared and distributed to all campus service providers who provide access to resources for registered student organizations.

General Requirements

1. Each student organization must provide the full name, UWM student identification number, phone number, and email address of four UW-Milwaukee students currently enrolled at least half-time to serve as officers. At least one of the contacts for the organization must agree to have his or her name and phone number or email address released as the public information for the group. This information is recorded in the Organization Profile in PantherSync which can be accessed by the Portal Administrator while on the “home” tab and selecting “settings” from the far right of the mid-page menu.
2. Student organizations must meet the following requirements:
 - List four UWM students enrolled in a degree program, on a fee-paying (Segregated University Fee) basis for at least half-time (6 credits for undergraduates and 4 credits for graduate students) as contacts within the Org Profile and showing in the online membership roster.
 - Have a membership consisting of at least 3/4 students enrolled for a minimum of one semester hour of credit at UWM.
 - List the name, office location, telephone number, and email address for at least one faculty or staff advisor who is employed by UW-Milwaukee. This information must appear in the Org Profile and in the membership roster online. The name and UWM email address for the faculty/staff advisor’s supervisor must also be provided so that liability protection for the advising role can be documented.
 - Disclose any community, state, national, or international affiliations of your student organization by listing them in the Org Profile in the Affiliations section. Constitution/bylaws of the affiliated organization(s) can be submitted electronically as PDF or by using a website URL.
 - Additional criteria for registering a student organization on campus can be found in the Student Organization Manual, located on the Student Involvement website, under Student Organization Resources.

REGISTRATION RENEWAL

All student organizations shall register annually each September by filing an updated Student Organization Profile (Org. Profile) with Student Involvement. The electronic update of the Org Profile in the PantherSync system begins in August with notifications sent to all organizations through PantherSync news, emails and postings.

On the renewal Org Profile, all organizations must list, in order of importance, at least four registered student members (officers), what position they hold, and provide phone numbers, UWM email address and student ID number for these students. Student Groups must submit a current membership roster identifying UWM student and non-student members. **Unless otherwise directed, the membership roster in PantherSync will be considered the current membership roster (all members should be in the organization portal in PantherSync).** Only registered/recognized student organizations may have access to programs, services and the use of the University’s facilities.

Organizations failing to renew their registrations on time will have their registration canceled and will be listed as inactive. Inactive organizations lose access to all university resources, such as, Union office space, office equipment, use of University facilities, and/or segregated university fees that the group has been allocated. Organizations whose

registration has been canceled may reactivate their organization and regain university recognition by submitting the appropriate updated Org Profile (with signatures) to Student Involvement and completing a re-activation process.

RENEWAL STEPS (ALL STEPS ARE REQUIRED UNLESS OTHERWISE NOTED)

Renewal Steps

1. **Update and renew organization's profile in PantherSync**

After logging in at www.panthersync.uwm.edu, the portal administrator must enter the organization's portal and select "Settings" from the menu on the lower left side of the screen [only the student officer(s) serving as portal administrator(s) will be able to see this option]. The portal administrator updates the names and contact information for the organization's public contact, primary four officers and the faculty/staff advisor. If the organization has additional officers or advisors, they must also be updated in the Org Profile. Once the information has been updated, the portal administrator submits the revised Org Profile via PantherSync.

2. **Have Officers and Advisor(s) read contract terms online**

Have each officer and the faculty/staff advisor(s) visit www.rsocontract.uwm.edu and read the contract terms and conditions that they are agreeing to when they sign the Org Profile.

3. **Print, sign and submit updated organization profile to Student Involvement by the announced deadline**

After the Org Profile has been updated and submitted via PantherSync you will be emailed a PDF copy of the electronic submission. You will need to print it and have each officer and advisor sign the printed copy that will then be turned into Student Involvement. If you wish, the Student Involvement staff can print your submitted Org Profile for you in our office or email a PDF copy to the portal administrator. Remember, once printed, each officer and the advisor(s) should sign, date a on the appropriate line. ***Organizations are strongly encouraged to complete this process as early as possible. If there are errors or other issues with the Org Profile or renewal, the organization will need to make corrections before the announced deadline date.***

4. **Attend any mandatory events or trainings that are required for the renewal process.**

This includes the annual "Student Organization Kickoff" event and online officer training among requirements.

What happens next?

Once the signed Org Profile has been submitted, Student Involvement will verify enrollment status of student officers and employment status of the faculty/staff advisor. Once verified, the organization will have completed renewal registration and will be notified by UWM email. Additional information regarding Union Mailboxes, Inventories, and office access will be shared as organizations renewals are completed.

If verification is unsuccessful or the Org Profile is incomplete or incorrect, the organization's officers will be contacted via UWM email and asked to make changes or corrections and re-submit the Org Profile prior to the announced deadline (extensions to the announce deadline are rare, given that the organizations have over six weeks to complete this process).

DENIAL OF REGISTRATION

Any organization applying for recognition at the University of Wisconsin-Milwaukee that does not meet the above criteria will be denied registration. No student organization will be officially registered/recognized with the University if Student Involvement determines that the group's actions or activities are detrimental to the educational purpose of the University and/or the welfare of the students. If registration is denied by Student Involvement, the student organization has the right to appeal the decision to the Dean of Students Office.

STUDENT MEMBERSHIP

Active membership (having a vote or a leadership position) in student organizations recognized by the University is open only to UWM students as stipulated above. An organization may have adjunct, honorary or other types of non-voting memberships.

When a student organization is registered, the four officers listed are assumed to be the contacts. Students signing the Organization Profile (Org. Profile) and Contract or listed as an additional officer/contact must be currently enrolled on a fee-paying basis for at least half-time status at UWM during the current semester (see eligibility item 6). If a student was enrolled during the previous semester, that person is considered a student between semesters and during the summer session, unless the student has graduated. Classes that are audited do not count toward the credit restriction for officers.

An individual who does not have status as a fee-paying UWM student or drops below half-time status will automatically have his/her eligibility to hold office suspended but is not immediately removed if he/she is engaged in formal University appeal procedures to regain student status. Students who regain student status may resume their leadership role in the student organization. Positions occupied by individuals who are not engaged in formal procedures to regain student status will be removed as an organization contact. The organization must then fill this vacancy in order to maintain their active registration status.

It is recommended that student organizations elect new officers annually, using a process that allows for membership input. A simple majority vote is common but executive board approval and general consensus methods are permissible. It is in the best interest of the student group to elect new officers at such a time as to allow them a few weeks to work with the exiting officers to learn their new jobs. An election in March of new officers who do not take office until May first is a good example of a transition/training period.

It is the responsibility of the officer submitting the Org. Profile and Contract to verify that the four (4) individuals listed on the form have agreed to the position indicated with the organization and are currently registered on a fee-paying basis for at least half-time status at the University. The university does not supervise the election or approve the election results for student organizations. Each organization is responsible for selecting representatives as set forth by the procedures outlined in its governing documents (charter, constitution, bylaws, etc. on file with Student Involvement).

FACULTY AND STAFF PARTICIPATION

To promote their objectives, student organizations are encouraged to involve faculty and staff as advisors, consultants, or members (this is in addition to the one required faculty/staff advisor, see eligibility item 8). Establishing and maintaining close and open relationships with faculty and staff can help provide stability and consistency within a student organization. It is expected that the role of faculty/staff advisors should be limited to the offering of advice, counsel, training, and assistance that is welcomed by the student group.

OFF-CAMPUS AFFILIATIONS

Many student organizations at UWM are affiliated with local, regional, state, and national organizations. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in Student Involvement. Electronic copies and/or websites may be submitted that detail these affiliation requirements.

If your affiliate has no such requirements, a letter from the off-campus affiliate indicating that there are no such requirements must be filed in lieu of regulation documents. The compulsory regulations of the affiliate group must be consistent with UWM policies in order for the UWM group to be registered. Student Organizations are responsible for notifying Student Involvement when their affiliation status changes.

RE-REGISTERING AN INACTIVE ORGANIZATION

An organization that previously operated at UWM but is now inactive must apply in Student Involvement to reactivate the group. This involves the same steps as registering a new organization. However, the students who want to reactivate the inactive organization may want to obtain copies of any governing documents, previous registration paperwork, or other important documents from Student Involvement. These documents can be used to register the group or can be modified to update the group's governing documents prior to the registration process being completed.

RESPONSIBILITY OF ORGANIZATIONS

A student organization should not assume that it may rightfully engage in any activity that is not specifically restricted by University regulations. The freedom of action granted to registered student organizations implies a responsibility for the development of the direction, scope, and character of the group in order to promote UWM's educational mission. This freedom of action is limited by the stated purpose of the organization and the rules and regulations imposed by the University and society. If there is any doubt as to an activity's acceptability, the organization should contact Student Involvement for assistance.

Official jurisdiction in student organization disciplinary cases arising from University of Wisconsin System Administrative Code or University of Wisconsin-Milwaukee policies and procedures is with the Dean of Students. Student organizations found in breach of the Wisconsin/Administrative Code (UWS 18 - Conduct on University Lands and or UWS 17 - Student Nonacademic Disciplinary Procedures), Board of Regents policies, UW System policies or UWM policies, rules and regulations, including the Discriminatory Conduct Policy, are subject to sanctions imposed

by the Dean of Students. Sanctions may range from an official warning to revocation of an organization's registration. In addition to organization sanctions, student organization officers may be held accountable for policy violations under the nonacademic disciplinary procedures.

The primary officers for each organization are responsible for informing others in their organization about University policies and procedures, and agree to comply with them.

PUBLIC RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, allows certain categories of public information which the University has designated "directory information" to be made available to the public upon request. The following categories of information about individual students is considered to be public or directory information and will be routinely released to any inquirer unless you specifically request your information be withheld: Student name, Address, Email address, Telephone number, Designation of school/college (year in school), Enrollment status (part/full time), Major field of study, and Participation in officially recognized activities and sports. Records pertaining to student organizations that are not directory information will only be released to the officers of the organizations. All other individuals requesting non-directory information about a student organization must submit a public information request to Custodian of Public Records, University Relations and Communications, University of Wisconsin-Milwaukee, Post Office Box 413, Milwaukee, Wisconsin 53201-0413; telephone (414) 229-2849; e-mail kippj@uwm.edu.

GETTING HELP

Student Involvement is designed to help students make the most of their extracurricular experience at UWM by offering a wide range of services, activities, and programs for students and organizations. The staff can help students plan events, interpret University policies, develop training for members and advise students on a variety of organizational development topics. Student Involvement is located on the third floor of the Union Building (Room 355) and can be reached at 414-229-5780 or activities@uwm.edu. Many helpful tips, forms, and announcements are online at: www.involvement.uwm.edu.

STRUCTURE: CONSTITUTION AND BYLAWS

To be effective, organizations need basic rules. A constitution and/or bylaws is/are the way most groups write down their rules. The constitution contains the fundamental principles which govern a group's operation. The bylaws establish the specific rules of guidance by which the group is to function. In order to simplify the registration process, UWM created a charter application form which basically combines these two documents. (See *Sample Student Organization Charter* on next page). Complex organizations should keep their constitutions and bylaws separate.

Generally, constitutions and constitutional amendments must be approved by 2/3 vote in a special election by the total membership. Bylaws and changes to the bylaws can happen at a regularly scheduled meeting by 2/3 vote, provided quorum is met. It is recommended that changes to the bylaws be presented at one meeting and voted on at another meeting. Both documents should contain the procedures in which changes or amendments can be made.

Why have a constitution?

By definition, an organization is a "body of persons organized for some specific purpose, as a club, union or society." The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the constitution will be much easier and a more rewarding experience.

What should be covered by a constitution?

The objective is to draft a document that covers these topics in a simple, clear and concise manner. Remember to include the date your document is adopted or revised.

Constitution Outline

Article I	The name of the organization.
Article II	State the purpose and aims of the group. State any present or intended relation the organization may have to any other local, state, or national organization.
Article III	State the requirements and eligibility of membership. Include the selection, rights and responsibilities, resignation, and expulsion procedures of members.
Article IV	Include list of officers, terms of office, description or responsibilities. Include provisions for vacancies of offices, methods of election of officers, election procedures, time of election.
Article V	State regular meeting time and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling special meetings. State what constitutes a quorum at any meeting.
Article VI	Structure of and description of standing committees, their responsibilities, and method of member selection.
Article VII	Provide for accepting rules or order, such as Robert's Rules of Order Newly Revised or other similar references.
Article VIII	State requirements for adopting amendments.

Why have bylaws?

The constitution covers the fundamental principles, but does not prescribe specific procedures for operating your organization. Bylaws set forth in detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs for the organization change.

What should be included in the bylaws?

The bylaws should explain the steps and procedures for implementing provisions in the constitution. Bylaws must not contradict provisions in the constitution.

By-Laws Outline

- A. Membership:** (Application process {how, when, etc.}, types of membership, limitations of membership, termination and reinstatement conditions).
- B. Financial Provisions:** (Dues, initiation fees, fines, collection procedures, any special fees, due dates, etc.).
- C. Duties of Officers:** (Powers, responsibilities, specific job descriptions, procedures for filing unexpired terms of office, removal from office).
- D. Executive Board:** (Structure, composition, powers).
- E. Committees:** (Standing, special, how formed, chairpersons, meetings, powers, duties).
- F. Order of Business:** (Spell out rules of order, how meetings are to be run, quorum, or any special procedures relating to the organization's operation).
- G. Amendment Procedures:** (Means of proposals, notice required, voting requirements).

As noted above, the Charter combines elements of both a constitution and bylaws so that a student organization need not spend time and energy on drafting two documents.

SAMPLE STUDENT ORGANIZATION CHARTER

I. NAME OF ORGANIZATION

The name of this organization shall be "*New Group at UWM*".

II. PURPOSE OF THE ORGANIZATION

"*New Group at UWM*" shall encourage students to become involved in UWM student life and recreational activities. The group has three primary goals: (1) to encourage outdoor fun; (2) to provide information, services and support for students seeking adventure; and (3) to encourage learning and growth in leadership.

III. MEMBERSHIP

- A. *Eligibility:* All UWM students can be members in "*New Group at UWM*". Only student members may vote and hold office. Nonstudents are allowed to participate in "*New Group at UWM*", but are restricted to adjunct memberships.
- B. Individuals interested in joining "*New Group at UWM*" need to attend two consecutive regular scheduled meetings to be added to the active roster. "*New Group at UWM*" does not discriminate in membership selection on the basis of race, color, national origin, religion, sex, sexual orientation, handicap, age, Vietnam era veteran status, ancestry, political affiliation or belief, creed, arrest or conviction record, or marital status unless the nature of the organization entitles it to an exemption in accordance with applicable laws.
- C. Individuals may be removed from "*New Group at UWM*" active roster for missing three consecutive regularly scheduled meetings or by violating membership rules as stated in the membership manual. Membership manuals are available from the Membership Coordinator. Removal of membership based on violating membership rules must follow due process and requires a 2/3 vote of the membership, such vote to be taken at a meeting for at least one-week proper notice has been given, and the removal is included on the agenda.

IV. OFFICERS

- A. *Qualifications:* All officers must be currently enrolled as UWM students. Students must be a member of "*New Group at UWM*" one semester to be eligible for office.
- B. *Selection Procedures:* "*New Group at UWM*" shall have a Director, Assistant Director, Membership Coordinator, and Business Manager. Elections for all officers will be in February of each year. Nominations for positions are held at regularly scheduled meetings. Voting for the officers will be done by secret ballot at the next regularly scheduled meeting. Voting members must be notified of open nominations for officer positions at least one week prior to the meeting at which nominations are taken. Officers elected will assume their positions on April 1st. If an officer position becomes vacant during the year, the remainder of the term can be filled by a qualified "*New Group at UWM*" member appointed by

greater than 50% of the voting members at a regularly scheduled meeting.

- C. *Removal*: An officer may be removed from office by a 2/3 vote of the membership, such vote to be taken at a meeting for at least one-week proper notice has been given, and the impeachment is included on the agenda. Due process must be observed.

V. MEETINGS

- A. *Frequency of Meetings*: “New Group at UWM” meetings will be held twice a month September through May and once a month June through August.
- B. *Authority for Calling Regular and Special Meetings*: Two officers can call a special meeting provided 48 hours’ notice is given to voting members.
- C. *Parliamentary Authority*: Robert’s Rules of Order, Newly Revised, for any meeting procedure not covered in this document.
- D. *Committees*: “New Group at UWM” shall have the following standing committees: Executive, Membership, and Promotion. The Executive Committee shall consist of all executive officers and two members at-large appointed at a regularly scheduled meeting. The membership committee shall consist of the Membership Coordinator and five members appointed at a regularly scheduled meeting. The Promotions Committee shall consist of the Assistant Director and five members appointed at a regularly scheduled meeting. All committee duties are outlined in the membership manual.

VI. AMENDMENTS

This document must be ratified by 2/3 vote at two consecutive regularly scheduled meetings.

This document may be amended at a regular meeting by a 2/3 vote of the membership providing the membership has been advised of the proposed changes at least two weeks in advance.

Once we’ve got them, what do we do with them?

Remember the reasons for having a constitution and bylaws is to articulate the purpose of your organization and spell out the procedures to be followed in order to function. Once you have developed your constitution and bylaws, review them often. The needs of your group will change over time and it’s important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy of the bylaws. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be a part of officer training and transition.

Sources:

Robert, General Henry M., (1979) Robert’s Rules of Order REVISED, Morrow Quill Paperbacks, New York: NY.
University of Iowa “Student Organization Resource Manual
University of Michigan Student Activity & Leadership Reference Sheets

STUDENT ORGANIZATION MISCONDUCT PROCESS

Any student, faculty, staff, student organization, or community member may report an alleged violation of Federal or State law, Wisconsin Administrative Code Chapter UWS 17, UW System Board of Regents policies, UW System policies or UW-Milwaukee policies, and the Student Organization Handbook by an officially recognized UWM student organization. In the event that any alleged violation is reported, the following process will apply to the investigation and resolution of such a report. Discipline, up to and including the revocation of university recognition of a student organization, may be imposed upon the student organization.

1. A report that an organization has violated any code or policy can be submitted via the electronic report form found at www.uwm.edu/reportit. The report must include a statement of the facts upon which the allegation is based, the name and mailing address of the Reporter and any documentation regarding the report. No formal action will be taken on anonymous reports. (If any student organization, registered student or other concerned party wishes to report an organization for reasons other than a code, policy, or legal violation, they should contact the Student Involvement Office or the Dean of Students Office.) While there is no strict time limit for such a report, the ability of the university to investigate a report may be affected by the timeliness of that report.
2. In consultation with the Director of Student Involvement, the Dean of Students or designee will examine the report and determine:
 - a. Whether the report sets forth a possible violation of law or policy;
 - b. Whether the report involves an issue under the jurisdiction of any other campus or external entity, including but not limited to the Office of Equity/Diversity Services or the UWM Police Department.
 - i. If it is found that another entity has jurisdiction over the issue, the report will be shared with that entity, however the Dean of Students office may still retain jurisdiction to investigate the report pursuant to this process
3. If the report does not set forth a potential violation of law or policy, no further action will be taken. The reporter, organization, and the Student Involvement Office will be informed of this decision in writing.
4. If the report sets forth a potential violation of law or policy, the Dean of Students or designee shall assign an Investigating Officer to the case. The role of the Investigating Officer will be:
 - a. To collect information regarding the report,
 - b. Prepare findings upon conclusion of the investigation
 - c. If warranted, recommend sanctions or other action to be taken
5. The Investigating Officer may suspend an organization's official recognition on an interim basis pending final resolution of the investigation for any of the following reasons:
 - a. It is deemed necessary for reasons of health or safety
 - b. The organization is alleged to have engaged in egregious or discriminatory behavior such that further harm may result.
 - c. Further organization activity or use of university privileges would obstruct or delay this investigatory process.
6. Following the investigation, the Investigating Officer will share a written report with the student organization, its faculty/staff advisor, and the Director of Student Involvement. This report will be delivered electronically and via US mail to the organization's president and electronically and via campus mail to the faculty/staff advisor and will contain:
 - a. A description of the alleged violation(s) and the findings regarding the violation(s)
 - b. A description of all information used by the Investigating Office to render the decision
 - c. Specification of the sanction, if any, for the misconduct

Sanctions may include, but are not limited to: warnings, education and service events, probation, suspension, or termination of the organization's University recognition

7. An organization shall have 10 calendar days to appeal, in writing, the Investigating Officer's decision to the Associate Vice Chancellor for Student Affairs (AVCSA). The appeal shall consist of a review of the organization's written appeal as well as the written decision. If necessary, the AVCSA may review the investigatory file and/or discuss the appeal with the Investigating Officer, the organization, or both before rendering a decision. The AVCSA has thirty calendar days to issue a decision on any appeal, and the AVCSA's decision shall be final.

Approved September 2014

POLICIES AND RESPONSIBILITIES

ADMISSION EVENTS

An admission event is an activity with an admission price or a donation amount being requested or suggested for entrance. Events or programs without either monetary requirement for admission or a suggested donation are not admission events.

Admission events policy

Any revenue that is generated by the use of State funds (segregated university fees, grants, or any state account managed by a campus office) must be returned to the State account. This applies to any admission fees or donations collected at any events that are subsidized (in any form) by State funds (*per University of Wisconsin System Financial Administration Segregated University Fees (F50) I.C. Deposit of SUF in State Treasury*). All monies received from the Student Association are considered State funds. (See also Charitable Events). If segregated university fees are used for any part of an admission event, then the event must be audited by Student Involvement.

Any activity held in the Union building at which revenue is produced (sales, solicitation, or admission events) must be registered with the Union Event Services Office. University cashiers and security are assigned to admission events. The revenue collected at the door will be deposited with the University cashier and then transferred to the organization's State account as directed by Student Involvement. The sponsoring group is responsible for applicable rental charges, ticket sales, and collection of admission charges unless otherwise specified by the Event Services Office.

If the event must be audited by Student Involvement, the follow requirements apply:

1. For Ticket Admission Events:
 - a. The student organization is required to get ticket designs approved PRIOR to printing to insure required information and sequential numbering is included. There are specific requirements for printed tickets that should be discussed with Student Involvement staff members PRIOR to tickets being printed.
 - b. The student organization is required to have tickets audited and APPROVED PRIOR TO ANY SALES and sign an agreement regarding admission revenue (pre-sale audits may take up to one week to complete). Segregated university fees may not be used for admission events where the proceeds are being donated to a charity. Although segregated university fees may be used for events promoting a charity, once the revenue is deposited in a State account it cannot be withdrawn to donate to a charity.
 - c. There is a process for requesting excess revenues from the segregated university fee accounts (see *refund from revenue*).
2. If the event will not have tickets but does have an admission fee (such as a conference registration fee), the organization will need to develop and submit to Student Involvement a registration and payment process to be APPROVED PRIOR TO COLLECTION OF ANY ADMISSION PAYMENTS and sign an agreement regarding admission revenue.

Admission Collection Options

Option A: No advance sales for admission. All admission payments will be made at-the-door and collected by the University Cashier (assigned by Union Event Services).

Option B: Advance ticket sales through the Union Information Center (includes credit card purchasing) and at-the-door sales by University Cashier (assigned by Union Event Services). The Peck School of the Arts (PSOA) Box Office may be an option for advance, online and at-the-door sales (The PSOA Box Office also charges a handling fee to the ticket purchaser).

Option C: Advance registrations/sign-ups but no advance payments. Individuals with an advance sign-up will pay a lower price at-the-door than those who did not register in advance. All admission payments will be made at-the-door and collected by the University Cashier (assigned by Union Event Services).

Option D: Advance sales by members of the student organization and admission payments will be made at-the-door and collected by the University Cashier (through Union Event Services). This option requires Student Involvement pre-sales and post-sales ticket audits. Deposits of ticket payments must be made at least once a week with Student Involvement (*Per Wisconsin State Statute S.S.20.906 and UWM Administrative Services Manual 4.2.4*), as well as

specific content required for printed tickets and other requirements. Student organizations wishing to use this option must meet with an advisor in Student Involvement at least a week prior to tickets being printed and again at least one week prior to advance ticket sales (for purposes of conducting the pre-sales ticket audit).

Ticket Policy for Admission Events (this includes events with a suggested donation):

An admission event is an activity with a cover charge or a suggested donation amount necessary for entrance. Events without either monetary requirement for admission or a suggested donation are not admission events and do not need to follow these procedures.

1. Tickets for events sponsored by student organizations and University departments (lectures, concerts, plays) may be sold either at staffed lobby booths or the Bookstore. Sales must be in accordance with University solicitation regulations (*UWS 18.11(8)*), as well as the Ticket Preparation, Advance Sales and Distribution Procedures available from Student Involvement. If the event will be held in a Peck School of the Arts (PSOA) facility, the PSOA Box Office may also be an option for advance ticket sales.
2. “Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, event or performance given by or under the auspices of the University of Wisconsin System, or an institution or center of the University of Wisconsin System, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed on the ticket or other evidence of the right of entry.” Source: Chapter UWS 18 CONDUCT ON UNIVERSITY LANDS— *UWS 18.08(12) (a)*.
3. “No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket.” Source: Chapter UWS 18— *UWS 18.08(12) (b)*
4. Any unsold tickets must be returned to Student Involvement. Failure to return these tickets will result in the student organization being held financially liable.
5. Any on-campus group activity which is held in the Union and which produces revenue (sales, solicitation, admission charges, donations, etc.) must be registered with Union Event Services office. A University cashier and security may be assigned to such events. If they are, the organization may be charged for those services.
6. For admission events, the sponsoring organization is responsible for applicable rental charges, ticket sales and collection of admission charges unless otherwise specified by Union Event Services.
7. Revenue generated by the use of segregated university fees must be returned to the organization’s segregated university fee account. This applies to admission fees collected at events that are subsidized (in any form) by segregated university fees money. Revenue collected at the door will be deposited by the University cashier and transferred to the segregated university fee account administered by Student Involvement.
8. For non-segregated university fee admission events sponsored by student organizations, the University Cashier will deposit the collected door receipts with Union Operations. After the deduction of the rental charge due the Union, any excess door receipts will be transferred to the student organization’s segregated university fee account within 30 working days after the event. It sometimes takes 60-90 days after the event to cut a refund check to the organizations.

For additional information see sections *Admission Events*, *Ticket Policy for Admission Events (this includes events with a suggested donation)*, *Ticket Policy for Charitable Events*, *Ticket Preparation, Advance Sales and Distribution Procedures (for tickets sold by students)*, *Admission Event-Conference Hosting* and *Refund from Revenue* in this Manual.

ADVERTISING

If using State funds, student groups should contact Student Involvement prior to any purchase of advertisements to ensure UW-Milwaukee purchasing guidelines and contractual relationships are followed. Failure to follow university purchasing policies will result in reimbursement requests being denied (UWM ASM Policy: 3.3.11 Ordering Advertising, www.bfs.uwm.edu).

On-campus

(See Publicity and Publications Responsibilities, and Solicitation)

Off-campus

Student sponsored events funded by segregated university fees may be advertised off campus, including paid advertisements in non-campus media, provided the following conditions are met:

- a. The event has been designated “open to the public” by the sponsoring student organization.
- b. In the case of admission events, different rates for students and nonstudents have been established and stated as part of the advertising.

Exceptions to the provisions of this policy must be approved by the Union Director (in the case of the UWM Union) or the Dean of Students for non-Union activities.

(See also Publicity and Publication Responsibilities, Logotype and University Symbols, and University Housing.)

ALCOHOLIC BEVERAGES

Chapter UWS 18.09(1) (a) and (b)

“(a) The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

“(b) No person may procure, sell, dispense, or give away alcohol beverages to any person contrary to the provisions of Ch. 125, Stats.”

Serving Alcoholic Beverages

The following guidelines are for the serving of other alcoholic beverages on designated campus properties.

- a. All alcoholic beverages on the UWM campus will be provided and served by the UWM Dining Services, or the University Housing. Recognized campus groups requesting such service will be charged the cost of the beverages served and the service provided. No alcoholic beverages are to be brought to the campus other than through UWM Dining Services or University Housing (residence hall rooms excluded). Contact Catering at 229-3733.
- b. Alcoholic beverages can be served only on a reservation basis in designated areas with eligibility checking to take place at entry points. Areas in which alcoholic beverages can be served are the Alumni House, Chapman Hall, Golda Meir Library Conference Center and American Geographical Society Collection Room, the Fine Arts Gallery, and the UWM Union.
- c. The Secretary of the University on rare and unusual occasions can designate another campus facility (except those above) where alcoholic beverages may be served. When recognized campus groups request such an exception, a written notice must be sent to the Secretary of the University justifying the request three weeks prior to the time of the event. It should be understood that even in those cases where exceptions are made, the UWM Dining Services or the University Housing has the responsibility for providing the liquor. A 2 weeks’ notice is needed to process alcoholic beverage requests.

ANTI-DISCRIMINATION POLICY

All student organizations must be in compliance with the following UWM antidiscrimination policy, unless granted a legal exception.

No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, student organization, program, course or facility of the University of Wisconsin-Milwaukee because of difference based on race, color, creed, religion, sex, sexual orientation, gender identity, national origin, disability, age, pregnancy, marital status, political affiliation or belief, arrest or conviction record, veteran status, or any other protected group as documented by applicable federal or state laws.

The Dean of Students (229-4632), the Office of Equity/Diversity Services, (229-5923), and Student Involvement (229-5780) are available to assist students in these matters. For more information and a copy of the complete policy or brochure, contact the Office of Equity/Diversity Services (229-5923).

BOOKKEEPING

Your student organization should set up a bookkeeping system if you collect membership dues, plan non-segregated university fee activities, or collect money for any other reason. A monthly invoice system should be set up to track payments by individuals or organizations in debt to your group. The invoices must contain the following information:

1. Name of your organization and the statement “Student Organization at UWM,”
2. Name and address of debtor,
3. Amount due and due date,

4. Description of goods/services for which credit was extended.
5. Your student organization should keep a copy of all invoices sent to debtors. A receipt should be issued when payment is received.

(Also see *Managing Your Money* section in this Manual and the *Quick Reference Handout: Bank Accounts*.)

BUDGETS

All student organizations should elect or appoint a financial officer or treasurer to manage their financial matters. The financial officer should keep the officers and members informed about the organization's financial activities on a regular basis. It is best if a new financial person visits Student Involvement for training in order to understand the financial responsibilities of their position.

You do not have to be a financial "whiz kid" or an accounting major to keep the books. Financial planning starts with organizing a budget for your organization. The budget can be a single sheet of paper showing the organization's projected income and expenses for the next year. The number of transactions, programs, projects and activities your organization handles will determine how complex a budget you will need.

The budget should be simple, easy to follow and realistic. Do not overestimate your income. You must project all expenses for projects, office operations and planned activities. Keep old budgets on file so they can be used as a resource in developing new ones.

Review your budget monthly and reconcile with account statements and note any inconsistencies or problem areas. Ensure that the organization is keeping a documented reconciliation of your expenses. This will assist you in maintaining the integrity of your organizations' funds (See also *Debt, Financial Responsibilities of Student Organizations, Funding, and Segregated University Fees*)

CATERING

[October 2016: Many catering policies and options are being reviewed and modified at this time. Please contact 20/20 Catering for the newest information on policies and options for student organization events. 20/20 Catering, Union, 3rd Floor, Aisle B (Offices 326 & 329), (414) 229-3733 or (414) 229-6691 or email at 2020-catering@uwm.edu]

Catering at UWM may be provided by UWM Restaurant Operations or 20/20 Catering. Wisconsin Health Regulations prohibit user groups from preparing and/or bringing in their own food; see Exception A. The use of non-University caterers must meet criteria listed in Exception B., a-f. To comply with the University and UWM Union guidelines, all alcoholic beverages must be supplied by 20/20 Catering.

Exception A: Bringing own food on campus for a meeting or event.

For closed events that are not open to the general public, permission may be granted to registered student organizations to provide their own food for non-catered events if the following conditions are met:

1. The event is restricted to Union meeting rooms or Fireside Lounge.
2. Attendance is restricted to 150 or less.
3. No food will be prepared or cooked on site.
4. The organization will furnish their own equipment, serving utensils, warming trays, etc.
5. The organization will be responsible for cleanup and garbage disposal.
6. Outside businesses may not cater events in the UWM Union.
7. Alcohol is not allowed.

Exception B: Non-university caterers may be used under the following conditions:

1. Caterer is appropriately licensed by local authorities.
2. The caterer is able to provide a certificate of insurance as required by the UW System Risk Management Policy and Procedure Manual.
3. If university funds are used, state purchasing procedures must be followed.
4. The UWM Guidelines contained in S-5 for the Service of Alcohol are strictly followed. (If alcoholic beverages are to be served at such events, Restaurant Operations must have exclusive authority to dispense them.)
5. The university sponsor of the catered event makes adequate arrangements for the safe and sanitary disposal of food refuse as well as any general clean-up that is required after the event.
6. If the facilities of either the UWM Union or Residence Halls are used, all catering arrangements (including those with a specialty caterer) will be handled by UWM Restaurant Operations.

Procedures for use of a non-university caterer:

1. The organization must meet with the Catering Manager - with caterer's name - two weeks prior to the event to allow for processing all paperwork.
2. UWM Restaurant Operations will contact the caterer and make all event arrangements including menu, licensing, insurance, purchasing requisition.
3. Outside caterers cannot use any Restaurant Operations space: kitchens, coolers, freezers, etc.; cannot use any Restaurant Operations equipment: china, utensils, tables, linens, etc.; cannot use any Dining Services personnel; will not have access to water or ice from any Restaurant Operations space.
4. A pre-event walk-through will be scheduled with the caterer to define their responsibilities. Failure to participate in this walk-through does not waive the caterer's responsibilities for the event.
5. UWM Restaurant Operations will bill the organization for all services by the caterer plus a 25% service fee.
6. The event sponsor is responsible for securing the space for the event and for any associated charges or fees for the space.
7. All arrangements must be completed a minimum of three business days prior to the event.

CHALKING POLICY

Chalking messages and postings chalked on walking surfaces with outdoor exposure are legal postings on University property with water-soluble chalk. All other forms of chalking (i.e. walls, unexposed areas) are forms of graffiti and will be treated as an act of vandalism. *This suspends a portion of UWS Chapter 18.12[updated August 2009] for registered student organizations, approved November 6, 2000.*

Spray chalk must easily dissipate in the rain; some products require power washing to remove. Use of a product that requires power washing will be regarded as vandalism – read the product label carefully. Students found chalking on surfaces other than outdoor exposed areas may be ticketed.

CHARITABLE ORGANIZATIONS

Registration

An organization which solicits and receives contributions in excess of \$5,000 annually must register with the Wisconsin Department of Regulation and Licensing. A charitable organization means a business entity that is described in section 501(c) (3) of the Internal Revenue Code and that is exempt from taxation under section 501(a) of the Internal Revenue Code, or a person who purports to be established for a charitable purpose. Charitable purpose means a purpose described in section 501(c) (3) of the internal revenue code or as benevolent, educational, philanthropic, humane, scientific, patriotic, social welfare or advocacy, public health, environmental conservation, civic or other eleemosynary objective. (See the Internal Revenue Service website at www.irs.gov)

Fundraising in Wisconsin

If your organization received over \$5,000 in a fiscal year (regardless of whether solicited or unsolicited), you will need to contact a financial tax specialist or tax attorney to determine if your groups must submit a “Charitable Organization Annual Financial Report” (Form #308) for that accounting period (for more details on this requirement see Wisconsin Department of Revenue, <http://drl.wi.gov/prof/char/form.htm>). You may, however, file IRS form 990 (not form 990EZ) in lieu of Form #308, along with “Wisconsin Supplement to Financial Report on Form Other Than Form #308” (Form 1952). Due to the complexities of tax law, it would be best to consult the appropriate tax professionals before implementing a large scale fund-raising project.

Except as provided in Wisconsin §§440.42(5), no charitable organization may solicit in this State or have contributions solicited in this State on its behalf unless it is registered with the department. Every charitable organization which receives \$5,000 or less in contributions is exempt from filing an annual report, but must submit an affidavit. The organization may file on Form #1943.

Please refer to “Charitable Solicitations” at <http://www.legis.state.wi.us/rsb/code/rl/rl005.pdf>. (See also *Tax Filing Requirements*)

Charitable Fundraisers Co-Sponsored with Charity

Student organizations may conduct charitable fundraising activities co-sponsored with and on behalf of a charitable organization. In some cases, special financial procedures can be used. Such activities require specific information and approvals. The charitable organization must demonstrate current 501(c) 3 status with the Internal Revenue Service (IRS) and compliance with the Wisconsin Department of Financial Institutions (DFI) in accordance with Chapter 202 Subchapter II SOLICITATION OF FUNDS FOR CHARITABLE PURPOSES.

For additional information and assistance please contact Student Involvement at 229-5780 or at activities@uwm.edu at least eight weeks prior to the proposed event date.

CLOSING HOURS

- a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods shall be posted in at least one conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the building.
- b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.
- c) For the purpose of par. (b), "person authorized to be present" means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.
- d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public. (Chapter UWS 18.07(2))

COMPUTER POLICY AND GUIDELINES (Student Involvement Network)

Student Involvement Network is an extension of the educational environment at UWM. It is intended to be used for purposes allowed by State and University regulations. Student Involvement is facilitating the connection of the Student Organizations to the campus network and is not responsible for any service interruptions. The campus network availability may change without prior notice.

1. Only student organization members, faculty/staff advisors and staff are authorized to use the Student Involvement computer network at UWM. You may not permit anyone else to use your computer or account.
2. All federal and state laws applicable to your computer usage will be enforced on student organization computers. This includes (but is not limited to) violation of copyright laws (illegal software or media), hacking (obtaining or using unauthorized information), forged identity, and other types of malicious activity. Violation of this policy may result in loss of connection.
3. Computers and equipment purchased by segregated university fees may not be used for academic (classes or other credit producing activities), personal, political, commercial gain, or other purposes not authorized by the University and UW-System policy.
4. Persons may not use University IT resources to promote or solicit sales for any goods, services, unauthorized charities, or other contributions unless such use conforms to UWM rules and regulations governing the use of University resources or unless such efforts are on behalf of a student organization recognized by the University. Conformation to the rules and regulations for student organizations will be enforced by Student Involvement Network Administration. Except for research collaborations, no one may use University IT Resources to promote or advance the interests of any for-profit non-University entity, group or organization for commercial purposes unless appropriately authorized.
5. Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution. The appropriate due process and policies will be followed depending upon whether faculty, academic staff, classified staff or students are alleged to be involved.
6. Digitally sharing copyrighted materials is illegal and also violates University policy regarding use of the campus network.

Guidelines

Computers and other equipment purchased by segregated university fees for student organizations are university property and are managed by Student Affairs IT Services. Only authorized university staff members are allowed to make repairs, upgrades or improvements to computers or other university equipment. Students cannot dispose of, give away, or take equipment off campus. This includes moving a machine to another campus location. All technology issues and problems should be brought to the attention of Student Affairs IT Services.

Prohibited Activities

1. Sharing your personal access accounts with others is prohibited.
2. Peer-to-peer file sharing is strictly prohibited.
3. Student organization computers and equipment should not be used for academic credit producing activities.
4. Students or organizations may not use university resources or equipment, which includes UWM email accounts, for political activity.
5. Commercial use of University facilities is strictly prohibited at all times.
6. Attempting to break into any computers or use any other person's computer or account without their

permission is prohibited.

7. Attempt to forge mail messages, news postings or otherwise represent yourself as someone else is strictly prohibited.
8. Attempting to circumvent policies or network restrictions by reconfiguring your computer to unauthorized settings is prohibited.
9. Student organizations may not extend the single network connection provided.
10. Student organizations may not set up a server of any kind using a port in the Student Organization's assigned space.

Special Notice

Student Affairs IT Services manages the network using technologies that include active monitoring and port scanning. All university records, including electronic files and e-mail may be subject to disclosure under the Wisconsin Public Records Law. (See also *Copyright, Equipment Policy, Software Policy, and WWW Home Pages*)

CONTRACTS USING SEGREGATED UNIVERSITY FEES

If an organization is planning an event, and is using segregated university fees to pay a speaker or performer (done only under a UWM contract or UWM contract rider), the organization must arrange a meeting with a Student Involvement professional. Please schedule the meeting 5-6 weeks in advance of the event, or it may not be possible to process the contract paperwork in time for the event. Contracts and related documents must be completed, signed and turned in to Student Involvement no less than 30 days prior to the event date. Student organizations are not authorized to sign contracts or make verbal commitments when using segregated university fees.

If the organization is not using segregated university fees, the group should still schedule a meeting with their Student Involvement Liaison Advisor in order to review the details of any arrangements that may involve University resources (facilities, audio/visual, or space allocation). Students must submit a contract to the University for any speaker they bring to campus, even if the speaker is not being paid (See also *Guest Speakers*). Student organizations are solely responsible for their financial commitments. Student organizations may not contract for any services or goods, nor imply that the University in any way supports or approves of the event, activity or contractual arrangements.

Student organizations which are currently registered with Student Involvement, and in good standing, are eligible for access to University facilities, subject to applicable rules and policies governing the facilities. This access does not permit student organizations to sponsor any non-University or unqualified group for the use of University facilities, except in the UWM Union.

COPYRIGHT

Using Copyright Material

In the United States Code, Title 17, Section 107 of the Copyright Law allows for the "fair use" of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. The Fair Use Doctrine allows for limited use of copyrighted materials without obtaining permission from the copyright holder, but the limitations are significant. The factors to be considered in determining if the copying is fair use are:

1. The purpose and character of the use (education is more likely to be fair use and use that causes the work to be used for a new purpose is more likely to be fair use)
2. The nature of the copyrighted work (a fact-based work is more likely to be fair use than a creative fictional work)
3. The amount and substantiality of the copied portion compared to the work as a whole (a small portion and/or not copying the "best" portion(s) of the work is more likely to be fair use)
4. The effect of the use on the potential market (copying that does not cause someone to not buy the whole work is more likely to be fair use).

Computers and Software

UWM provides access to computers, databases, electronic mail, the Internet, software, and other University information technology resources to its faculty, staff and students, as well as community members, in order to facilitate the pursuit of excellence in the University's missions of scholarship, learning, teaching, research, and service. Computers in student organization offices are owned by the University and access to them is a privilege granted to registered student organization officers and their student members.

In order to preserve access to University IT Resources for the entire community, everyone is expected to know and adhere to the appropriate University, state and federal regulations and guidelines. The Federal Copyright law says that anyone who purchases a copy of software has the right to load that copy onto a single computer and to make another

copy for “archival” purposes only. It is illegal to use that software on more than one computer or to make or distribute copies of that software for any other purpose, unless specific permission has been obtained from the copyright owner.

For the software on student organization computers, you may not share, duplicate or redistribute the software executables, serial numbers, activation codes or installation CDs to anyone, including other UW System employees. You may not use the home use rights to install software on a university-owned computer, including a licensee’s laptop or second university-owned computer. Students are responsible for adhering to the terms and conditions of the campus computer policies. Failure to comply with software licenses is a violation of U.S. Copyright Laws and the UWM Software Use Policy, https://www4.uwm.edu/uits/campus/policies/computing_policy.cfm.

Peer-to-Peer File Sharing

Do not download or share, using the Internet or other means, copies of unlicensed copyrighted items such as movies, games, music, television programs, electronic books, other programs and/or software. Downloading and making these copyrighted materials available to others through use of computing peer-to-peer software or other means is illegal. (See https://www4.uwm.edu/uits/campus/policies/computing_policy.cfm.) The Digital Millennium Copyright Act (DMCA) of 1998 (<http://www.copyright.gov/legislation/dmca.pdf#search=%22dmca%22>) made it illegal to republish copyrighted information by downloading, uploading or file-sharing media such as music, movies, or software. The DMCA protects copyright holders from unauthorized distribution of their work. Digitally sharing copyrighted materials is illegal and also violates University policy regarding use of the campus network.

Showing Movies on Campus

In most instances, permission should be sought before displaying movies publically on campus, regardless of whether admission is charged.

Copyright owners, among other things, have the exclusive right to authorize others to display their work publically. Generally speaking, what this means is that permission needs to be obtained before showing a movie in a public place (including an auditorium or meeting room). It does not matter whether admission is charged or not. If more than a handful of people are invited to attend the movie, if open invites are extended, or the viewing is advertised, it is likely that the viewing is public and requires permission. Small private showings (i.e. a handful of people who have been specifically invited, a few friends in a dorm room) do not typically require permission.

Some exceptions to this general rule do exist. Pursuant to Section 110(1) of the Copyright Law, movies can be shown without permission in a face-to-face teaching setting. Most commentators (and Universities) interpret this to mean that a faculty member needs to be showing the movie in connection with his/her class. (The movie does not, however, have to be shown during scheduled class time.)

A movie can be shown if it falls under the “fair use” exception to the copyright law. (*See Using Copyrighted material above*). Entire movies shown by students to large groups for mostly entertainment purposes would not fall under the fair use exception

CO-SPONSORSHIP WITH NON-UNIVERSITY GROUPS

Any co-sponsored activities must be consistent with the role of the University as a nonprofit and educational institution. Sponsorship may be done for the benefit of any recognized charitable or educational group. It is normally expected that such groups shall submit a federal tax exempt status number or a statement on an official publication of the group identifying the group as tax exempt.

When sponsorship of Union facilities is undertaken by a student organization, the group assumes the full responsibility for compliance with all applicable University policies and any financial obligations relating to the program, including advance deposits when required. An authorized representative of the group must make arrangements with University officials and the event must be monitored by the group.

When a UWM student organization plans a segregated university fee-funded event co-sponsored with a commercial, for-profit corporation, the details of any agreements must be made available to the SA Senate Appropriations Committee (SAC) and Student Involvement before any segregated university fee monies can be approved for that event.

“Any contracts drawn between the University and a non-University group under the above policies shall:

- a) Provide for recovery of costs for such usage to insure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
- b) Note that authorized use of facilities does not in any way constitute University or State endorsement of the

- using organization, its view or objective, or program content.
- c) Be limited to uses that do not interfere with primary University uses for which the facilities were intended.”
(UWS Chapter 21).

Any advertising for a segregated university fee funded event may incorporate the logo of a commercial, for-profit, nongovernmental, non-educational corporation, only if the logo of the non-University group is no larger than one-half the size of the logo of the student organization sponsoring the event. Photographs or other renderings of the product are prohibited, unless the product and logo are one and the same.

For assistance in developing co-sponsorship agreements, please contact Student Involvement at 229-5780 or by email at activities@uwm.edu.

DEBT

Student Involvement holds student organizations financially responsible in the following situations and will send invoices:

1. If the group is ineligible for or does not have segregated university fees but wants to use University services;
2. If the student organization has overspent its segregated university fee account;
3. If the student organization violated university policy and is sanctioned to repay any segregated university fees related to the violation.

If the student organization fails to pay the amount due it may lose its charter, recognition and University privileges. Organizations that do not pay their debt may have holds put on their officers' records and/or referred to the Dean of Students for disciplinary action.

Organizations failing to pay for services rendered by the University, such services having been properly authorized by the group, shall be denied the use of University facilities and placed on an “outstanding debt” list until such time as the debt is cleared or satisfactory arrangements for payment have been made.

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

DONATIONS

Student organizations may solicit donations or host events where donations are collected. Student organizations should contact the Federal Internal Revenue Service (IRS) and State Department of Revenue for specific information or requirements for how this money may be used. If segregated university fees paid for a portion of the event or activity where the donations are being collected, then all the money donated must be deposited in the organization's state agency account in Student Involvement. Any fundraising or other money deposited in a State agency account will be treated and maintained as State funds. State funds cannot be used for gifts, donations, or contributions.

(See also *Charitable Organization, Funding and Refund from Revenue* in this Manual and visit the Internal Revenue Service (IRS) at www.irs.gov or the Wisconsin Department of Revenue at www.dor.state.wi.us)

DISORDERLY CONDUCT

No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands. (Chapter UWS 18.11(2))

EMPLOYMENT IN STUDENT ORGANIZATIONS

The SA Senate Appropriations Committee (SAC) does not fund student salaries. Student organizations wanting to employ a student must qualify for and be granted funding from the Senate Finance Committee. If approved by the Senate Finance Committee and the Student Senate, organizations may use their segregated university fee allotment to pay student salaries. The student paid will be considered an independent contractor (See Administrative Services Manual Policy 2.4.3, www.bfs.uwm.edu) and will not have any employment relationship with the university. The student paid will be responsible for 100% of the FICA and Medicare taxes associated with this employment. A student must have a valid United States Social Security Number to be paid by segregated university fees.

Student organizations will be required to verify and approve time sheets for any student being paid. The Business Manager in Student Involvement will provide the organization with a list of dates when time sheets are to be turned in. Late forms will not be processed until the next time period.

EQUIPMENT POLICY

Items allocated to student organizations by the Senate Appropriation Committee (SAC) or purchased by a student group using a segregated university fee account are University property and may only be used for purposes allowed by State and University regulations. These items may only be used for the organization's activities and must remain on campus, unless Student Involvement has approved off-campus use and/or storage of the item(s). Items purchased by segregated university fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by the University and UW-System policy.

Student organizations allocated equipment may be held responsible for the equipment's loss, damage, or theft. Equipment, including computers and phones, may only be used for your student organization's activities.

All equipment (telephones, fax machines, computers, etc.) is the property of the University. Student Involvement maintains records of all student organization segregated university fee inventory items and must know where these items are being stored. If the equipment is loaned to another organization, Student Involvement must be notified. Inventory will be taken by a Student Involvement staff member on a periodic basis.

If, at any time during the year, your organization wants to get rid of the equipment, an officer needs to let Student Involvement know, in writing, and the office will ensure that it is disposed of in accordance with University and State guidelines. You cannot simply dump it, turn it in to SAC, or take it home. If equipment is stolen or lost, the organization is responsible for reporting it to Student Involvement immediately. Student Involvement will file a report with the University Police for any stolen or missing equipment. The officers of the organization are legally responsible for the items inventoried by Student Involvement.

EVENTS, ACTIVITIES AND PROGRAMMING

Student organizations provide many events, activities and programs for students, the campus and the community. These activities enrich student experience and contribute to the overall education of students. Student organizations are strongly encouraged to seek program planning expertise and advice as early as possible (at least 6-8 weeks in advance) in the planning process. There are a variety of helpful planning forms in PantherSync for student organizations including the "Event Planning Start Up" form. Assistance is available from Student Involvement Organization Liaisons (229-5780) and the Union Event Services office (229-4828). (See also *Guest Speakers*, *Program Planning*, and *Union Building Services* in this Manual.)

FALSIFICATION OF RECORDS

Addresses and phone numbers of student organization representatives or officers must match University records, or the student must provide evidence to verify the accuracy of the information listed. It is the right of the University to expect, and the responsibility of the officers of an organization to give, accurate data in all statements made (financial and otherwise). Evidence of falsification may subject the representatives or officers and/or the organization to disciplinary action. (*UWS Chapter 17.09(11)*)

FINANCIAL RESPONSIBILITY OF ORGANIZATIONS

At the beginning of each fiscal year, the Business Manager in Student Involvement sends out a letter to each organization that requested and received a segregated university fee allocation. It is the duty of each organization's primary officer to make sure someone from his or her organization meets with the Business Manager to set up accounts. Not doing so may result in the loss of funds and/or the inability for expenditures made prior to the account being formed to be reimbursed.

Role of the Faculty/Staff Advisor in organizational financial matters

All registered student organizations at UWM are required to have a Faculty/Staff Advisor in compliance with University of Wisconsin System Financial Paper 50 (UWS Policy F50). Although control and decision making in all student organization matters must remain in the hands of students, advisors can be a great help in guiding leaders and members in developing sound decisions in these matters. Student Involvement will provide Faculty/Staff Advisors of record with copies of segregated university fee budgets for the organization(s) they advise. It is helpful to have an organization's advisor attend meetings with Student Involvement staff with regards to event planning and segregated university fee fund expenditure and management (but not required).

Responsibility for Keeping Records of Student Organization Funds

Segregated university fees: Student organization segregated university fee accounts, which are maintained by Student Involvement and other University offices, are considered public records in accordance with State law. As such and upon reasonable notice, these records are open to inspection by any interested person. Copies of these records are

available with the expense of duplication to be paid by the requester. (*See also Public Records*)

Other Funds: All student organizations receiving segregated university fee support along with any student organization using University facilities must agree, as a condition of such support or use, to provide financial records, if requested, indicating specific revenues and expenditures for the particular event for which they received support or used the University facility. This is required by UWS Financial Policy Segregated University Fees F50, <http://www.uwsa.edu/fadmin/fppp/fppp50.htm>. Guidelines for student organization financial record-keeping are available from Student Involvement. Under no circumstances are personal and organizational funds to be mixed. Failure to keep accurate student organization financial records could result in various penalties.

Debts Owed the University by Student Organizations

Organizations failing to pay for services rendered by the University, such services having been properly authorized by the group, shall be denied the use of University facilities and placed on an “outstanding debt” list until such time as the debt is cleared or satisfactory arrangements for payment have been made.

Financial Responsibility of Student Organizations to Agencies/Organizations/Vendors outside the University

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

Entertainer/Performer Contracts

If an organization is planning a campus event and is using segregated university fees to pay a speaker or performer (done only under a UWM contract or UWM contract rider), the organization must arrange a meeting with a Student Involvement professional. Please schedule the meeting 5 - 6 weeks in advance of the event. The meeting is held to acquaint all organization officers with the following:

1. Legal and ethical responsibilities involved in major programs;
2. The required forms and processing time needed to arrange for payment of performers and services. (See also Contracts Using Segregated University Fees and Managing Your Money section in this Manual.)

FIRE SAFETY

For fire safety reasons, candles and other open flames are not allowed in campus buildings. Battery operated candles are available for checkout through Union Event Services. For the specific policy, see UWS Chapter 18 Conduct on University Lands, 18.10(4) Fire Safety.

FOOD SALES POLICY

All food sale requests considered under this procedure must be from recognized student organizations at UWM for the purpose of fund raising. A Food Sales Permit Application can be obtained in the Union Event Services office, Union Suite 300. To be issued a permit, a student group must show that it will follow the guidelines and procedures associated with a food sale. All student organization food sales must be held in a manner consistent with the health and safety standards of the City of Milwaukee. All such sales are subject to site inspection. If sales violate standards, they are subject to immediate closure.

The student organizations are solely liable for the food they sell. Each student organization is limited to 5 food sales per semester. Only one food sale per day may be scheduled. Requests will be handled on a first come, first serve basis. Forms must be turned in at least 10 days prior to the intended event and no more than six (6) weeks in advance.

This procedure addresses single-day food sales held outside the UWM Union only. Bake sales held in the Union Building are coordinated by the Union Reservations & Event Planning Office. Continuous sales or selling of food longer than one day is not allowed at UWM.

Continuous Sales Exceptions:

Continuous sales or selling food longer than one day is not allowed at UWM. These guidelines are for the purpose of permitting student organizations to sell limited types of nonperishable, prepackaged food (donuts, chips, candy bars, etc.) in their assigned office space without a permit, only if they meet the following criteria:

- Sales are primarily to their members.
- The office is not staffed for primarily for the sale of food.
- No individual personally profits from the sale of food or is paid to staff the office.
- No advertising or marketing of the sale of food is done.
- The sale does not use public space and is not displayed in a window that is seen publicly.

- No food requiring heating or preparation may be sold.
- Prior approval by the UWM Dining Services Director is granted.

If any one of the above criteria is not met, the student organization cannot sell food in its office space. All such sales are subject to site inspection. If sales violate criteria set, they are subject to immediate closure. (*See also Lobby Tables in the UWM Union.*)

FREEDOM AND RESPONSIBILITY OF ORGANIZATIONS

The freedom of action granted to a registered organization implies a responsibility for developing the direction, scope, and character of the organization in promoting the educational mission of the University. This freedom of action is limited only by the stated purpose of the organization and the rules and regulations imposed on the organization by the University and society. Students are reminded that they are subject to Municipal, State and Federal laws. The University expects that all student organizations will prevent the occurrence of unlawful actions in connection with their activities.

Established regulations are primarily intended to protect all parts of the University program from interference from each other and from duplication of effort. Because students share in the establishment of policies and regulations, it is expected that student organizations dissatisfied with these policies will address themselves to the Student Association, Union Policy Board or Student Involvement. Acceptance of established procedures of government is a part of the responsibility undertaken by a student group in becoming chartered as a student organization at the University.

Freedom from Obstruction

Those who attend a speech or program sponsored by student organizations, University departments, or other authorized groups, have the duty not to obstruct it and the University has the obligation to protect the right of those who choose to listen or participate.

Freedom of Expression

Freedom of inquiry, discussion, and expression (as recognized by the First Amendment to the United States Constitution) is indispensable to a free society. The University has a place in such a society and particularly needs this freedom for its own purposes and to contribute to society in a useful way.

Accordingly, the University and these regulations do not restrain the views that students or others may seek to present. The regulations do not require approval of expression. The regulations are concerned with logistical aspects (time, place, and manner) of the events regulated, and then only within the laws governing freedom of speech under the First and Fourteenth Amendments and other sources.

Moreover, the University encourages students and student organizations to exercise this freedom in participating in the business of the University, academic community, society and the world in general. Similarly, the pursuit of truth and the expression of opinions and creativity, especially in a University context and with University facilities, is encouraged when helpful to and desired by students.

Scope of Student Freedom

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

University Policy on Student Freedom

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

FUNDING

Obtaining the funding to run your organization's activities is very important. There are very few things that can be done with no cost expended, so your organization needs to budget for every activity it does, right down to printing your meeting agendas. There are several methods to obtain funds for your student organization. Before you ask for money, do your homework on past grants or sources of income for your organization.

Sponsorships

One way to get your organization to receive resources is through sponsorship. If your organization is attached to a university department, talk to the department chair about making an investment in your group. Do not focus only on money; let them know what you can offer in return. Remember donations such as phone use, office supplies, copying, typing, and other free materials are helpful. If your club needs equipment, talk to local distributors about giving you a deal on the price in exchange for displaying the company name. Student groups contribute many things to the university, in addition to the surrounding community, so do some brainstorming and go find some sponsors!

Membership Dues

If you decide to have membership dues, collect a set amount of money on a regular basis (e.g. once per semester or once per year). Set a reasonable amount that corresponds to the benefits or services the member will obtain from the organization. Make sure the rules regarding the collection of dues, penalties for late payment or nonpayment, and procedures for being exempt from dues is clearly written in the organization's constitution and/or bylaws.

Segregated University Fees

To apply for segregated university fees, student organizations must be registered with Student Involvement at the University of Wisconsin-Milwaukee. Funding requests (grants) may be made using the Treasury Budget tool in PantherSync. The Student Allocation Committee (SAC) has two major budget cycles per year, one for spring and one for fall.

Eligible organizations must submit an accurate SAC request by the posted due date. An officer of the organization requesting funds must attend the SAC meeting at which the request will be considered. Funds become available for use only after the Student Association (SA) President has approved the Senate's recommendation. Any student organization receiving an approved allocation must go to Student Involvement to set up accounts and activate the allocation. Any expenditure of funds prior to the SA President's signature will not be reimbursed. Grants can only be used for the purpose for which they were allocated. Any money allocated but not used at the end of the fiscal year will be returned to the SAC. You may contact SAC at sa-sac@uwm.edu.

(See also *Segregated University Fees* and *Getting Money* section of this Manual)

FUND-RAISING ACTIVITIES

The selling of subscriptions, memberships, admission tickets, conference registrations and other fundraising activities carried out by student organizations need permission from the University prior to being held on campus. If the fundraising event is to take place in the UWM Union, contact the Union Reservations & Event Planning Office (229-4828) for the specific procedures and regulations that apply. Student organizations planning revenue producing events on campus other than the Union building should contact Student Involvement for procedures and policies applicable to their activity. Some activities are restricted or prohibited under University policy or State law. You should be familiar with both the approval procedure and limitations before you undertake a fundraising activity. A Student Involvement staff member can assist you with this process.

Sales Tax

Organizations must be aware that they may be liable to pay sales tax on some of their fund-raising efforts. Even if your organization has a tax-exempt number, sales tax may need to be collected. For forms or questions about Sales Tax, visit <https://www.revenue.wi.gov/>.

(See *Sales Tax Policy* and *Tax Filing Requirements* for more information).

Seller's Permits

Some fundraising activities may require a seller's permit. Failure to obtain the proper permit(s) could result in the sale being stopped and/or fines imposed. For forms or questions about Sales Tax, please call the Wisconsin Department of Revenue: 608-266-2772 or visit <http://www.dor.state.wi.us/>.

Ticket Sales

1. Ticket sales within the Union will require a University Cashier at the door.
2. Ticket sales outside of the Union are the responsibility of the student organization (per ticket policies).
3. Sales Tax must be collected, when appropriate, from any sales and reported to the Wisconsin Department of Revenue.

(See also *Admission Events* and *Ticket Sales*)

Food Sales

A UWM Food Sales permit is required in order to sell food (brats, hot dogs, baked goods etc.) on the UWM campus. Failure to obtain the proper permit(s) could result in the sale being stopped and/or fines imposed. (See *Food Sales* for more information.)

GUEST SPEAKERS

Guest Speaker Events are those with a speaker who is not a UWM student, faculty or staff member. The rights of students to invite guest speakers:

- 1) Registered student organizations may invite to campus any person of their own choosing, but must schedule the appearance in accordance with procedures contained in this manual and other applicable university regulations.
- 2) The views and opinions expressed by a guest speaker should not be construed as approved or endorsed by the sponsoring group or by the University.
- 3) The University does not regulate the content of speeches.
- 4) Duties of student organizations when sponsoring guest speakers:
 - a) A student organization sponsoring a speaker should choose the person freely, without control by an outside group, and be satisfied that the speaker is qualified to address a University audience on the proposed subject.
 - b) A University Contract must be filled out at least four weeks prior to the event (if no compensation is being requested, use the Non Paid Performer Contract) and submitted to Student Involvement in Union 355.
 - c) Members of an audience should be given a reasonable opportunity, if appropriate, to ask questions at the end of the presentation.

Student organizations that wish to arrange for a guest speaker event that includes a book signing/sales component should contact the Union Event Services office (229-4828) to make these arrangements. (See also *Contracts Using Segregated university fees*)

HAZING POLICY

Hazing, in any form, by a student organization or members of a student organization is prohibited.

Any student organization or person found guilty of violations of the hazing policy shall be subject to appropriate disciplinary action. In addition, the officers and members of an organization found guilty of hazing can be subject to fines and/or imprisonment under Wisconsin Statutes.

Wisconsin Statute 948.51 Hazing, <http://www.legis.state.wi.us/statutes/stat0948.pdf>

Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; is calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means which impair or destroy an individual's freedom of thought; or, in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling;
- Any activity which causes extreme physical discomfort or excessive fatigue;
- Any morally demeaning, embarrassing or humiliating experience;
- Activities which produce physical, psychological or emotional duress;
- Any unnecessary mandatory activities which interfere with academic class schedules or other scholastic activities;

Suspected hazing activities must be reported to the Dean of Students office (229-4632) or the UWM Police (Emergency 229-9911, on campus phone 9-911 or for non-emergency call 2294627).

HOLD HARMLESS AND RISK LIABILITIES

Student organization registration does not mean the university supports or adheres to the views held or the positions taken by registered student organizations. Responsibility for any action which violates federal, state, local laws or ordinances, or university regulations must be assumed by the individual group's officers and members. In consideration of the privilege of holding any of its events on the premises of the University of Wisconsin System, the organization hereby agrees to hold harmless and indemnify the Board of Regents of the University of Wisconsin System (UWS), its officers, employees and all of its agents from any and all liability, loss, damages, costs or expenses which arise out of the negligent act or omission of any of its members, agents, or invitees to any of its activities held on the premises of the University of Wisconsin System.

Activities conducted by student groups, including some which may occur on the campus of the University of Wisconsin Milwaukee, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability

Program. Student organizations are required to read and sign a verification and liability section on the student organization registration contract and organization profile (org. profile) which acknowledges that student groups have been advised to obtain a special event(s) liability policy at their own expense.

Individuals with specific questions regarding special events insurance or to obtain coverage should contact the UWM Department of University Safety and Assurances located in Engelmann Hall 270 or call 229-6339. UW System Risk Management: <http://www.uwsa.edu/oslp/rm/> and the UWM Department of University Safety and Assurances: <http://www.uwm.edu/Dept/EHSRM/>)
(See also *Risk Management* in this Manual)

HOUSING

(See *University Housing*)

ID CARDS (IDENTIFICATION CARDS)

- a) No person may falsify, alter or duplicate, or request the unauthorized falsification, alteration or duplication, of a university identification card.
- b) No person may knowingly present a false, altered or duplicate university identification card with the intent that such card be relied upon by university employees, university agents, or state or local officials in connection with obtaining services, privileges or goods.
- c) No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user, and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.
- d) University officials may confiscate false, altered or duplicate university identification cards, or university identification cards used in violation of par. (c). (*UWS Chapter 18.08(5)*)

INTERPRETATION AND COMPLIANCE WITH REGULATIONS

A student organization should not assume that it may rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt as to the appropriateness of the activity, the organization should contact Student Involvement, 229-5780.

Official jurisdiction in cases arising from University of Wisconsin System Administrative Code, University of Wisconsin-Milwaukee policies and procedures or State or Federal law violations is with the Dean of Students.

KEYS

- a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.
- b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.
- c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.
- d) (Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official. (*Chapter UWS 18.08(6)*)

Student Organization Offices in the UWM Union

Keys will be checked out to student organization officers after the date Union Policy Board has set for move in and a signed lease is received. Each group is allotted at least 4 keys. Individuals wishing additional keys will be charged the cost to have the keys made. Any organization already occupying an office must turn in a lease by the required date or the office space may be forfeited. Only officers or approved contacts for the student organization may hold a key. Keys must be checked out at the Union Information Desk (In the Union Concourse, ground floor). Officers may not give keys to the next officer or other members. Keys must be checked back into Union Information and then signed out by the new officer. Failure to turn in a key will result in a stop service indicator being placed on student's records until the key is returned.

Lost Keys

Anyone losing a key will be charged the cost to replace the lock(s) and all the keys checked out for each organization in the office. The actual cost will depend on the university locksmith's time spent replacing the lock and making the keys.

LATE NIGHT EVENTS IN THE UWM UNION

Student organizations may request the Union Building to extend building hours to accommodate a special event. The student organization planning the event should contact Union Event Services at least eight weeks prior to an event to have their request reviewed by the Special Security Events Committee. Note: there are no security costs for services rendered by the Union Support Services Department. For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu, online at http://uwm.edu/union/Event_Services/. (See also *Special Security Events Policy* for procedures.)

LOBBY TABLES IN THE UWM UNION

The use of lobby booth space by eligible groups and organizations is limited to:

- The sales of home-baked goods,
- Ticket sales for student organization or University-sponsored events,
- Literature/Information distribution,
- Informational services including booths reserved to explain an organization's purpose,
- Sale of items by student organizations containing - in visible print - the sponsoring organizations name or logo may be sold by registering a list of the items with Union Event Services (shirts, buttons, bumper stickers etc.). Sales must be for the sole purpose of fund raising for the student organization.

First floor booth spaces will be limited to information distribution and bake sales only. Audiovisual equipment will not be allowed in the booth area on the first floor. No amplified sound. Groups have to display student organization name and set up in the space they reserved.

All eligible groups and organizations are limited to 4 half-day booth reservations (8:00 a.m. - 12:00 p.m. and 12:30 p.m. - 4:30 p.m. constitute half days) or 2 full-day reservations per week. Requests for time that overlaps either morning or afternoon hours will be considered a full-day reservation and will be limited to 2 per week. Because of the high demand and limited availability, there will be a penalty for those organizations not showing up for their scheduled lobby booth reservations. Organizations are required to notify Union Reservations & Event Planning of any cancellations two business days in advance of the reservations.

Lobby booth space may be requested a maximum of one month in advance. If available, additional space may be granted at the discretion of the Union Event Services. Lobby booths must be staffed by at least one student member of the organization at all times during the registered time of use. When more than one table is reserved, the sponsoring organization must staff each table.

The purpose of the lobby booth reservation may not be changed without prior notification to Union Event Services. Reservation privileges are not transferable to another organization. Union Event Services will monitor lobby booth reservations. Violations of policies may be subject to penalties.

Nonprofit, non-University organizations must be properly sponsored by a registered student organization or University department. Such sponsorship must be consistent with the mission of the student organization or University department and displayed as part of the exhibit. Non-University organizations providing employment information for UWM students may reserve lobby booth space with appropriate University sponsorship by either a registered student organization or University department.

Non-University organizations and individuals wishing to offer goods and/or services for profit (not including hand-crafted items) will be considered contradictory to the role of the University as being nonprofit and an educational institution and are not eligible for lobby booth space. Therefore, the use of lobby booths by these organizations and/or companies is prohibited.

UW System Policy on the Use of University Facilities by Outside Groups (Resolution 911, UW System Board of Regents) Section VII: Prohibited Use. 1. Commercial/Promotional Use. Events whose primary purpose is the promotion of an outside organization, its products, or are otherwise commercial in nature, except as provided in Wisconsin Administrative Code Section UWS 18.11(8) and UWM Policies and Procedures Section 5.34 are prohibited.

Groups or organizations wishing to sell hand-crafted items should contact the UWM Union Craft Center for space and the rules and regulations concerning such space, 229-5535. For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu, online at http://uwm.edu/union/Event_Services/

LOGOTYPE AND UNIVERSITY SYMBOLS

The University of Wisconsin-Milwaukee Logo and the Athletic Panther Logo are registered trademarks of the university and may only be used by official university offices and departments. These logo marks include the acronym UWM, the two wavy lines, the registered trademark sign, the logo signature, the words University of Wisconsin-Milwaukee, the letters UWM IN ANY SHAPE OR FORM, and the Panther logo in whole or in parts.

Student organizations are prohibited from using the university seal or logos on letterheads, business cards or other identifying materials. The UWM Licensing Office retains the right of approval of all uses of the university's marks. UWM cannot be used as the possessive in any applications including website domain names.

Lauren Abramowski, Licensing Coordinator is available to assist student organizations to meet their individual needs while assuring compliance with the University guidelines regarding the use of logo marks and can also assist with logo design and other needs regarding establishing a brand for your organization. If necessary, she will arrange to meet with your entire group.

The University of Wisconsin-Milwaukee Licensing Office has developed an acceptable logo format for Student Organizations. This logo format can be obtained from: Lauren Abramowski, Union 329, UWM Licensing Coordinator (414) 229-5577, abramow2@uwm.edu

OFFICE SPACE

Student organizations that want to be considered for office space in the Union Building, must submit an Office Space Request Form to the Union Policy Board each spring. The term of the lease is one year and will terminate on the end date. A group with an existing office space has no guarantee that they will be reassigned the same space for the following year. Student organizations should not invest in any item or promotional material that would indicate this is a permanent office space for the group. For more details, see the Union Policy Board information on the UWM Student Union website.

Organizations that want an office in a campus facility other than the Union Building must contact the Building Chairperson for that facility. That request must be approved by the campus department responsible for the space and the Building Chairperson. Due to the extreme shortage of office space on campus, there typically is not enough available space in campus buildings to house student groups. (See also *Keys* and *Equipment policies*.)

OPEN MEETING LAW COMPLIANCE

Meetings of student governance groups (e.g. Student Association, Senate Appropriations Committee, Union Policy Board, Student Court) and meetings of other student organizations at which decisions concerning the use of segregated university fees are made are considered meetings of governmental bodies and must therefore be held according to the provisions of the Wisconsin Open Meetings Law (Wisconsin Statutes 19.81-19.98). Therefore, whenever your organization takes formal action in relation to the utilization of funds and/or resources received from segregated student fees, you are obligated to comply with the Open Meetings Law. You should be aware that any action taken at a meeting held in violation of the statute is voidable.

Open Meeting announcements must be posted to the UWM website as soon as possible (preferably no later than noon of the Thursday proceeding the week in which the meeting is scheduled). Open meeting notices are accepted via the online form found at <http://www4.uwm.edu/news/media/meetings/add.cfm>. Questions regarding this form should be addressed to gwc@uwm.edu. Information concerning the legislation and compliance procedures is available from the Office of the Secretary of the University and Student Involvement.

PICKETING, RALLIES, PARADES, ETC.

Picketing, Rallies, Parades, Demonstrations, and Other Assemblies (UWS 18.11(4))

- (a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the university community, and in order to prevent activities which physically obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:
1. Intentionally gather or intentionally remain assembled outside any university building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.

2. Intentionally congregate or assemble within any university building in such fashion as to obstruct or seriously impair university-sponsored or university-authorized activities, or in such fashion as to violate any of the following conditions:
 - a. No group may be admitted into the private office of any faculty member or other university employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.
 - b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.
 - c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any university building or part thereof.
 - d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.
 - e. No signs supported by standards or sticks shall be permitted in any assembly in a university building.
 3. Intentionally create a volume of noise that unreasonably interferes with university-sponsored or university-authorized activities.
 4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the university community or university property.
- (b) For the purpose of par. (a), “intentionally” means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.
- (c) The chief administrative officer may designate a university official or officials who shall have primary authority to implement par. (a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/ she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful. Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.
- (d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of ss. UWS 18.13.

Chapter UWS 18 CONDUCT ON UNIVERSITY LANDS, <http://www.legis.state.wi.us/rsb/code/uws/uws018.pdf> UWM S-43.5, “Protests in University Buildings” (http://www4.uwm.edu/secu/acad%2Badmin_policies/S43.5.htm) also applies. Information is available from the Office of Student Life and the Union Event Services. The University regulates the time, place, and manner of conducting political activities by students on the campus only to prevent interference with University operations.

POLITICAL ACTIVITY REGULATIONS

Please see the “Guidance on Political Campaign Activities at UW System Institutions” which has recently been revised at: <http://wwwnew.uwsa.edu/govrel/camprule.htm>. If your group intends to participate in political activities on campus, please read the section on student organizations. No person or organization may use any university resources or state funds, which includes segregated university fees for political activity.

Political activity is defined as any activity in which an individual or group attempts to influence another individual or group to vote for a person or party in an election. The use of State facilities for political purpose or making or receiving political contributions is strictly prohibited by State law, except as provided under Chapter II, Wisconsin Statutes and institutional regulations governing time, place, and manner. Organizations that violate this law may lose their segregated university fee funding, their office, and/or their classification as nonpolitical.

Items purchased by segregated university fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by University and UW-System policy. Student Organization funds managed by Student Involvement cannot be used for political activities, and items purchased with segregated university fee funds cannot be used for political activities. This includes using segregated university fees to make flyers, Union banners, or any cost associated with getting a person or party elected.

This also includes your “@uwm.edu” email account, computer labs, student organization office equipment, and etcetera. Using off-campus email accounts to mail such as hotmail.com or yahoo.com to mail to individuals’ uwm.edu account is acceptable. However the university regards the sending of unsolicited emails to a large number of email accounts as spam and the university may choose to block these messages and possibly take disciplinary action against students that do not follow the University computer policies. (See <http://www.uwm.edu/policy/> for information about UWM computer and use of technology policies).

(See also *Political Solicitation, Publicity and Publications Responsibilities, and Solicitation policies.*)

POSTING ON CAMPUS

(See *Publicity and Publications Responsibilities, and Solicitation policies*)

PRIZES AND AWARDS

Prizes

Prizes (Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a University-sponsored event) may be awarded only in situations where benefits are expected to accrue to the University. Examples include door prizes to persons attending athletic events and prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys. The anticipated benefits of awarding a prize must be documented, and the decision to award prizes must be approved in writing by the chancellor.

Promotional items such as pens, key rings, stickers, etc., used to promote an organization’s activities, are allowed provided they are approved by the Student Senate as segregated university fees expenditure.

The amount or value of the prize should be based upon the minimum amount reasonably required to achieve the objective of the promotion and should not exceed \$200.

- No prize may be awarded to a UW System employee, except in situations where the individual’s employment is incidental to the basis on which the prize is awarded. For example, an employee would be eligible to win a door prize awarded at random to those in attendance at an athletic event.
- If an individual pays for the chance to win a prize (including door prizes), state raffle laws apply. Raffles must be licensed by the State Gaming Commission and conducted in accordance with Chapter 563, Wisconsin Statutes.
- Revenue-generating activities may award prizes funded from their own proceeds. Receipts generated from one activity should not be used to award prizes for an unrelated activity.
- In some cases, private, non-University entities may award prizes directly to persons attending athletic events or other functions sponsored by the University. Prizes awarded directly by such entities may be beyond the \$200 limitation established above as well as the “minimum amount reasonably required to meet the objective of the promotion.” However, in the award of such prizes, the institution should ensure that, both in substance and in public perception, the prize is clearly being awarded by the non-University entity and not by the institution.

Awards

Typically, awards based upon competition or merit are made to recognize academic or athletic achievements of students; service awards may be made to recognize members of the community; and non-cash awards may be made to recognize employees for distinguished service, upon retirement or at other career milestones.

- The use of donated funds is preferred for all awards.
- Athletic awards must be funded from program revenue sources.
- Segregated university fees may be used only for awards such as certificates and plaques that have no intrinsic value or for items of minimal value that bear the University’s logo. Awards to employees should not exceed \$100 in cost; special cases must be approved by the chancellor.

Trophies, medallions and other types of awards for student competitive functions, scholastic excellence, or outstanding school/community service, and funding of honor banquets or receptions are subject to the following guidelines:

- If the organization holding the banquet or reception or presenting the awards receives any segregated university fee support, the Institution SUFAC (Senate Finance Committee) must specifically approve the expenditure as part of the SUF budget prior to the event.
- Cash or product awards in excess of \$100 but less than \$500 may be given only upon prior approval of the chancellor. Those in excess of \$500 must be approved by the UW System Vice President for Business and Finance.

Gifts

Gifts, donations and contributions from segregated university fees are not allowed.
(See UWS Financial Policy 46 and 50, <http://www.uwsa.edu/>)

PUBLICITY AND PUBLICATIONS RESPONSIBILITIES

Bulletin Boards Belonging to the University

1. "Posting on a bulletin board" means attaching anything to the bulletin board. Only masking tape, staples, or thumb tacks may be used for posting.
2. Posting on departmental bulletin boards or classroom blackboards requires the prior approval of the department(s).
3. The Union Marketing Services validates and hangs all flyers and posters on the Union Building bulletin boards. Groups may submit flyers/posters up to 11" x 17" to the Marketing Services Office located in Union WG50.
4. A student organization may have a bulletin board installed, at its expense, for its exclusive use.
5. Bulletin boards on campus other than those assigned to departments or organizations are "General Notice" boards and may be posted by:
 - a. Private individuals selling personal property under the Wisconsin Administrative Code, Section UWS 18.11(8)(b)
 - b. Student organizations
 - c. University departments
 - d. Employees
 - e. Candidates for student offices
6. Posters may not be larger than 14" X 22". Those posted to advertise sale of personal property under 5. A. above may not exceed 8 1/2" X 11" (3" X 5" for some boards).
7. Only one poster concerning a topic or event may be posted on a bulletin board at any one time.
8. No other current poster may be obscured or removed in posting.
9. Posters must indicate organization sponsorship.
10. All materials posted in violation of University regulations will be removed.
11. All campus bulletin boards are cleared of all posted materials at the end of each fall, spring and summer semester.
12. Off Campus: A City of Milwaukee ordinance prohibits posting on buildings, fences, telephone and light poles, bus stops, railings, bridges, etc.

Handbills

Printed material may be distributed outside buildings and in lobbies and public corridors of buildings providing such distribution does not unreasonably interfere with the movement of traffic or other scheduled activities occurring therein. Printed material should not be left to litter buildings or outside areas.

Public Announcements

No student organization may publicly announce an event requiring prior approval by the University or any of its departments or organizations until such approval is given. This may include political rallies, late night events, fundraising activities, or events which require permits. Please contact Student Involvement for approval procedures.

Publications Disclaimer

All student newspapers prepared by and for the students shall disclaim speaking for the University by including the following disclaimer in each issue or edition of the newspaper as well as each advertising contract:

"The (name of paper) is written and edited by students of the University of Wisconsin-Milwaukee and they are solely responsible for its editorial policy and content. The University of Wisconsin-Milwaukee is not liable for debts incurred by the publisher."

All publications by student organizations, including newspapers, must include the name of the organization in each issue or edition and shall not identify the publication as an official publication of the University. All student organization publications, letterhead stationery, invoices, and/or purchasing forms must include the statement: "Student Organization at UWM." Student Organizations may not use the University's name or logos in any advertisements, web pages, or other printed materials without prior permission.

PUBLIC RECORDS

Any discussion or deliberations held on actions in relation to the utilization of funds and/or resources received from segregated university fees could be considered public record. If these discussions are recorded in any manner, the recording must be available to the public upon request. This includes the use of electronic mail.

“Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working...” (Wisconsin Statutes, Chapter 19, Subchapter II, Public Records and Property, 19.32 Definitions)

Students should exercise caution when discussing items on electronic media because the confidentiality of such material cannot be guaranteed. Electronic mail and all computer files are routinely backed-up by UITS and stored. Any electronic messages are accessible through the discovery process in the event of litigation and may also be accessible under the Wisconsin Freedom of Information Act. Therefore, it is suggested that electronic mail should be a means of communicating only information you would be willing to share publicly. If you have any questions, please contact Student Involvement.

Release of Public Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended allows certain categories of public information which the University has designated “directory information” to be made available to the public upon request. The following categories of information about individual students is considered as public or directory information and will be routinely released to any inquirer unless you specifically request your information be withheld: Student name, Address, Email address, Telephone number, Designation of school/college (year in school), Enrollment status (part/full time), Major field of study, and Participation in officially recognized activities and sports. Records pertaining to student organizations that are not directory information will only be released to the officers of the organizations. All other individuals requesting non-directory information about a student organization must submit a public information request to Custodian of Public Records, University Relations and Communications, University of Wisconsin-Milwaukee, Post Office Box 413, Milwaukee, Wisconsin 53201-0413; telephone (414) 229-2849; e-mail kipj@uwm.edu.

RAFFLE POLICY

Organizations wishing to conduct a raffle or any game of chance for which tickets are sold and a drawing for prizes is held must apply for a license with the State of Wisconsin. While “door prizes” are raffles and require licenses, jar tickets and other instant lottery-type tickets are not raffles and are ILLEGAL in the State of Wisconsin.

Local religious, charitable, service, fraternal, or veterans’ organizations, or other organizations to which contributions are tax deductible, are eligible for raffle licenses. Additionally, the organization must have been in existence at least one year prior to application or must be chartered by a state or national organization which has been in existence for at least three years. If your organization (or parent organization) does not have a Tax Exempt number (this number is different from the EIN number most groups have for banking purposes) from the IRS, you are not eligible for a raffle license.

All profits from raffles shall be used by the organization conducting the raffles to further the organization’s purpose for existence, and no salaries, fees or profit shall be paid to any other organization or individual in connection with the operation of a raffle. Each organization licensed to conduct raffles shall maintain a list of the names and addresses of all persons winning prizes with a retail value of \$100 or more and the prizes won, for at least 12 months after each raffle is conducted. The list shall be available at reasonable times for public examination and shall be provided to the commission upon request.

If you have any additional questions regarding Charitable Gaming/raffles, call 608-270-2552 or 1-800-791-6973 or visit the website at: www.doa.state.wi.us/category.asp?linkcatid=689&linkid=116&locid=7.

RELIGIOUS ACTIVITIES

Registered student groups may be authorized to sponsor programs which include religious topics in University facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for University students, faculty and staff.

RISK MANAGEMENT

The University of Wisconsin System publishes guidelines regarding the extent to which the State Self-Funded Liability Program (SSLP) applies to the activities and functions of Student Organizations available online at: www.uwsa.edu/oslp/rm/manual/part_10/stdtorgs.htm. Key factors in determining the liability protection in a given situation are the campus mission, the level of benefit and control that exists between the organization and the University, and the agency status of individuals involved.

The organization acknowledges that its activities, including some which may occur on the campus of UWM, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability Program and need to obtain a special-event(s) liability policy at its own expense.

SALES TAX

Organizations that sell items, charge admission for entertainment events, or collect fees for other services that are considered taxable in the State of Wisconsin must collect and transmit sales tax to the State. The responsibility for payment of sales tax rests with the organization and not with the University. For more information, call the Wisconsin Department of Revenue 1-608-266-2776 or visit <http://www.dor.state.wi.us/>.

Organizations must be aware that they may be liable to pay sales tax on some of their fund-raising efforts. Even if your organization has a tax-exempt number, sales tax is to be collected on the following items and services:

1. Amusement Services in excess of \$500 per year (e.g. live or recorded performances, movies or plays, exhibits or displays, and spectator sports).
2. Ready-to-eat food items.
3. Items for resale (T-shirts, posters, decals, etc.).
4. Rental of tangible personal property.

Student organizations should get a temporary sales permit from the Wisconsin Department of Revenue 1-608-266-2776 or visit <http://www.dor.state.wi.us/>. Most minor fund-raising projects will qualify as Occasional Sales. Organizations should read the Occasional Sales rules from the Wisconsin Department of Revenue, to determine if they qualify for exemption from paying state sales tax.

All groups that sponsor entertainment events, have revenues of \$2,500 or more annually, or annually hold more than three fund raising activities, must obtain a Sellers Permit. Applications and assistance in completing permits are available from the Wisconsin Department of Revenue at 1-608-266-2776, or from the Technical Services for Sales Tax line at 1-608-266-3873. Holders of Sellers Permits are required to file tax reports quarterly, annually, or monthly as specified by the Wisconsin Department of Revenue. Failure to do so may result in fines and/or penalty fees.

Organizations that have been granted tax exempt status by the Internal Revenue Service are not assessed sales tax on goods they purchase. Such organizations are still required to collect tax from those who pay to attend their events or buy goods or services from them.

SECURITY AT MAJOR EVENTS

(See Special Security Events Policy)

SEGREGATED UNIVERSITY FEES

Segregated university fees (SUF) are charges, in addition to instructional fees, assessed to all students for student services, activities, programs and facilities that support the mission of University of Wisconsin System institutions. Only student organizations which meet the institutional qualifications for official recognition and are so recognized and University departments may receive SUF support.

State Agency Accounts

Segregated University Fee (SUF) are state funds which are deposited and held in the State Treasury, and which are subject to same limitations on use as other state funds. Student organizations may use institutional agency accounts, where available and subject to institutional requirements, for the deposit of receipts generated by their organization activities. Any fundraising or other money deposited in to a State agency account will be treated and maintained as state funds.

Financial Records

All student organizations receiving SUF support along with any student organization using University facilities, must agree as a condition of such support or use, to provide financial records, if requested, indicating specific revenues and expenditures for the particular event for which they received SUF support or the particular event they used a University facility. If SUF support is received for ongoing operations of an organization, the organization must provide financial records of their entire operation, if requested by the Segregated University Fee Allocation Committee (SUFAC) [At UW-Milwaukee SUFAC is called the Senate Finance Committee] or the Institution. An organization's failure to comply with a request for financial information may result in the denial of SUF support and/or use of University facilities.

SUF Expenditures

SUF may only be expended for items and activities that are related to the mission of the institution and to the purposes of the organization. Expenditures of SUF must also conform with all applicable state and federal laws and policy requirements including, but not limited to, the decision of the United States Supreme Court in *Board of Regents v. Southworth*, 529 U.S. 217, 120 S. Ct. 1346 (2000), current Wisconsin Statutes, Wisconsin Attorney General's opinions, Board of Regents' administrative rules and policy documents, and UW System policy papers.

Items allocated to or purchased for a student organization using SUF are University property and may only be used for purposes allowed by State and University regulations. These items may only be used for the organization's activities and must remain on campus, unless Student Involvement has approved off-campus use and/or storage of the item(s). Items purchased by segregated university fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by University and UW-System policy.

Student organizations which receive segregated university fee funds have special regulations and procedures to comply with for expenditures. Certain purchases, such as alcoholic beverages, cannot be made using segregated university fee funds. State and University contracts also stipulate specific vendors an item must be purchased from. In addition, a request/authorization statement from the student group, signed by an officer, is required before any requests for payment will be processed. None of a group's segregated university fee allocation may be used without the proper forms being prepared and submitted to the Business Manager in Student Involvement. Reimbursement for amounts previously paid with personal funds or from an organization's treasury is prohibited, except for amounts with proper receipts and documentation. Contact Student Involvement in advance of the anticipated expenditure for regulations regarding reimbursement.

Expenditures related to programs (concerts, lectures, films, conferences, etc.) must be processed by Student Involvement prior to the event. Requests to pay for off-campus facilities need prior approval of the Vice Chancellor and justification must be provided as to why on campus facilities cannot be used. Requests to pay for facilities, performers, speakers, film rental and publicity should be submitted to Student Activities six to eight weeks in advance of the program. When admission is charged for a program supported by segregated university fees all receipts must be deposited with Student Involvement.

This is only a general outline of the expenditure process. Different types of expenditures have different steps, additional steps, and various time requirements. Consult Student Involvement for details.

Inappropriate SUF Expenditures

Prohibited Expenditures: In addition to other limits established by law or policy, SUF shall not be assessed or charged for:

1. Academic credit-producing activities;
2. Student services determined to be essential to the basic mission of the university, as identified in the UW System Financial and Administrative Policy G15 on "Student Services Funding."
3. Normal campus-wide activities and functions that service the entire institution, such as campus-wide, centrally provided physical plant and institutional support.
4. Direct financial aid to an enrolled student such as scholarships, tuition, room and board, but excluding child care payments.
5. Gifts, donations and contributions.
6. Awards to UW faculty or staff, other than non-monetary, de Minimis items such as certificates, plaques and the like.
7. Costs of legal services, except where the governor has approved hiring an attorney to provide student legal services at an institution.

8. Lump sum payments to student organizations (as opposed to payments for specific purposes supported by invoices).
9. Contracts between a UW institution and a recognized student organization, except as permitted in UWS Financial Policy 50 Section I.B.(6)(a).
10. Overhead costs of student organizations in facilities not owned, leased or subject to control by the university, except as permitted in UWS Financial Policy 50 Section I.B.(6)(a). As used in this section, overhead costs means those general organization expenses which cannot be charged as belonging exclusively to any particular part of the organization's activities or work, including without limitation because of enumeration, salaries of the organization's employees who are not UW employees, rent, taxes, insurance, lighting, heating and similar expenses.

(See Financial Policy 50: <http://www.uwsa.edu/fadmin/fppp/fppp50.htm>)

SUF Revenue

For all SUF (Segregated University Funds) funded events (including SAC grants), organizations must initially use revenues to reimburse the SUF account. Any other revenues are available to the organization for their own use; but they are required to keep these excess revenues in the State Treasury. These are the minimum deposit guidelines for segregated university fees, SUF-related receipts, and receipts generated using University facilities. Institutions may set more strict guidelines for such receipts where appropriate.

Since UWM Union and University Recreation facilities are SUF supported entities, an organization using these facilities for an event must deposit any revenue from that event into their State agency account even if the event or activity received no SUF support. If an organization is using a facility that receives no SUF support and the event received no SUF support, they are then not required to deposit those receipts in the State Treasury. Organizations may use Institution agency accounts, if available, for the deposit of their non SUF supported activity receipts.

Refund from revenue request

Student organizations sponsoring events that generate revenue may be able to request a check, made out to the organization, from the revenues remaining after all event obligations have been met. The request must be made between the event date and 90 days after the event; if the refund request is not made during this time period, the funds will remain in the student organization Segregated University Fee account for the organizations use but will be subject to all policies and procedures that apply to all funds held in the State Treasury. In addition to event expenses, any Senate Appropriations Committee (SAC) funding that was used for the event must be re-paid. If the student organization is showing a deficit, remaining revenues will be used to pay off this deficit. Revenue remaining after all these expenses/obligations have been addressed may be available for a refund from revenue check. For additional information contact the Center for Student Involvement at 229-5780 or at activities@uwm.edu.

Membership in SUF funded organizations

As appropriate, all students must have the opportunity to join any SUF-funded organization. Membership must be open to all eligible or qualified students. Exceptions must be approved in advance by the SUFAC (Senate Finance Committee at UWM) and the Chancellor or his/her designee. The allocable portion of the SUF budget must be approved by the SUFAC and Chancellor or his/her designee. Student organizations requesting SUF support must make their financial records available to the SUFAC (meaning the process adopted by students at the Institution for determining segregated university fee allocations).

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Regents of the University of Wisconsin System, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the University community, that sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated (from Resolution #2384 of the Board of Regents of the University of Wisconsin System).

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct or expressive behavior of a sexual nature. It may occur in situations where the two parties are of unequal power - such as a professor/student or supervisor/employee situation. It may also involve relationships where the parties are of similar standing, but the behavior creates a difficult, hostile environment for work or study.

For more information and a copy of the complete policy or brochure, contact the Office of Equity / Diversity Services at 229-5923 or http://www.uwm.edu/Dept/OD_C.

SIGNS

No person may erect, post or attach any notices, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer. (Chapter UWS 18.08(9))

(See also Solicitation and Publicity policies)

SMOKING

The University of Wisconsin-Milwaukee is a smoke-free environment. No person may smoke in any University building or parking structure. Smoking is prohibited within 30 feet of any University building. (UWM Policy S-49, http://www4.uwm.edu/secu/acad%2Badmin_policies/S49.pdf)

SOFTWARE POLICY

The University of Wisconsin-Milwaukee policy regarding the use of microcomputer software is applicable to all University-owned equipment. Please make arrangements to review what software is on or being used in your organization's allocated computer. If you have software other than what was provided by the University, you must have documentation on hand to prove that the organization has a legal right to possess and use all software currently being used. Student Involvement will have the documentation on file for all University-purchased software for student organizations.

The University does not condone the illegal duplication or use of software. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment. University employees and/or students who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination or expulsion.

This section does not contain all regulations regarding the Software Policy, so if you have any further questions regarding the illegal use of computer software, please contact Student Involvement (229-5780) or the University Information and Technology Services (UITS) Office (Help Desk 229-4040).

(See also Computer Policy and Guidelines and Copyrights)

SOLICITATION POLICY

General regulations

No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except in the case of:

- a) Specific permission in advance from a specific university office or the occupant of a university house, apartment, or residence hall for a person engaged in that activity to come to that particular office, house, apartment, or residence hall for that purpose.
- b) Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized university official.
- c) Sales of newspapers and similar printed matter outside university buildings.
- d) Subscription, membership, ticket sales solicitation, fund-raising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the University for the allocation or rental of space for that purpose.
- e) Admission events in a university building pursuant to contract with the university, and food, beverage or other concessions conducted pursuant to a contract with the university.
- f) Solicitation of political contributions under Chapter 11, WI. Stats., and institutional regulations governing time, place and manner. (Chapter UWS 18.11(8))

Solicitations by student organizations

1. Solicitations may not contradict the University's role as a nonprofit, noncommercial institution.
2. Solicitations must be relevant to events or activities of the student organization soliciting.
3. Solicitations by student organizations must be made by students or employees of the University unless an exception is granted by the Secretary of the University.
4. Solicitation literature may not be distributed through the campus mail or faculty mailboxes unless an exception is granted by the Secretary of the University.
5. Indoor sales of newspapers and other printed material in the Union are regulated by the Union Policy Board. Indoor sales of such items in other buildings are restricted to designated booths under the sponsorship of a student organization or University department.

UWM Union's handbills and literature distribution policy

Students, student organizations and University Departments may be authorized to distribute printed material in any public area within the Union's ground, first and second floors upon prior registration with Union Event Services. Non-University organizations are not eligible to distribute literature or handbills.

(See also *Solicitation and Publicity policies*)

SOUND AMPLIFYING EQUIPMENT

Registration may be done in Union Event Services, Union 1st floor, weekdays 8:00 a.m. - 4:30 p.m.

- (a) In order to permit the use of sound-amplifying equipment on university lands, if needed for the dissemination of ideas to large audiences, but to prevent its use from interfering with university functions which inherently require quiet, the following provisions shall apply:
1. No person may use sound-amplifying equipment on any lands without the permission of the chief administrative officer, except as provided in par. (b).
 2. In granting or denying permission, the following principles shall govern:
 - a. Except in extraordinary circumstances, permission may be granted to use the equipment only during the following hours, 12 noon to 1:30 p.m. and 5:00 p.m. to 7:00 p.m. every day, and only when the equipment is more than 50 feet from and directed away from any classroom building, residence hall, library or building being used as a study hall.
 - b. An applicant for permission shall have the burden of establishing the need for amplification to communicate with the anticipated audience. In particular, the applicant must show that the audience can reasonably be anticipated to include at least 250 people.
 - c. An applicant for permission shall have the burden of establishing that the volume and direction of the sound from the equipment will minimize interference with other activities.
 3. Any request for the permission required by this section must be submitted in writing to the chief administrative officer at least 24 hours prior to the intended use of the sound-amplifying equipment and must be signed by a student or employee of the institution where the equipment is to be used. The request shall contain:
 - a. The proposed hours, date and location where the equipment is to be used.
 - b. The size of the anticipated audience and the reasons why the equipment is needed.
 - c. A description of the proposed equipment which includes the manufacturer, model number, and wattage.
 - d. The names of the owner of the equipment and of any person or persons, in addition to the person signing the application, who will be responsible for seeing that the equipment is operated in compliance with the terms of the permit and the provisions of this rule. The chief administrative officer may require the presence of additional persons if said officer believes this is necessary to ensure compliance.
- (b) Permits issued by the chief administrative officer shall not be required for the use of university sound-amplifying equipment used with the permission of the university employee having control of the equipment for authorized university classes, research, or meetings in university buildings, or for university sponsored academic, recreational or athletic activities, or for crowd control by authorized university officials.
- (c) For the purpose of this section, "sound-amplifying equipment" means any device or machine which is capable of amplifying sound and capable of delivering an electrical input of one or more watts to the loudspeaker. (Chapter 18.11(5))

Amplified sound will not be allowed in the Union Concourse. This will include prohibiting the use of microphones, portable amplifiers and speakers. (See also *Political Activity Regulations* and *Publicity and Publication Responsibilities*.)

SPECIAL SECURITY EVENTS POLICY

In order to best assure the safety of all Union patrons and to guarantee compliance with State, Local, University and UWM Union laws, ordinances and policies, all events must comply with appropriate safety, security and behavior standards.

Any student organization planning an event should contact the Union Event Services office **at least 8 weeks prior** to an event to have their request reviewed for possible security need. Upon review of event requirements, sufficient security will be scheduled by the UWM Union to provide for the reasonable safety and welfare of the attendees, building patrons, and the facility.

If a student organization's event request requires the UWM Union to make accommodations beyond normal building operations (i.e. to extend building hours to accommodate a special event or absorb an elevated safety/security risk) the UWM Union Administration reserves the right to initiate the Special Security Event (SSE) review process.

SSE will require all officers of an organization to acquire appropriate training and to participate with UWM Union Administration on the development and implementation of a security plan, its constituent participants and any possible expenses.

Contact the UWM Union Event Services office for more information on Event Security and the Special Security Events procedures at Union 300, 229-4828 or at reservat@uwm.edu.

STATIONERY

All letterhead stationery, invoices, and/or purchasing forms must include the statement: "Student Organization at UW-Milwaukee." As a registered student organization, you may use the name of the University of Wisconsin-Milwaukee to identify the group's affiliation, but only in this format: "Organization Name at the University of Wisconsin-Milwaukee." Student organizations may not use the University's name or logos in any advertisements, web pages, or other printed materials without permission. (See also *Logotype and University Symbols*)

TAX FILING REQUIREMENTS

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

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

See e-Postcards frequently asked questions: <https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-frequently-asked-questions-and-answers>

Form 990-N User Guide: <https://www.irs.gov/pub/irs-pdf/p5248.pdf>

Who Must File:

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

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

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

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

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

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

How do I file Form 990-N?:

To electronically fill out Form 990-N visit the IRS website: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard? ga=1.70870608.1189957611.1472566342>

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

Beginning in 2008, the e-Postcard will be due by the 15th day of the fifth month after the close of your organization's tax period/fiscal year. See your organization's EIN and the IRS website to determine the organization's tax year. The

Pension Protection Act requires the IRS to revoke tax exempt status of any organization that fails to meet this annual filing requirement.

If you would like additional information about this new filing requirement, or information about other new developments, subscribe to Exempt Organization's EO Update, a regular e-mail newsletter that highlights new information posted on the Charities pages of irs.gov. To subscribe, go to irs.gov/eo and click on EO newsletter. If you have any additional questions, please contact a qualified tax/legal advisor.

Disclaimer: The UWM Student Involvement does not offer tax advice. Nothing in this publication or on this web site shall be construed as the offering of tax advice.

Useful links:

Federal Internal Revenue Service (IRS): www.irs.gov

Keywords: Exempt organization, 990-N, e-Postcard, charities, Publication 775, Form 1023

(Also see *Sales Tax* section of the [Student Organization Manual](#) and the [Quick Reference](#) title *Tax Information*)

TELEPHONES

No person may make or cause the telephone of another to ring repeatedly with the intent to harass any person. No person may make repeated telephone calls, whether or not conversation ensues, with intent to harass any person. No person may intentionally use an emergency telephone in a university building or on University lands when the person knows, or reasonably should know, that no emergency exists.

Student organizations with University telephones must use them for organization business only. Personal phone calls are not to be paid for by segregated university fees. Persons making personal phone calls are required to explain the urgency and nature of such calls for auditing purposes and to reimburse the organization's segregated university fee account or pay Student Involvement to reimburse the Student Appropriations Committee for any charges associated with the calls.

TICKET/CASH HANDLING PROCEDURES

Ticket Preparation, Advance Sales and Distribution Procedures (for tickets sold by students):

1. All printed admission tickets for segregated university fee funded programs must be consecutively numbered and delivered to Student Involvement for inspection and recording at least one week before distribution or sale. (*Student Involvement has a ticket numbering stamp for students to borrow*). In addition to consecutive/sequential numbering, printed tickets for admission to student organization events supported in any part by Segregated university fees must have the following information printed on each ticket: Event Name, Event Date, Ticket Type (i.e. UWM Student, General Public, etc.), Ticket Price (specific to the type of ticket). Student organizations must meet with a Student Involvement staff member to discuss printed ticket requirements PRIOR to tickets being printed.
2. All complimentary tickets requested by the sponsoring organization must be marked "Complimentary" and recorded in Student Involvement prior to distribution.
3. No person shall be admitted to a program funded by segregated university fees without an admission ticket or complimentary ticket. Exceptions are permitted when:
 - a. There is an event where tickets are not used, but instead an admission price is collected at the door.
 - b. Officers and members of the sponsoring student organization may be admitted free (without a ticket) at the discretion of the sponsoring organization. A guest list must be in the possession of the University Cashier.
 - c. At the discretion of the sponsoring student organization, members of the media (newspaper, radio, TV), with proper identification, may be admitted without a ticket for the purpose of media coverage of the event.
4. An officer of the student organization must complete the Event Information sheet and a Ticket Audit form prior to any ticket distribution or sales.
5. Each person who will be selling tickets for a student organization's event must complete the Ticket Check Out/In form with the Center for Student Involvement professional. If the student organization does not complete this step, it will not be permitted to sell tickets.
6. These individuals will be held accountable for all tickets (sold, complimentary, lost, stolen or otherwise missing).
7. The person selling tickets will make weekly deposits (per UWM Administrative Services Manual-ASM 4.2.1, www.bfs.uwm.edu) of the ticket sales proceeds with Student Involvement Business Manager. All checks and

money orders must be made out to “University of Wisconsin-Milwaukee” or “UW-Milwaukee.” The student organization or event name should NOT appear on the “payable to” line; these items can be included in the “memo” line of the check or money order. Note: PayPal and similar services may not be used for collection of admission or registration fees due to the requirement that all revenues be deposited in the State Treasury (UWS Financial Policy F50).

8. The person selling the tickets must meet with a Student Involvement staff member to check in any remaining tickets and final deposit the first business day after the event or sales end. Unsold tickets must be returned to Student Involvement or those tickets will be considered sold. No exceptions will be made.

Ticket handling and cash procedures - door sales:

1. All tickets sold and collected and cash taken at the door must be handled only by Union Building staff assigned that responsibility.
2. All tickets sold at the door, or advance tickets (including complimentary tickets) taken at the door, plus any cash proceeds, must be deposited by the Union staff person for post-event accounting.
3. Immediately following a Union event, all monies taken at the door will be counted by a Union staff person for post-event accounting. For off-campus events, all monies must be submitted to Student Involvement, along with all ticket audit materials, the first business day after the event. No exceptions will be made. (UWM ASM 4.2.1, 4.2.4)

Following the event, all monies taken at the door will be deposited with the University Cashier’s office and will be reconciled 30-60 days after the event. Union charges, if any, are deducted from any funds deposited from the event. If there are any funds left over, they will be transferred to the student organizations agency account in Student Involvement. If the Union charges are more than the amount deposit, then an invoice for the event will be sent to the sponsoring group. *Note: The Union requires a group representative to be present with the University Cashier at all times when ticket sales take place.*

TICKET SALES

Tickets for events sponsored by student organizations and University Departments (lectures, concerts, plays, dances) may be sold either at staffed lobby booths or the UWM Bookstore. Student Involvement must audit all ticket sales prior to and after all segregated university fee funded events held on or off-campus. Ticket sales for events held on campus must be in accordance with University solicitation regulations:

1. Subscription, membership, ticket sales solicitation, fundraising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the University for the allocation or rental of space for that purpose. (Chapter UWS 18.11(8) (d)).
2. Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, event, or performance given by or under the auspices of the University of Wisconsin System, or an institution or center of the University of Wisconsin System, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed on the ticket or other evidence of the right of entry. (Chapter UWS 18.08(12) (a))
3. No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket. (Chapter UWS 18.08(12) (b))
(*See also Admission Events, Fundraising, Sales Tax, and Ticket/Cash Handling Procedures*)

UNIVERSITY HOUSING

Any questions related to University Housing policies regarding advertising, reservations, and political campaigning should be directed to the staff in the Outreach and Marketing office, located in Sandburg Hall or by calling 229-3158. You may also email uhmktg@uwm.edu or visit www.universityhousing.uwm.edu.

University Housing rules and regulations are in effect in all University Housing facilities. Violators may be subject to contract action (for residents) or loss of reservation and/or guest privileges.
(*See also University Housing in the Services Available section of this Manual*)

UWM UNION BUILDING

[October 2016: Many services and policies provided by the UWM Union to student organizations are under review at this time. For the newest information contact Union Event Services, Union Suite 300, (414)229-4828 or email at reservat@uwm.edu. Note that reservations for space may not be done through the space web app noted below.]

Those eligible to reserve or use space in the Union include registered student organizations (with authorization of

organization officers) and University departments (with authorization of the Dean, Division Head, Department Chairperson or Unit Business Manager). UWM Union facilities that may be reserved range from information tables to meeting rooms, and multipurpose programming rooms.

Non-University organizations may use the UWM Union facilities with proper sponsorship from a registered student organization or University department. Non-University organizations and individuals utilizing reservable space will be assessed a facility usage fee.

Decorations

All decorations must be fire-resistant, may not be hung in stairways, windows or entrances, and may not be fastened to windows, painted surfaces, glass doors, curtains, or varnished woodwork. Nails, tacks, and scotch tape may not be used for attaching materials. Masking tape may be used to fasten materials to any wall surface covered with vinyl fabric, concrete or brick. All decorations must be removed immediately following the event. Contact the Union Event Services Office for complete decorating regulations.

Meeting Rooms

Meeting room spaces are reserved on a first come, first served basis. Meeting rooms should be reserved a minimum of three business days prior to the date needed. Student Organizations may reserve space on the same day, provided rooms are available. Series reservations may be requested by organizations who schedule regular weekly or monthly meetings. Series reservations can be made for a month in advance. Union Event Services reserves the right to relocate meetings to the next best available room, which may include available classroom space.

No student organization or University department shall reserve any of the three major rooms (Ballroom, Wisconsin Room, and the Terrace) on a Friday or Saturday night more than twice per month. Any combination of three reservations, such as two weekend nights in the Ballroom and one in the Wisconsin Room, as an example, shall be the maximum allowable to a group per month. All sponsors of events held in the Ballroom, Fireside Lounge, Terrace, or the Wisconsin Room are subject to the Union's Special Security Event Policy.

Only current officers of registered student organizations and department heads, or department designees, may authorize the reservation of meeting facilities. All charges incurred as a result of utilizing meeting facilities, setup, cleanup, repair and/or replacement of damaged or stolen property will be the responsibility of the user group. Cancellation of a confirmed meeting room may be made a minimum of one business day in advance by the authorizing agent.

Union Concourse

The programming area (33' x 36') on the Union Concourse may be reserved by University organizations for the purpose of exhibits and special programs. To allow for safe traffic patterns on the Concourse, all exhibits and programs must stay within the boundaries of the designated programming area. This will include prohibiting the use of microphones, portable amplifiers, and speakers. Audio/Visual equipment will be limited to the Union Concourse.

1. A video player/monitor may be requested as part of an individual lobby booth display. The intent of use of a video player/monitor is to convey a message for an individual lobby booth display and is not intended to amplify this message to the entire Concourse.
2. The playing of one video on more than one monitor will be prohibited
3. The volume of the monitor shall not exceed 35 on its volume control (or equivalent dB level).
4. Monitors exceeding this sound level restriction will be subject to disconnection.

For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu and online at http://uwm.edu/union/Event_Services/

UNION BUILDING SERVICES

[October 2016: Many services and policies provided by the UWM Union to student organizations are under review at this time. For the newest information contact Union Event Services, Union Suite 300, (414)229-4828 or email at reservat@uwm.edu. Note that reservations for space may not be done through the space web app noted below.]

The UWM Union is the community center of the University of Wisconsin - Milwaukee. Its facilities, services and activities are available to all members of the University (students, faculty and staff). General conditions of use:

1. Groups can be served only to the extent of the information that is supplied to Union Event Services (Union 300, 229-4828, reservat@uwm.edu). Accurate and complete room reservation setups are required. Last minute changes or additions may not be accommodated.

2. For student organizations without segregated university fee funds, the Union will require prepayment of any charges sufficient to cover costs related to a group's use of the facility (e.g. setup, cleanup, additional supervision or security, special equipment).
3. Meeting rooms in the Union will be opened at least 15 minutes before the scheduled meeting time. If the scheduled meeting does not begin 15 minutes past the starting time, the door will be locked.
4. Notification of cancellation of reservations for small meeting rooms should reach the Union Event Services four working days prior to date of reservation. Consult Reservations & Event Planning for cancellation policy regarding multipurpose rooms.
5. Groups making reservations for major programs are required to attend the event and meet with the assigned planner prior to the start of the program.
6. Smoking is banned in all campus buildings.
7. Dances, concerts and other events that are announced as being open to the general public may be restricted with specific requirements for each event.
8. Members of an organization must be fully informed by the person making the reservation regarding the regulations governing reservations and building use.
9. Rooms must be left in good condition. Misuse of rooms may result in refusal of permission for future meeting space and/or charges for cleaning or re-setting the space.

Organizations may be denied future use of facilities for improper use of assigned space or for failure to pay the costs assessed. Continued use of University facilities is contingent upon availability, proper registration, a reservation with Union Event Services and proper use of the facility.

Banner Spaces

Student organizations and University departments may display an 8' x 8' banner in the Union Concourse for a period of one week. Reservations can be made up to six weeks prior to the event. Arrangements for design, production and hanging of the banner must be made through the Union Marketing Services Office, Union WG50, markdesk@uwm.edu, 229-5538.

Booths and Other Displays

All requests must be made through Union Event Services from 8:00a.m. to 4:30 p.m., Monday through Friday. Non-University organizations and individuals wishing to solicit goods and/or services (not including hand crafted items) for profit will be considered contradictory to the role of the University, as a nonprofit and an educational institution, and are not eligible for lobby booth space. For more information, see *Lobby Tables* in the UWM Union in this Manual.

Equipment

A variety of audiovisual equipment is available from the Union for use during organization-sponsored programs and activities. Requests for items should be made to Event Services at the time a room reservation is made. Charges vary according to the items ordered. The sponsoring group is responsible for the security of the equipment during the scheduled time of use.

Meeting Rooms

The Union has three large multipurpose rooms. They can accommodate banquets, performances or lectures. The UWM Union Cinema provides a 317-seat theater with an in-house sound-projection system and excellent acoustics. Twelve meeting rooms will accommodate from 10 to 90 in various seating layouts. A full line of audio visual rentals and technical services are available for events. Telephone and computer services are available throughout the building.

For details on event spaces, room capacities and set-up, visit http://uwm.edu/union/Event_Services/event-spaces/

Parking

A two-level underground parking area with space for 454 vehicles is also part of the Union building.

Rental Charges/Room Charges

Space usage fees will be charged to non-University organizations for all events held and most sales and solicitations held in University buildings. Fee schedules and further information are available at the Union Event Services Office, Union 300 (<http://web.sa.uwm.edu/union/>). Charges will be made when costs are incurred due to special setup, special cleanup, or misuse of the facility which results in services provided to restore the condition of the room.

Room Reservations

Events in campus buildings and outdoor areas must be sponsored by chartered, registered student organizations or University departments. Reservation requests are made to the Union Event Services Office.

Reservations may also be made at the Union Information Desk in the UWM Union Concourse, Monday through Friday from 8:00 a.m. to 4:30 p.m. Individuals who make reservations must have authorization from their department or registered student organization.

Authorized users can reserve space by accessing the Event Services virtual reservation website <https://web.sa.uwm.edu/VirtualEms/>. The first step is to request a web user account. An authorized user with a web account can book meeting rooms and request large event space online using the virtual booking website 24/7.

Event Services, Union 300, 229-4828

Web Page

To get more information about the UWM Union Building programs, events and services, go to their web page at: <http://web.sa.uwm.edu/union/>

VANDALISM

No person may break, tear up, mar, destroy or deface any notice, tree, shrub, flower, or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter, destroy or damage in any way any other property, real or personal, within the boundaries of any University lands (UWS 18.12(8)).

Defacing or destroying notices and flyers that have been legally posted on campus and Union bulletin boards is a violation of the Wisconsin Administrative Code. This type of behavior cannot be tolerated, and any person caught involved in this action will be subject to disciplinary action.

All student groups and University departments authorized to use bulletin boards have the right to do so without being subject to the vandalism of any dissenting individual or group.

WWW HOME PAGES

Student organizations wishing to create Home Pages to be linked to the UWM Home Pages on the World Wide Web (WWW) must comply with the following policies and procedures:

All such pages must reside in a UWM-based site, on the main campus web server. For student organizations, the group area is www.uwm.edu/StudentOrg/xxx where “xxx” is the group account name. Pages outside this area do not qualify to be linked to from the UWM home pages. University Information Technology Services (UITS) can provide organizations registered with Student Involvement a group account for home page purposes. See [www.uwm.edu/policy/Student Activities-www.html](http://www.uwm.edu/policy/Student%20Activities-www.html) instructions on setting up a groups account.

All student organization home pages prepared by and for the students of the University of Wisconsin-Milwaukee shall disclaim speaking for the University by including the following disclaimer at the beginning of the pages and/or opening screen display:

“The (student organization name) home page is written and edited by students of the University of Wisconsin-Milwaukee and they are solely responsible for its editorial policy and content. The University of Wisconsin - Milwaukee is not liable for debts incurred by the student organization.”

Any link on a student organization home page that takes a user out of the UWM system must be clearly labeled or a warning message must be displayed notifying the user that they are leaving the UWM student organization web area.

All pages by student organizations must include the official name of the organization on the opening page and shall not identify the pages as official pages of the University of Wisconsin-Milwaukee. The University’s name may appear at the end of the organization’s, as in “XYZ Club at UWM”. You may use the University Logo only for links directing users to the UWM home page.

Information on the group’s pages must be consistent with the University’s role as a not for profit institution. In addition, information on the organization’s pages must comply with all applicable laws and statutes. Web pages may not include any paid external advertising, including commercial banner displays. Clubs may recognize and display a sponsor’s logo, but they shall not be linked to the sponsor’s commercial web site.

Web pages should be equally accessible to all persons, including those with disabilities, either physical or technical. Images should always include an appropriate ALT field that conveys the same information as the image. Create documents that do not rely on one type of hardware. Pages should be usable by people without mice, with small screens, low resolution screens, black and white screens, no screens, with only voice or text output, etc.

(For more information on accessible web design see: <http://www.uwm.edu/policy/standards.html#resources>)

The contents of documents and pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, or otherwise violate any local, state or federal laws.

Every web page should provide a means to contact the page maintainer, such as a “MAILTO” link in the footer.

Every web page should include in the page footer the date the page was last updated.

Policy approved 1996, updated 1999

(See also Computer Policy and Guidelines, Copyrights and Software)

SERVICES AVAILABLE

ADVISING

General Advising

Advisors have a variety of roles with an organization including a mentor, teacher, leader and follower. Ideally, the advisor assists the organization members and officers in staying in compliance with their charter, constitution and bylaws, applicable Segregated University Fee Guidelines, UW-Milwaukee and UW System policies, as well as local, state and federal laws and ordinances. Advisors should also assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes and ethical decision making among other areas for personal development. Advisors are educators outside the classroom setting and a resource person for the student organization.

Student Involvement Liaison Advising

Student Involvement strives to facilitate meaningful student engagement in extracurricular activities and provide opportunities for student growth in leadership and personal development. One way we achieve this goal is in our roles as Student Organization Liaisons. While your faculty/staff advisor is responsible for working with you closely throughout the year, the Student Involvement staff member serving as your liaison has the expertise to provide student leaders and their faculty/staff advisor with guidance on how to accomplish your goals.

Student Involvement Org Liaisons offer a variety of forms of support for students, student organizations, and their faculty/staff advisors, including:

- Planning events and activities
- Applying for and utilizing Student Segregated Fees (e.g. Student Appropriations Committee Grants for Events, Operations, and Travel)
- Helping officers of organizations transition leadership responsibilities for the group
- Clarifying University policies and procedures
- Gaining access to and making appropriate use of University resources
- Collaboration opportunities by helping students connect with other organizations, community partners, and other campus leaders
- Drafting and amending organization operating documents (charters, constitutions, bylaws, etc.)
- Mediating group conflicts
- Connecting students to the Leadership Development Program and other student organization training opportunities to improve the knowledge and skills of group officers and members

Faculty/Staff Advisors

All registered student organizations must have an advisor who is employed at UW-Milwaukee. (Student Employees, Teaching, Research, or Graduate Assistants do not qualify). Ideally, the advice of the advisor to the organization's membership and leadership is welcome and seen as valuable.

These advisors can be very helpful to groups in developing a foundation of sound decision-making and productivity. Faculty/Staff advisors work with student organization officers and members to carry out the day-to-day business of the organization. When your organization chooses an advisor, remember that your advisor may only advise the group. Decision-making power for the student group must remain in the hands of the students in the organization. Student Involvement can provide groups with assistance in securing faculty/staff advisors. (See also [Student Organization Advisor Handbook](#) at www.activities.uwm.edu)

BANKING SERVICES

Organizations may use the "banking" services provided by the UW Credit Union (Union, 1st floor, 800-533-6773) or any financial institution of their choice for non-segregated university fee revenue. If your student organization decides to open an account, it is recommended that the organization have a business checking account. You will need at least two signature holders (organization officers) and an Employer Identification Number (EIN) in order to set up a new account. It is also desirable to have written procedures on how the account will be managed including processes to manage conflict of interest and transitioning control of the account to new officers.

EIN NUMBERS

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

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

(See also the *Tax Filing* and *Managing Your Money* sections of this manual.)

Lost or misplaced EIN

If your organization cannot find a previously issued EIN, visit the IRS website at www.irs.gov. Search for “lost or misplaced EIN” to get current information on how retrieve the EIN from IRS records.

BULLETIN BOARDS

In the back of this manual is a list of “*General Campus Bulletin Boards*” student organizations may use for posting advertisements for their events and activities. Placing signs, pictures, graphics, posters or any item similar in nature on university property, other than approved bulletin boards, will be considered an act of vandalism (UWS Chapter 18.12(8))

No general bulletin boards are available in the following buildings: Architecture, Englemann, Johnston, Merrill, Northwest Quad, Pearce, Sabin, Sandburg, Riverview, Cambridge Commons, Kenilworth Apartments (see *University Housing Policies* for posting regulations), or the Union (flyers may be submitted to the Union Marketing, WG50 for posting).

Student groups may purchase their own bulletin boards to be installed (at the group’s expense) in a preapproved location in a campus building. Requests for bulletin board space should be directed to the building chairperson. (See also *Publicity and Publications Responsibilities* and *Solicitation Policy*.)

COMPUTERS ON CAMPUS

UWM has several computer labs on campus for students to use. Students must log into the computers with an active ePantherID and password. Information about computer labs including summer lab hours and software available to students is online at <http://ccl.uwm.edu>. Campus Computer Labs are closed on official holidays.

For your convenience there are over 100 Web Kiosks throughout the UWM campus. For more information about locations, visit WebKiosks.uwm.edu (<http://webkiosks.uwm.edu>). For technical help, contact the UWM Help Desk at 414-229-4040, toll free at 877-381-3459, or complete the online form at GetTechHelp.uwm.edu (<http://gettechhelp.uwm.edu>).

DISPLAYS AND DECORATIONS

No displays, signs, banners, placards, decorations or graphic or artistic material may be erected, attached, mounted or displayed within or on the building or the grounds of any state office building or facility without the express written authority of the department. Any graphic or artistic material advertising, promoting, or identifying a commercial enterprise or a political activity is prohibited. Any unauthorized material will be removed and disposed of by the department. [Wisconsin Department of Administration Chapter Adm 2 “Use of State Buildings and Facilities” 2.07(2)]

EMAIL ACCOUNTS FOR GROUPS

Creation of a pantherLIST is the preferred method for an organization’s email. Visit pantherlist.uwm.edu (<http://pantherlist.uwm.edu>) to set up an account. Group email accounts, however, are available if there is a clear need or use case. Advisors or officers of the student organization may request a group email accounts. Ownership of the group account will then be assigned to the advisor or officer for the administration of the account. More information can be found at iam.uwm.edu (<http://iam.uwm.edu>).

Student organization may request an email account for their organization. The student organization must submit the following:

Account owner names

Name of Account

Name of Account second choice

Sponsor of organization (student officers)*

Email this information to help@uwm.edu with a request to establish the new email account for the organization.

EVENTS AND PROGRAMS

The UWM Union offers a variety of programs including: indoor recreation, art classes and workshops, art gallery exhibitions, panel discussions and forums, concerts, films, live music, theatrical performances, and special events such as: *PANTHERFEST*, *Fall Welcome activities*, *the Distinguished Lecture Series*, relaxation events such as *Panther Pause*, *Mardi Gras*, trivia in the Gasthaus, and our open mic event, *Lyrical Sanctuary*. There are also four operational units in the Union that offer programs, the Studio Arts and Craft Centre, Union Art Gallery, Union Recreation Center, and Union Theatre. Some of the events and programs hosted by these units are planned in collaboration with student organizations. For more information, contact Student Involvement at 229-5780.

FACILITIES

The facilities of the University are to be used primarily for the fulfillment of the University's missions of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. Student organizations currently registered with the University and in good standing are eligible to use campus space, subject to the rules and policies governing the space. The status of being eligible for space does not qualify the student organization to sponsor non-University groups or unqualified groups for the use of University space, except in the Union Building.

Groups wishing to schedule space other than the UWM Union must contact Union Event Services in order to secure other University space except:

<u>Facility</u>	<u>Contact</u>	
Hefter	Center (3271 N. Lake Drive)	227-3265
Library (conference rooms)	Golda Meir Library	229-6206
Planetarium	Planetarium Reservations	229-4961
Recreational (Klotsche Center & Engelmann Gym)	Klotsche Center	229-5287
University Center - Downtown (conference center)	Conference Services Department	227-3195

Union Event Services works with the Peck School of the Arts, Academic Affairs (classroom spaces), and Physical Plant for use of those spaces by registered student organizations.

FACILITY SERVICES

A variety of services are available to student organizations through Facility Services (<http://www4.uwm.edu/pps>). Organizations may make appointments to discuss physical arrangements for any activity not being held in the Union.

Services include:

Help in arranging space and materials
Transportation of chairs and similar equipment
Setup for programs
Any construction/labor

Professional help includes:

Carpenters
Electricians
Plumbers
Painters

Physical Plant Services will construct and place booths and/or similar structures anywhere on campus, other than in the Union. Arrangements for other events to be held on University grounds (car washes, contests, and advertising displays) are also to be made with this office. To make an appointment for information/advising only, contact Facility Services (229-4742). To place an order or to get a cost estimate, please contact the Student Involvement at 229-5780 or at activities@uwm.edu.

LABELS (MAILING) AND LISTS

Ordering Mailing Labels or Lists

Organizations may request mailing lists which include the names and addresses of students for recruitment purposes. The *Student Data Request* form is available online in PantherSync. Make sure to allow two weeks to process the request. Information on the list is considered University property and must be used for official student organization business. It is unlawful to copy, sell or use any information gained by a *Student Data Request* for personal use.

LEADERSHIP PROGRAMMING AND TRAINING

Leadership programming

Student Involvement hopes to encourage leadership development potential in all students through the Student Leadership Program. The experience you gain through participating in campus involvement and leadership programs will help you adjust to college and provide you with skills you can use the rest of your life. Student Involvement offers workshops, conferences, and retreats in a number of different areas to help you develop new

leadership skills, which can be applied within student organizations, coursework, and life beyond college. To see the list of current offerings through the Student Leadership Program, visit www.involvement.uwm.edu/leadership. Leadership workshops can also be requested by student organizations on a topic of your choice through contacting the Student Involvement staff.

Training for student organization officers and leaders

Student Involvement offers training and resources in a number of different areas to help you develop new leadership skills and to explore strategies for student organization success. Workshops are offered each semester in a number of areas including goal setting, running an effective meeting, membership recruitment, planning an event, managing your organization's finances, transitioning leadership from year-to-year, and applying your leadership skills to your future career.

The following student organization specific trainings offered regularly:

- **Start It Up**- a program for newly forming organizations, which is focused on defining purpose and building a strong foundation for organization success.
- **Passing the Torch**- a workshop geared towards developing an effective leadership transition plan for outgoing and incoming officers.

Visit PantherSync (www.panthersync.uwm.edu) for an updated schedule of offerings. Workshops can also be requested on a topic of your choice through contacting the Student Involvement staff.

Best Practices and Quick Reference resources

Student Involvement has two series of resource sheets which contain one- to two-page documents on basic organization operations, organizational development and training activities. The **Quick Reference** series covers a variety of basic “how to” items for student organizations such as starting a bank account, fundraising and tax information, among other topics. The **Best Practices** series provides resources to help you move your organization to the next level. This series provides information on items such as branding your organization, delegation, ethics, event planning, officer transition and more. Both series are available online at www.involvement.uwm.edu, in PantherSync and in the literature rack outside Union 355.

To get more information about these and other opportunities, contact Student Involvement at (414) 229-5780 or check out the Student Involvement web page at www.involvement.uwm.edu or log into PantherSync.

MAIL SERVICES

Student organizations are issued a campus mailing address through Student Involvement mailboxes. Federal Law 18 USC section 1700, among other regulations, describes penalties for tampering with United States Mail. U.S Mail addressed to a student organization may only be picked up by a verified student officer of the student organization. UWM staff are required to ask for ID and to confirm that an individual is a verified officer before releasing mail. Your cooperation is appreciated.

The official address for student organizations mailing must be in this format:

(Name of the Student Organization)
Union Box # *(as assigned)*
University of Wisconsin-Milwaukee
P. O. Box 413
Milwaukee, WI 53201

Important University announcements, as well as incoming U.S. mail, are delivered to the Union Box. Packages which are too large for a mailbox are delivered to Student Involvement. Packages are to be picked up as soon as you are notified. If packages are not picked up promptly, they will be returned to sender.

Receiving Mail in Other Locations

Student organizations may have their group's mailing address changed from their Union Box to a mailing location in another building on campus with special permission. In order to change the mailing address, organizations must complete a *Mailbox Waiver Form*. Student Involvement and Mail Services will not be held responsible for any delays or problems resulting from an organization changing its mailing address from a Union Box to another location.

Although this service may provide convenience, student groups need to be aware of the following:

- Mail may take an additional 3-5 days to be delivered;
- Increased chance of mail being lost;
- Departments may not allow student organization mail to be delivered to their administrative offices.

MARKETING

University Communications and Media Relations

The University Communications and Media Relations Department distributes information about University events, people, programs and developments to local, regional and national print and broadcast media.

This office will advise student organizations on how to prepare and distribute information releases to appropriate media. However, the office will not prepare and distribute releases for any event that is not sponsored or cosponsored by any UWM academic or administrative unit. University Communications and Media Relations is located in Room B-95 of Mitchell, (229-6444).

University Information Technology Services (UITS) Creative Services

The departments within Creative Services provide the UWM campus community with a full range of support services for graphics, photography, video and web design needs on a charge-back basis. The skilled professional staff delivers high-quality products to meet your specific needs.

For additional information on the services provided by the departments within Creative Services please visit their website at: <https://www4.uwm.edu/uits/services/media/>

Union Marketing Services

Union Marketing Services offers a variety of services to assist student organizations in their planning and marketing of events. Those forms of assistance include: Banners, Display Cases, Flyers, Posters for Events and more. Since each avenue of promotion has specific guidelines to be followed, please contact the Union Marketing Services Office (414-229-5538) for directions on how to proceed. Most important, the key to promoting any student organization event is to plan ahead by allowing 4-6 weeks' minimum to advertise. Payment for services from Union Marketing Services must be made in advance unless the group has segregated university fees.

MEDIA EQUIPMENT AND SERVICES

Media Equipment Distribution: University Information Technology Services (UITS)

Student organizations may rent media equipment for use in general access classrooms and request use of general access mediated classrooms. Available equipment includes: Data/Video projectors and monitors; DVD players, VCRs, laptops, and document cameras; Portable PAs and microphones

Rental of media equipment and use of general access mediated classrooms should be arranged by a student organization staff representative through Union Event Services. Arrangements must be submitted to Classroom Services using the AV request form at avorders.uwm.edu (<http://avorders.uwm.edu>) at least 1 University business day in advance of the event.

For more information on media equipment and mediated classrooms see: www.classroomsupport.uwm.edu
For more information regarding pricing and availability, contact Classroom Support at 229-2382. To place an order, student organizations must first contact Student Involvement to arrange billing.

Media Equipment Rental - UWM Union

Audiovisual aids, lecterns, screens, blackboards, and laptops are types of equipment which can be reserved through Union Event Services (229-4828) when a group uses Union space for a conference or a meeting. The Union schedules the audiovisual equipment. Union equipment may be used only in the Union building.

OFFICE SPACE

Student organizations that want to be considered for office space in the Union Building, must submit an Office Space Request Form to the Union Policy Board each spring. The term of the lease is one year and will terminate on the end date. A group with an existing office space has no guarantee that they will be reassigned the same space for the following year. Student organizations should not invest in any item or promotional material that would indicate this is a permanent office space for the group.

Allocation of Student Organization Union Building Offices

There are a limited number of offices in the east wing of the Union third floor available for use by student

organizations. Each spring the Union Policy Board will make available Office Request/Renewal Forms. Student organizations wanting office space must fill out the forms, attach any appropriate documentation requested, and turn it in prior to the published deadline. Late forms will be accepted, but they will not be acted upon until all the on-time forms have been reviewed. Currently having an office space does not guarantee a group a space again; organizations must apply each year.

Office space is to be used for student organization business only. All other activity, such as homework, socializing, lounging, etc., are secondary uses of the space and are not legitimate reasons for an organization to be granted an office. Since meeting rooms are available at no cost to student groups (pre-paid for by student fees), organizations requesting office space in order to hold meetings is also not a high priority reason for being granted space. Office assignments will be based on number of people in the organization, number and types of activities the organization produces, services the organization provides, and impact the organization has on the UWM campus as a whole.

Student Organization Offices in other Buildings on Campus

It may be possible to obtain office space in a building other than the Union. Some academic departments have granted office space to student organizations that are highly related to their department. Organizations with close ties to a department on campus may wish to approach that department's dean to see if space for the student group is available. Unfortunately, space on campus is very limited and most departments do not have the room to grant student organizations office space. In that case, student organizations must contact the Union Policy Board to get on a waiting list for space in the Union Building.

Non-student Use of Student Organization Offices

Regular use of a student organization office by nonstudents who are members of a registered student organization is allowed only when a student member of the organization provides access and takes responsibility for the office while the nonstudent is present. The student must be present throughout the period of use. Student organizations are solely responsible for security of their offices and all contents. When keys are required for access to any student organization office, they shall be ordered in the names of the registered officers of the particular group. (See also *Key Policy* for restrictions.)

PARKING

When student organizations have guest speakers on campus, they may request special visitor parking for the speakers. Contact Student Involvement for a *Visitor Parking Form*. The following rules apply:

- Student organizations are limited to two (2) Special Visitor permits which will be in use on the same day at the same time, except in the Union or Business Garage.
- Arrangements must be made at least three school days in advance.
- Payment for visitor parking may be in cash, check or through a segregated university fee account.
- Parking is not allowed on Spaight's Plaza or the Union Circle Drive.

PHOTOGRAPHIC SERVICES-University Information Technology Services (UITS)

UWM Photographic Services, a department of UITS, is a professionally staffed photographic and motion picture department serving the needs of faculty, staff and students. Areas of coverage range from copy and portraits to scientific and pictorial, including on-location work, photomicrography, and documentary and full-color work. The staff is available for advice, planning and consultation on any job or use of photography. A negative file of photographs taken for the University is maintained for reprints. Advance planning and scheduling is required; extra fees are charged for rush work.

Visit the department at <https://www4.uwm.edu/uits/services/media/photography/> for more information about services and charges. To place an order or to get a cost estimate, please contact Student Involvement.

POLICE

The mission of the UWM Police Department is to provide a safe and secure environment in which to learn, live and work.

Police Station: 3410 N Maryland Ave.

Contact: <http://uwm.edu/police/contact/>

Website: <http://www4.uwm.edu/police/>

Report emergencies by calling 229-9911 (9-911 from an on campus phone). Yellow "SAFE Phones" with a blue light are located throughout the campus. These phones can be used for both Emergency and Non-Emergency purposes. SAFE Phones will connect you directly to the UWM Police Department.

We encourage members of the campus community to save these numbers on their cell phones:

414-229-4627 (Non-Emergency)

414-229-9911 (Emergency)

414-229-6503 (BOSS Escort Service)

The UWM Mobile app will also provide quick access to the University Police.

Other services provided by the department include:

Response to medical calls

Lost and Found

Self-defense classes

Assistance with vehicle lock outs or dead batteries

Personal escorts

The UWM Police Department also has a webpage www.police.uwm.edu which provides students with information, resources, crime reports, training, and employment opportunities.

PRINTING AND DUPLICATING

All printing for student organizations using segregated university fees will be done in Union Marketing (WG50). No other form of printing or binding order is authorized. Persons will be individually liable for any purchases not made through the prescribed procedures. Please see Union Marketing for student organization pricing and a full list of services.

For more information, you can visit the website: http://web.sa.uwm.edu/union/union_marketing_services/

Print and Copy Services provides free EdTech-funded large format poster printing for students for class assignments & research projects. This is the only service that is provided to students free of charge. The following guidelines must be adhered to when submitting a project for printing:

- An authorization form, located on the Web site must be filled out, signed by your instructor or advisor and submitted with your electronic file and an 8.5x11 color laser printout, to Print and Copy Services.
- EdTech funded large format printouts are limited to one printout per student per project (24 square feet maximum).
- Allow 3 business days' turnaround time. The service is not available on weekends.

For more information regarding poster printing contact print-copy@uwm.edu

RECREATION, FITNESS AND INTRAMURALS

University Recreation: University Recreation offers students and members a variety of recreation opportunities and services in the areas of fitness, wellness, intramurals, open recreation, aquatics, sport clubs and outdoor pursuits. Activities are primarily offered in the Klotsche Center and Pavilion with limited activities in the Engelmann Gymnasium.

Klotsche Center and Pavilion: The Klotsche Center and Pavilion together make up a multipurpose recreational, athletic and instructional complex. Within the complex are numerous activity areas and services to meet your recreation and fitness needs, including:

- A fitness center with cardiovascular equipment, free weights and weight training machines
- Two fitness studios
- 8-lane, 25-yard swimming pool
- 4-court gymnasium with elevated jogging track
- 6-court gymnasium with a running track
- 8 racquetball courts
- Group cycle studio
- Locker rooms w/ locker rentals
- A student commons area with Internet access
- Personal Training Studio
- Outdoor Pursuits Center

Facility use by Student Organizations:

UWM student organizations are eligible to use Engelmann Gym for recreational use or for club practices. UWM STUDENT ORGANIZATIONS MUST BE CURRENTLY REGISTERED with Student Involvement.

Facility Space Assignments in Engelmann Gym

The University Recreation Events and Operations Coordinator is responsible for reserving Engelmann Gym. Gym space is allocated each semester. To reserve the facility please contact Events and Operations Coordinator on or after 2nd Friday of each semester. Some limited space may be available in the Klotsche Center. For more information about UREC space reservation please call 414-229-3063.

Student organizations as well as individual students who utilize University Recreation programs, services and facilities must be in compliance with all policies and procedures in the University Recreation Membership Handbook (available online at <http://www4.uwm.edu/urec>) and comply with instructions of University Recreation staff members.

Instructor Access

Instructors and advisors for student organizations may be granted access to University Recreation spaces for the purpose of instructing the student organization. This access is granted through a special agreement between the Student Organization (represented by one officer), the instructor and University Recreation. For more information on completing a Student Organization Instructor Agreement for access to facilities contact University Recreation at (414) 229-3914.

For more information, please visit us at <http://www4.uwm.edu/urec> or call 414-229-3914.

TELEPHONE SERVICES

Telephone service is available to those student organizations which have been allotted office space on campus. All costs for installation, monthly rental, and local and long distance calls must be paid by the organization. Cost information and installation requests are handled by Student Involvement.

UNION BUILDING SERVICES

[October 2016: Many services and policies provided by the UWM Union to student organizations are under review at this time. For the newest information contact Union Event Services, Union Suite 300, (414)229-4828 or email at reservat@uwm.edu. Note that reservations for space may not be done through the space web app noted below.]

The UWM Union is the community center of the University of Wisconsin - Milwaukee. Its facilities, services and activities are available to all members of the University (students, faculty and staff). General conditions of use:

1. Groups can be served only to the extent of the information that is supplied to Union Event Services (Union 300, 229-4828, reservat@uwm.edu). Accurate and complete room reservation setups are required. Last minute changes or additions may not be accommodated.
2. For student organizations without segregated university fee funds, the Union will require prepayment of any charges sufficient to cover costs related to a group's use of the facility (e.g. setup, cleanup, additional supervision or security, special equipment).
3. Meeting rooms in the Union will be opened at least 15 minutes before the scheduled meeting time. If the scheduled meeting does not begin 15 minutes past the starting time, the door will be locked.
4. Notification of cancellation of reservations for small meeting rooms should reach the Union Event Services four working days prior to date of reservation. Consult Reservations & Event Planning for cancellation policy regarding multipurpose rooms.
5. Groups making reservations for major programs are required to attend the event and meet with the assigned planner prior to the start of the program.
6. Smoking is banned in all campus buildings.
7. Dances, concerts and other events that are announced as being open to the general public may be restricted; with specific requirements for each event.
8. Members of an organization must be fully informed by the person making the reservation regarding the regulations governing reservations and building use.
9. Rooms must be left in good condition. Misuse of rooms may result in refusal of permission for future meeting space and/or charges for cleaning or re-setting the space.

Organizations may be denied future use of facilities for improper use of assigned space or for failure to pay the costs assessed. Continued use of University facilities is contingent upon availability, proper registration, a reservation with Union Event Services and proper use of the facility.

Banner Spaces

Student organizations and University departments may display an 8' x 8' banner in the Union Concourse for a period of one week. Reservations can be made up to six weeks prior to the event. Arrangements for design, production and hanging of the banner must be made through the Union Marketing Services Office, Union WG50, markdesk@uwm.edu, 229-5538.

Booths and Other Displays

Authorized student organization representatives may reserve space 24/7 through the space web app at: <https://ems.sa.uwm.edu/EMSWebApp/>. All requests must be made through Union Event Services from 8:00 to 4:30 p.m., Monday through Friday. Non-University organizations and individuals wishing to solicit goods and/or services (not including hand crafted items) for profit will be considered contradictory to the role of the University, as a nonprofit and an educational institution, and are not eligible for lobby booth space.

Equipment

A variety of audiovisual equipment is available from the Union for use during organization-sponsored programs and activities. Requests for items should be made to Event Services at the time a room reservation is made. Charges vary according to the items ordered. The sponsoring group is responsible for the security of the equipment during the scheduled time of use.

Meeting Rooms

The Union has three large multipurpose rooms. They can accommodate banquets, performances or lectures. The UWM Union Cinema provides a 317-seat theater with an in-house sound-projection system and excellent acoustics. Twelve meeting rooms will accommodate from 10 to 90 in various seating layouts. A full line of audio visual rentals and technical services are available for events. Telephone and computer services are available throughout the building. Authorized student organization representatives may reserve space 24/7 through the space web app at <https://ems.sa.uwm.edu/EMSWebApp/>

Room Capacities: for details spaces available, capacities and set-up, visit <http://uwm.edu/union/rebs/event-spaces/>
Visit http://uwm.edu/union/Event_Services/ for more information on room setups, policies and online reservations.

Parking

A two-level underground parking area with space for 454 vehicles is also part of the Union building.

Rental Charges/Room Charges

Space usage fees will be charged to non-University organizations for all events held and most sales and solicitations held in University buildings. Fee schedules and further information are available at the Union Event Services Office, Union 300 (<http://uwm.edu/union/rebs/>). Charges will be made when costs are incurred due to special setup, special cleanup, or misuse of the facility which results in services provided to restore the condition of the room.

Room Reservations

Events in campus buildings and outdoor areas must be sponsored by chartered, registered student organizations or University departments. Reservation requests are made to the Union Event Services office.

Authorized users can reserve space by accessing the event services virtual reservation website <https://ems.sa.uwm.edu/EMSWebApp/>. The first step is to request a web user account. An authorized user with a web account can book meeting rooms and request large event space online using the virtual booking website 24/7.

Reservations may also be made at the Union Information Desk in the UWM Union Concourse, Monday through Friday from 8:00 a.m. to 4:30 p.m. Individuals who make reservations must have authorization from their department or registered student organization.

For more information contact Event Services, Union 300, 229-4828 or email at reservat@uwm.edu.

To get more information about the UWM Union Building programs, events and services, go to their web page at <http://uwm.edu/union/>

UNIVERSITY HOUSING

Any questions related to University Housing policies regarding advertising or political campaigning should be directed to the Outreach Coordinator, located in Sandburg C204, or reachable by phone (414-229-3253) or email (mountin@uwm.edu).

Any questions related to room/space reservations or tabling should be directed to the Residential Guest Services Staff in Kenilworth Square Apartments, via phone (414-229-6588) or email (confa@uwm.edu). You may also access the facility reservation request form at www.rgs.uwm.edu.

University Housing rules and regulations are in effect in all University Housing facilities. Violators may be subject to contract action (for residents) or loss of reservation and/or guest privileges.
(See also *University Housing in the Services Available section of this Manual*)

Rates

As an Auxiliary Service, University Housing facilities are completely funded by the students residing in the facility. Residents of University Housing facilities, members of University Housing-affiliated groups, and Auxiliary Service staff members may reserve rooms at no charge. All other groups (including student organizations, university departments, etc.) will be charged for rooms and additional equipment according to the University Housing Facilities Rate Schedule. If a non-University housing group is reserving a room for an event that benefits the residents of University Housing, the charges will be waived.

Availability

Facilities shall be made available for use according to the following priorities, pending availability of space:

1. University Housing residents
2. Student Halls Administrative Council (SHAC)
3. University Housing staff and affiliated groups
4. University Housing conferences and meetings
5. SHAC co-sponsored events
6. UWM Student Organizations registered by Student Involvement
7. UWM Departments and Offices
8. Non-University Groups

Because University Housing buildings are home to many students, we have security procedures that differ from those in other campus buildings. All nonresidents that do not possess an Auxiliary Services Employee ID will be unable to enter University Housing buildings after 5:00pm unless they are escorted by a current resident or employee.

If an event is open to the general public (nonmembers of the university community) Residential Guest Services must be notified at the time of the reservation request. University Housing reserves the right to deny the general public access to its facilities after 5:00pm.

Rules and Regulations

The University Housing Rules and Regulations (available at www.universityhousing.uwm.edu) are in effect in every area of the residence halls. Violators will risk their reservation privileges being revoked.

Disclaimer

University Housing reserves the right to:

1. Charge any nonresident individual or group for room use and special setup.
2. Verify that a student organization is registered with Student Involvement.
3. Change a reservation based on established participants and capacities in order to maximize the use of facilities.
4. Reject a reservation request based on non-compliance to and/or abuse of the University Housing Facility Reservation Policy.
5. Charge for excessive cleaning of and/or damage to facilities caused by any individual or group.
6. Make any exceptions to the policy it deems necessary.

Advertising Standards

Advertising in University Housing is regulated by the University Housing Office, located in Sandburg Hall, room C100. Any questions regarding University Housing's Advertising Policy can be directed to the student Outreach Assistants at (414) 229-3158, or uhmktg@uwm.edu.

Please note the following general guidelines:

- 1. There is no form to complete to have items posted.**
- 2. Materials should be delivered to Sandburg C100; Attn: Outreach Assistants. Items delivered to the Sandburg Service Desk may not be posted.**

3. **Once materials are received, University Housing will decide the best placement/venue for the advertisement and will place it accordingly. There is no guarantee that materials submitted will be posted.**
4. **If not enough materials are provided to meet distribution needs for all buildings, the entire submission will be discarded.**

University Housing reserves the right to make any exceptions to the policy as it deems necessary.

I. Advertising Standards (General)

All advertisements displayed in University Housing buildings must meet the following standards:

1. All advertisements must be sponsored by a University-affiliated group (student organization, department, office, etc.) with the exception of materials placed in campus and community display racks (campus and community displays may also include materials from local non-profit organizations).
2. Advertisements promoting the use of illegal substances, including underage consumption of alcohol, are prohibited.
3. Advertisements promoting alcoholic drink specials are prohibited.
4. Advertisements containing nudity, profanity, or otherwise obscene images or text are prohibited.
5. Advertisements condoning violence or criminal activity are prohibited.
6. Advertisements violating the University Housing solicitation policy are prohibited. University Housing's solicitation policy can be found in the *UWM University Housing Resident Handbook, Rules and Regulations, S5*.
7. Advertisements larger than 11"x17" (Gold Frames excluded) are prohibited.
8. *Commercial Advertisements may be permitted if in conjunction with a university sponsored event, provided the commercial advertisement does not occupy more than 25% of each on-campus printed posting for said event.*

A. Flyers Postings

All flyers must be 11"x17" or 8.5"x11" in order to be posted in University Housing.

1. Only University Housing affiliated groups or events may submit flyers for posting in living areas, including, but not limited to hallways, floor lounges, and suites. Flyers submitted by **University Housing Affiliated Groups** will be produced by the University Housing Design Center.
2. **UWM-affiliated groups, non-profits, and student employment opportunities** must submit 7 copies of each posting to **Sandburg Hall Service Desk**. The Outreach Coordinator will hang flyers in the appropriate areas within University Housing, provided space is available.
 - i. 1 posting will go to Cambridge Commons
 - ii. 1 posting will go to RiverView Residence Hall
 - iii. 1 posting will go to Kenilworth Square Apartments
 - iv. 1 posting will go to Purin Hall
 - v. 2 postings will go to the Sandburg Commons
 - vi. 1 posting will be filed
3. **Businesses (for-profit)** may submit advertisements (preferably tri-fold brochures), including menus and coupons, for posting in the campus and community display racks located in Sandburg Commons, Cambridge Commons, RiverView Residence Hall, and Kenilworth Square Apartments. These advertisements must meet University Housing's advertising standards listed above. Materials should be delivered to Sandburg C100; Attn: Outreach Assistants.
 - a. University Housing reserves the right to organize and discard or otherwise manage any materials placed on the campus and community display racks.
 - b. *Any business that places fliers in the display racks that don't meet the above standards may lose their advertising privileges indefinitely.*
 - c. *Fliers that are posted without the consent of University Housing will be removed immediately and the sponsoring organization may lose posting privileges for the rest of the semester.*

B. Gold Frame Postings

All requests for Gold Frame postings should be directed to the student Outreach Assistants via email (uhmktg@uwm.edu). Gold Frames will not be posted without the prior approval of University Housing.

1. All University affiliated groups may request to have a Gold Frame poster posted within the residence halls.
2. All Gold Frames must be 27" wide by 41" tall.
3. An email directed to the student Outreach Assistants (uhmktg@uwm.edu) must be submitted no later than 10 business days prior to the desired posting date. If the Gold Frame schedule permits, the student Outreach Assistants will reply to confirm reservation. Orgs should not print Gold Frames until email confirmation is received.
4. A printed Gold Frame must be submitted to the Outreach Assistants no later than 5 business days prior to the desired posting date.
5. Gold Frames may be displayed for no more than two weeks.
6. The postings and placement of Gold Frames are at the discretion of University Housing as there are a limited number of Gold Frames in University Housing.
7. University Housing affiliated groups reserve the right to request the use of any Gold Frame at any time to promote University Housing sponsored events and programs.
8. University groups should plan on printing 3 copies of each Gold Frame, pending email confirmation. Failure to submit requested copies may void reservation.
9. *Gold Frames that are posted by anyone other than the Outreach Assistants will be removed immediately and the sponsoring organization may lose posting privileges for the rest of the semester.*

C. Cable Announcement Channel **PLEASE NOTE THAT THE ANNOUNCEMENT CHANNEL IS CURRENTLY UNAVAILABLE – WHEN IT BECOMES AVAILABLE, THESE POLICIES WILL GO INTO EFFECT******

1. All University affiliated groups may post announcements on the Sandburg Cable Announcement Channel; channel 3 on the Sandburg Cable Network.
2. Those interested in posting should contact the student Outreach Assistants to request a username, password, and instructions for using the posting system.
3. All posts to the Cable Announcement Channel must meet University Housing's advertising standards.
4. Cable announcements may also be used on University Housing's shuttle media players.
5. *Any postings that do not meet University Housing's advertising standards or are posted without the approval of University Housing will be removed immediately and the sponsoring organization may lose posting privileges for the rest of the semester.*

II. Advertising Standards (Elections)

University Housing 2014-2015 Resident Handbook; Rules & Regulations; S5

"Solicitation on behalf of political candidates in the living areas of apartments, residence halls, or in shared commons spaces, is prohibited."

University Housing Elections are governed by SHAC's Independent Elections Commission. Generally, candidates may request permission to post flyers in living areas, provided they have been properly approved and stamped by the IEC, or its designee. Candidates are not allowed to post flyers in general building common areas.

Student Association Elections are subject to Rule S5, above. Candidates are not allowed to solicit votes in the residential spaces, or to have postings put up in residential spaces. Student Association candidates may submit up to 7 copies of a flyer, to be distributed according to the guidelines in I(A)(2).

Local, State, and National Elections are subject to Rule S5, above. Candidates are not allowed to solicit votes in the residential spaces, or to have postings put up in residential spaces. To avoid any appearance of partiality, University Housing will not allow posting of campaign literature by any entity (including postings by candidates, political parties, special interest groups, PACs).

Cambridge Commons, RiverView & Sandburg Hall Cafeteria Booths

- All University-affiliated groups may reserve a booth in the cafeteria at no charge by contacting Residential Guest Services. All reservations must be made at least 48 hours in advance. Each reservation includes one-half of an eight-foot table and two chairs.
- Groups are responsible for providing their own AV equipment, if desired. No equipment is available for use at cafeteria booths in University Housing.
- Since the cafeteria is an extension of our residents' living space, groups are asked to respect their privacy. Groups may not solicit (persuade, petition persistently) from the booth. It is expected that organizations will sit at the booth and hand out information to residents that pass by and express interest in the information being presented. Any group that is deemed to be harassing or soliciting students will be asked to leave and will lose table reservation privileges for the rest of the semester.

Cambridge Commons, RiverView & Sandburg Hall Cafeteria Table Tents

All University-affiliated groups may request permission to place materials on the tables in the Residence Hall Cafeterias. However, materials must be approved by both University Housing and Restaurant Operations. Contact University Housing's Outreach Coordinator for more details.

Resident Mailboxes

- Resident mailboxes in University Housing buildings are considered to be the official receptacles for the US Mail as defined by the US Postal Service. University Housing serves as an agent of the US Postal Service. In order to abide by US Postal Regulations, University Housing does not usually allow mass stuffing of flyers in mailboxes. Exceptions may be granted for official University documents that must reach students in a timely manner. To request permission for a special mailbox stuffing, contact the Service Desk Supervisor at 414-229-2500.
- Businesses may not request a mailbox stuffing. All community advertisements must be sent via US Mail.

Political Campaigning

Anyone desiring to campaign as a candidate or on behalf of a candidate *for a UWM student political office* must proceed according to the following policy when campaigning in University Housing buildings.

- Flyers may be posted on residential floors by University Housing staff only. Please see the "Posting Flyers" policy.
- Candidates or their representatives may speak to residents in meeting rooms or house lounges **by invitation only and at the times specified in the invitation**. Room reservation charges may apply (see the University Housing Facility Reservation Policy for information on room rates).
- Candidates or their representatives may reserve a Residence Hall Cafeteria Booth (please see the "**Cambridge Commons, RiverView & Sandburg Hall Cafeteria Booths**" section of this policy for procedures and restrictions).
- Candidates or their representatives may not post a banner in commons areas.
- For Students Association and Sandburg Hall Administrative Council elections, candidates may participate in a SHAC-sponsored debate held in a University Housing building. This will serve as an opportunity for candidates to meet with University Housing residents face-to-face. Consequently, other face-to-face campaigning not already covered in this section (i.e., handing out flyers in building lobbies, etc.) is not permitted.

Use of University Facilities

General Policies: Facilities of the University are primarily for University purposes of instruction, research and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a University department or organization, the meetings or activities of a non-university group will contribute to and serve the University's purposes, University facilities, when available, and subject to necessary routine procedures administrated by the Chancellor or his/her designee, may be used by that group, but only upon the invitation of, or under the sponsorship of, a University department or organization.

Contracts for Use: Any contracts drawn between the University and a non-University group under the above policies shall:

1. Provide for recovery of costs for such usage to insure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
 2. Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its view or objective, or program content.
 3. Be limited to uses that do not interfere with primary University uses for which the facilities were intended.
- (*"Use of Facilities Policies and Procedures, S-23*)

STUDENT ORGANIZATIONS AT UWM ANNUAL PLANNING CALENDAR

This planning calendar is designed to help student organizations plan ahead for the year. Because dates for particular events change from year to year, only general time frames are listed. Specific dates for a given year will need to be researched by the organization.

E-mail announcements:

Student Involvement frequently sends email announcements to the four primary contacts and the primary advisor of currently registered student organizations. These emails contain important information for your organization including fundraising opportunities, important due dates and deadlines, policy announcements and other time sensitive information. Please make sure your organization contact email information is current at all times. To see what email is currently listed for your organization, go to www.stuorgs.uwm.edu and locate your organization in the searchable directory. In addition to email announcements, be sure to read the "Leading Edge" newsletter available to all organization members at <http://www4.uwm.edu/sao/newsletterpubs.cfm>

On-going Applications, proposals, opportunities, etc.:

- New Organization Registration/Chartering and reactivation of previously registered organizations (contact Student Involvement at 414-229-5780 and visit www.activities.uwm.edu)
- Topical Workshops/Org Training (<http://www4.uwm.edu/sao/training/training.cfm>)
- Revised/amended Constitutions and Bylaws (submit for approval to Student Involvement)
- Officer Transition meetings with outgoing officers, incoming officers, Faculty/Staff Advisor and Student Involvement staff (include information on equipment inventories, bank account signatories, email and webpage passwords, etc.)
- Senate Appropriations Committee (SAC) funding proposals and meetings (Contact SAC at 414-229-2930). Large Grants (over \$700) are only accepted for hearings in November and April, www.sa.uwm.edu
- Check organization mailbox at least once a week!

Plan Ahead!

- Once a week, check mail box and organization email for announcements
- Always keep a photocopy of any application, form, proposal, nomination or other item that is submitted on behalf of the organization (keep an electronic copy if it was submitted electronically).
- Add your organization's officer elections to the month they take place in and use the Quick Reference "Officer Transition" to add pre-election and post-election activities to assist your organization with a smooth transition to new leadership (<http://www4.uwm.edu/sao/publications/publications.cfm>).
- Add major events and activities of the organization to the planning calendar to customize it for your organization.

July

Student Appropriations Committee (SAC) large grant allocations for fall become available for expenditure

August

Student organization annual Registration Renewal forms become available (required registration)

Access list for student organization Union office spaces expires on August 31 (submit new access list)

September

Student organization annual renewal forms due (required registration, may include inventories & other obligations)

Access list for student organization Union office spaces expires August 31 (submit new access list)

Student Organization Sign up for Involvement Fair tables deadline

Involvement Fair tabling event takes place

Welcome Week events campus wide/Pantherfest

Check organization mailbox at least once a week

October

SAC grant training for next funding cycle

Check organization mailbox at least once a week

November

Senate Appropriations Committee (SAC) Grant hearings for spring events

Check organization mailbox at least once a week

December

Update information for all organization contacts*
Check organization mailbox at least once a week

January

Annual Student Organization Achievement Award nominations available
Student Appropriations Committee (SAC) large grant allocations for spring become available
Access list for student organization Union office spaces expires January 31 (submit new access list)
Check organization mailbox at least once a week

February

SAC grant training for next funding cycle
Check organization mailbox at least once a week
Access list for student organization Union office spaces expires January 31 (submit new access list)
Union Policy Board (UPB) applications for Union office space

March

Annual Student Organization Achievement Award nominations due date
Check organization mailbox at least once a week
Spring Break week

April

Student Appropriations Committee (SAC) large grant hearings for fall events
Annual Student Organization Achievement Awards Ceremony
Student Association Elections, www.sa.uwm.edu
Check organization mailbox at least once a week

May

Union office space leases expire (Union Policy Board)
Access list for student organization Union office spaces expires on May 31 (submit new access list)
Check organization mailbox at least once a week

June

Newly elected Student Association officers take office
Union office space new leases begin (Union Policy Board)
Access list for student organization Union office spaces expires May 31 (submit new access list)
Update contact information for all organization contacts*
Spring Graduation
Check organization mailbox at least once a week

*Update contact information to insure that there will be someone authorized to do business for the organization if some/many of the current contacts will not be enrolling at UWM for the next semester (graduating, transferring, study abroad, etc.)

UNIVERSITY GENERAL POSTING BULLETIN BOARDS

Bulletin Boards Belonging to the University

- ❖ "Posting on a bulletin board" means attaching anything to the bulletin board. Only masking tape, staples, or thumb tacks may be used for posting.
- ❖ Posting on departmental bulletin boards or classroom blackboards requires the prior approval of the department(s).
- ❖ Bulletin boards on campus other than those assigned to departments or organizations are "General Notice" boards and may be posted by:
 - Private individuals selling personal property under the Wisconsin Administrative Code, Section UWS 18.11(8)(b)
 - Student organizations
 - University departments
 - Employees
 - Candidates for student offices
- ❖ Posters may not be larger than 14" X 22". Those posted to advertise sale of personal property as noted above may not exceed 8 1/2" X 11" (3" X 5" for some boards).
- ❖ Only one poster concerning a topic or event may be posted on a bulletin board at any one time.
- ❖ No other current poster may be obscured or removed in posting.
- ❖ Posters must indicate organization sponsorship.
- ❖ All materials posted in violation of University regulations will be removed.
- ❖ All campus bulletin boards are cleared of all posted materials at the end of each fall, spring and summer semester by custodial staff.

<p style="text-align: center;">Bolton</p> <p>53 150 56 183 64 262 68 251A 84 277 91 280</p> <p style="text-align: center;">Business S280</p> <p style="text-align: center;">Chemistry 199</p> <p style="text-align: center;">Cunningham 167</p> <p style="text-align: center;">Curtin 133 227</p> <p style="text-align: center;">EMS Runner across wall outside E180 102 156 209 W249 E295-S 2nd floor elevator</p> <p style="text-align: center;">Enderis 103 107</p> <p style="text-align: center;">Fine Arts/Music Inside 1st floor lounge</p>	<p style="text-align: center;">Garland 125</p> <p style="text-align: center;">Lapham 104 252 160 258 161 284 162</p> <p style="text-align: center;">Mellencamp 118</p> <p style="text-align: center;">Mitchell 1st floor main campus entrance 140 166 147 185 233 371</p> <p style="text-align: center;">Physics 128 133</p> <p style="text-align: center;">Merrill 147</p> <p style="text-align: center;">University Housing Deliver 7 copies to Sandburg Service Desk, Attention: Outreach Coordinator</p> <p style="text-align: center;">Union No general boards available in the building. All material for posting in the Union must be submitted to the Union Marketing Office, Union WG50.</p>
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General campus bulletin boards can be changed to a campus department board without notice. Please pay close attention to what is posted on the bulletin boards listed above. If a campus department name or campus department information is listed on the board, the board belongs to that campus department.

SOURCES

Several resources were used to develop this manual:

- 2010 UW System Wide Policies, Procedures, and Legal Resources. Retrieved February 19, 2010 specifically UWS Chapter 17 (<http://www.legis.state.wi.us/rsb/code/uws/uws017.pdf>) and Chapter 18 (<http://www.legis.state.wi.us/rsb/code/uws/uws018.pdf>)
- 2008 Segregated University Fees (F50). Retrieved June 4, 2008 from <http://www.uwsa.edu/fadmin/fppp/fppp50.htm>.
- 2008 UW Systemwide Policies, Procedures, and Legal Resources. Retrieved August 18, 2008 from <http://www.uwsa.edu/spp.htm> and <http://www.legis.state.wi.us/rsb/code/uws/uws.html>.
- 2008 Administrative Services Manual, University of Wisconsin-Milwaukee. Retrieved August 18, 2008 from <http://www.bfs.uwm.edu/ASM/browse.aspx>.
- 2008 Student Organization Manual, Michigan Technological University, Retrieved August 18, 2008 from http://www.sa.mtu.edu/stulife/stuorg/resources/student_organizations_manual.pdf.
- 2006 Segregated university fees Guide for Student Organizations, University of Wisconsin-Milwaukee
- 1999 UWM Union Reservations Guidelines, Policies, and Procedures, University of Wisconsin-Milwaukee
- 1998-00 Student Handbook: The World of UWM, University of Wisconsin-Milwaukee
- 1998-99 Student Organization Manual, University of Wisconsin-Milwaukee
- 1995-96 Wisconsin Statutes & Annotations, Wisconsin State Legislature
- 1995-96 Student Organization Handbook, Texas Tech University
- 1993 Constitutional Guidelines, University of Iowa
- 1979 Robert, General Henry M., Robert's Rules of Order REVISED, Morrow Quill Paperbacks: New York, NY.