



Marshfield/
Wood County

Club and Organization Manual

2008-2009

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Welcome!

We are glad that you are involved in a campus club or organization! Student clubs and organizations are a vital component of the campus community and teach skills that improve your experience as a student while enriching the University environment.

This manual will be updated during the summer following each academic year. The information in this manual is specific to our campus. A video was produced by the Board of Regents of the University of Wisconsin System that covers more extensively organization responsibilities, liability, special events, food handling, and more. You may check out the video by contacting the Student Services Coordinator.

Campus clubs are governed by Student Senate and therefore it is vital to keep the lines of communication open between Student Senate and your club. This is why you will see that it is mandatory for each club to have a representative (Senator) to Student Senate. On the following page is a tentative list of the 2007-2008 Student Senate meetings. If at anytime you have questions, please contact one of the Student Senate Officers or the Student Services Coordinator.

2008-2009 Student Senate Officers

President:	Amy Andrew
Vice President:	John Ertl
Vice President of Internal Affairs:	Jordan Simm
Vice President of Public Relations:	Delaney McDougal
Treasurer:	Courtney O'Brien
Secretary:	Katlin Kapfhamer

There will also be three First Year Executive positions that will be filled during the fall election.

Student Senate Meetings

Although all students are invited to attend the Student Senate meetings, it is required that all club senators attend the **full** Student Senate meetings. Watch your email for upcoming meeting dates. Meetings are usually held in room 131 on Tuesdays at 12:20, but please watch your email for any changes.

Club Constitution

If you need a copy of your club constitution, please contact [Amanda Lang](#) in Student Services. It is imperative that all club meetings and events promote the mission of your club or organization.

Please review your constitution yearly. If at any time your constitution is revised. You must:

1. Submit a copy to the Amanda Lang located in Student Services in the A. G. Felker Student Center.

You may wish to discuss:

How your club or organization fits into the mission of the UW system.

How your club or organization fits into the mission of UW-Marshfield/Wood County.

Segregated Fee Allocation

Farrago	\$500.00
Geo Adventure Club	\$800.00
Habitat for Humanity	\$250.00
Intervarsity Christian Fellowship	\$550.00
Mature Marauders	\$700.00
Phi Theta Kappa	\$700.00
Students Opposing Acts of Prejudice	\$400.00
Student Education Association	\$400.00

NOTE: Your club treasurer is responsible for keeping track of all club expenditures. If you need to verify financial information please contact the Student Senate Treasurer.

Campus Copy Code: You'll need a copy code to make copies for you club on campus. Contact your advisor for the code. If your club does not have a code, contact [Ann Wegner](#) in Business Services.

Checklist

The following checklist is provided as a reminder of important dates for recognition as a registered student organization by Student Senate:

- _____ Complete the Student Organization Registration Form on the following page and submit it to the Student Senate office by September 29nd.

- _____ RSVP by the last Tuesday of September with the number attending the Club Officer Orientation. Up to three officers and two advisors are invited to attend (Club Senators should be one of the three officers who attend)

- _____ Attend Club Officer Orientation (Monday, October 6th, Noon, in the Student Life Center). More information about the orientation session is in this manual.

- _____ Complete Application for Funding: Segregated University Fees form by December 15. More information about completing the form is available in the financial information section of this manual.

Information for a Prospective Club or Organization

If you are planning to start a new club or organization at UW-Marshfield/Wood County you must:

1. Complete the [Student Organization Registration Form](#)
2. Create a constitution for your club (a sample/skeleton constitution is located [here](#))
3. Submit the completed originals of the Student Organization Registration Form and your Club Constitution to Amanda Lang, located in Student Services in the A. G. Felker Student Center.

Following the submission of the above materials, Student Senate will meet to take action to either approve or deny the new club registration.

If you are interested in requesting funding you must also complete an [Application for Funding: Segregated University Fees form](#).

Information for Renewing an Existing Club or Organization

If you are planning to renew an existing club or organization at UW-Marshfield/Wood County you must:

1. Complete the [Student Organization Registration Form](#)
2. Submit the Registration form to the Amanda Lang located in Student Services in the A. G. Felker Student Center.

Following the submission of your renewal form, Student Senate will meet to take action to either approve or deny the registration.

Your Club's Senator to Student Senate and Their Responsibilities

You will note on the Student Organization Registration Form that there is a request for a Senator to Student Senate. The Student Senate Constitution and Bylaws, which details the Senator duties and responsibilities, can be found [here](#). These duties and responsibilities must be read and agreed to prior to submitting the form. If a change needs to be made due to a conflict with the Student Senate meeting schedule, please notify the Student Senate President.

Privileges and Responsibilities of Recognized Student Clubs and Organizations

Privileges

- Reserve rooms and use facilities on campus
- Confer with the Student Senate Public Relations officer and the UW-Marshfield/Wood County University Relations Director regarding promotion of your campus activities and events
- Eligible to complete the Application for Funding: Segregated University Fees form (due by December 15)
- Reserve media equipment
- Ability to post meeting notices and information in accordance with the [posting policy](#)
- Ability to have a club webpage linked to the University of Wisconsin – Marshfield/Wood County website

Responsibilities

- Submit a Student Organization Registration Form by September 29th
- Club Officer Orientation must be attended by at least two club officers (held Monday, October 6th, at Noon, in the Student Life Center)
- Follow Student Senate and University policies and regulations (i.e. regarding field trips, reservation of facilities/media equipment, etc)
- Have faculty advisor (or substitute advisor appointed by the faculty advisor) present at all club-sponsored events
- Contact University relations to publicize events through the local media

Club Officer Orientation (mandatory)

Although you are invited to bring up to three club officers, this meeting **must be attended by at least two club officers from each student organization**. It is highly recommended that one of these be your Club Senator. Advisors are encouraged to attend. The meeting will be held on Monday, October 6th at Noon in the Student Life Center. One week prior to the orientation, please RSVP with the number attending from your club to [Amanda Lang](#). An additional training will be held in the spring semester. Watch your email for the date and time.

Club Officer Orientation will include:

- I. Welcome and Introduction ~ Student Senate Executive Members
- II. Brief overview of Robert's Rules of Order ~ Student Services Coordinator
- III. Agency vs. State accounts and the Pre-Authorization Form for Student Organization Spending ~ Assistant Dean of Administrative Services and/or Business office representative
- IV. Advertising ~ University Relations Specialist
- V. The Role of Student Organizations on Campus ~ Student Services Coordinator
- VI. Campus Theme ~ Student Services Coordinator
- VII. Networking and Brainstorming ~ A time for you to gather with other club officers to speak about possible joint projects for the year.

If you are interested in having other topics covered, please contact [Amanda Lang](#).

Month-By-Month Club Guidelines

September

- Read/review the club constitution
- Recruit new members
- Establish a regular meeting time and begin holding meetings
- Hold elections for any open officer positions
- Brainstorm possible events for fall and spring semesters
- RSVP to the Student Services Coordinator regarding the number of Club Officers and Advisors that will be attending the Club Officer Orientation next month.
- Submit the Student Organization Registration Form (due September 29th)

October

- Attend the Club Officer Orientation (Monday, October 6th at Noon, in the Student Life Center)

November

- Begin to discuss plans for spring semester

December

- Evaluate the fall semester meetings, activities, projects, etc.
- Complete and submit the Application for Funding: Segregated University Fees form by December 15th

January/February

- Determine if any officers have academic eligibility concerns
- Resume meetings for the spring semester
- Review the club's financial standing
- Solidify spring semester plans and events

March

- Begin to identify future leadership of club

April

- Hold elections for club officers for the following academic year
- Plan/assist officer transition – determine if summer meeting is necessary
- Begin brainstorming/planning activities for the next academic year

May

- Celebrate the club's achievements
- Evaluate the effectiveness of the club and brainstorm possible enhancements

Club Meetings

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

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

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

Food for club meetings can be purchased from anywhere. Please consider using the Marauders Cove however, you are not required to do so.

Developing an agenda

A well-developed agenda is the best way to ensure that your meetings will run smoothly. All attendees should have a copy of the agenda, or it should be placed in full view of all (i.e. written on a blackboard). All members should have the ability to place items on the agenda. The officers should strive to develop the agenda one to two days ahead of time in order to ensure all members have time to gather any necessary resources.

The following is a SAMPLE AGENDA:

- I. Call the meeting to order
- II. Attendance or sign in
- III. Guest Speaker
- IV. Additions/approve agenda
- V. Change/approve the minutes of the previous meeting
- VI. Officer reports
- VII. Committee reports
- VIII. Updates on projects/events
- IX. Old or unfinished business
- X. New business
- XI. Adjournment

Conducting the meeting

Start the meeting on time. Follow the agenda as closely as possible. Keep discussion focused on the current topic. The secretary is to take notes/minutes of agenda items and any decisions that were made, tasks that were assigned, who is responsible for

those tasks, and dates for completion of tasks. It is important to think things through! If a decision was made, who will notify the people it affects and how, etc. Hold members accountable for any assignments made during the meeting. Thank any invited guests for their participation. End the meeting on time. Keep minutes and distribute them to all in attendance. Examples of Parliamentary Procedure can be found in the appendix of this document. You may run your club meetings as you wish unless your club constitution states that your meetings must be conducted using a particular forum. (i.e. Robert's Rules of Order).

Advertising meetings

Email: One or two club officers may be granted access to send messages to all students. On your Student Organization Registration Form please note with an asterisk which club officers have been chosen for this task.

Posting Information: Any recognized student club or organization may post information on a designated portion of the bulletin board in the Crossways near the upper Commons. You may also hang posters around campus, but you must abide by the campus [posting policy](#).

Hallway Monitors: To advertise your meetings and/or events on the hallway monitors, complete a PowerPoint slide with the necessary information and forward via email attachment to [Bob Apfel](#).

Planning Events

On Campus

- I. Assess the needs and interests (brainstorm, word of mouth, survey)
- II. Begin planning (dates, times, place, program, solidify ideas, determine goals and objectives)
- III. Identify resources (determine budget, reserve room, delegate duties, email msf-maintenance with event information)
- IV. Publicize (identify your market, determine types of publicity)
- V. Carry out the program (confirm everything!, greet guests, make introductions, enjoy the program)
- VI. Follow-up (clean up, thank you notes)
- VII. Evaluate (Were objectives met? Did attendance meet expectations? Were participants interested? Is the program suitable to repeat in some way?)

If an outside contract is involved, please alert the Student Services Coordinator to obtain preliminary information and work with the Assistant Dean for Business Services to obtain the UW Rider and sign the contract.

Off Campus Events

When planning an event that will take you off campus, please refer to the Student Senate Field Trip Policy and Planning Guide found on the following pages. The planning guide includes a timeline which will be very helpful to follow. Continuing Education will work with a designated club representative(s) and the advisor to plan the event. It is important to note that if segregated university fees will be used to fund any part of the event you must

- be accompanied by a club advisor or another faculty or staff member in lieu of the club advisor
- allow any UW-Marshfield/Wood County student to attend
- advertise the trip to all students (email, hallway monitors and posters are suggested)
- have all promotional materials in place at least 10 days prior to the trip date. You may need to have promotional materials in place much sooner than that in order to hit your break even number of students by the date designated by Continuing Education.

Student Senate Field Trip Policy

Campus wide non course-related field trips will now be planned using the Student Senate Field Trip Planning Guide. The following is a proposal on the procedures for planning a campus wide field trip and on how these field trips should be funded:

If a student organization/club wishes to plan a trip solely for the members of that group, then the org./club is responsible for all funding. The group would then use any combination of the following funding options:

- require org./club members to pay for the trip
- institute fund raising for the trip

Any funds collected from students and/or from fund raising must be turned into the Business Office.

The other field trip funding option is to approach Student Senate and request aid. Should an org./club wish to do so, they must meet the following criteria:

- The trip must be available to the whole student body at the same time.
 - To explain, the trip may not be open to only student org. members and/or members of a particular course, and once all these students have had the opportunity to sign up, be opened up to the student body. All students must have equal opportunity to sign up.
- Special criteria must be followed if the field trip is course connected.
 - Professors may not give extra credit to students for attending the field trip—*unless* some other extra credit option of equal point value is offered to those students who do not attend the trip.
 - This does *not* mean that educational field trips may not receive Student Senate funding.
 - If a professor wishes to take a field trip just for his/her class, then a special course fee will be required through the Business Office. Financial aid will cover this fee.
- The org./club takes financial responsibility for the field trip and must plan the trip using the Student Senate Field Trip Planning Guide in order to ensure proper procedure.
 - Continuing Education is responsible for collecting all funds from the club/students attending and booking all necessary arrangements.
 - The org./club is in charge of collecting and keeping track of bills incurred by the trip (i.e. bus, hotel, etc.).
 - Any materials necessary for the trip are also the responsibility of the org./club.
- The student organization/club must estimate the cost of the trip and the cost to each student before requesting money from Student Senate.
- The group must ask for a specific amount from Student Senate, which will not fluctuate.

- The org./club is responsible for advertising the field trip around campus but may request assistance from the Student Senate Public Relations officer.

A student organization/club may receive partial funding from Student Senate, but these criteria must still be met. In this case, the trip needs to be advertised as being co-funded (ex. By Student Senate and Student Nursing Association).

Any changes made to these guidelines must be done through a Student Senate majority vote. Also, before *any* field trip is scheduled, it must be approved as noted on the Student Senate Field Trip Planning Guide. This ensures that no segregated fees are applied to field trips that do not meet these criteria.

Suggestion for receiving Student Senate funds:

Tentatively plan a bus for the trip, having the size be appropriate to the number of students expected to attend. Get an estimate on the cost for the bus (ex. \$300). Ask Student Senate to pay for the bus (in this case \$300) and have the students attending pay for any tickets, meals, lodging, etc. Or have the student org./club pay for/contribute to the cost of tickets, meals, lodging, etc.

- *Passed by Student Senate on October 24th 2001*
- *Revised by Student Senate on October 19 2004.*

Public Relations and Advertising for your Event

News about UW-Marshfield/Wood County people, programs, services and events is distributed to broadcast (radio and television) and print media through the University Relations office. They suggest story ideas to the media, assist them in coverage and provide contacts and information to them while they are working on stories about UW-Marshfield/Wood County. If your club or organization is planning or participating in a unique event contact [Melissa Lake](#), University Relations Specialist, so she may provide a news release and arrange for coverage.

So you want a club webpage!

A club webpage may be requested through the [Melissa Lake](#) in the University Relations office. Please include the following information: Name of club, Name of club advisor, name of student(s) who will be in charge of updating the information. If it is approved, University Relations will send the club the guidelines for the website and send the request for the page to our web developer who will create the initial page and send the club advisor the user/logon information.

Additional Information

Check out the following websites (from the University of Notre Dame Student Activities Office) for ideas regarding officer transition, communication, motivating members, delegating and assessing your club's focus!

[Club Officer Transition](#)

[Motivating Club Members](#)

[Delegating Tasks](#)

[Organizational Assessment: Perception Focus](#)

[Goal Setting](#)

[Diversity](#)

Additional opportunities for your club and/or members

A **UW Colleges-wide leadership training conference** is held each year. Invitations are sent to all 13 of the UW Colleges. If you or any of your club members are interested in attending please contact the Student Senate President for more information.

Student Governance Council (SGC) of the UW Colleges

(<http://www.uwc.edu/sgc/>) is the student governing body of the UW Colleges. The primary role of SGC is to maintain the student role in shared governance at the UW colleges-wide level. Each of the 13 UW Colleges campuses is eligible to provide two voting members from its student body. If you are interested in being involved with Student Governance Council, please speak with the Student Senate President.

United Council (<http://www.unitedcouncil.net>) is the largest student research and advocacy group in Wisconsin and currently represents over 140,000 students on 23 University of Wisconsin System campuses. It is a student owned and operated corporation committed to enhancing the quality of student life and education. You, as a student, are a part owner since each UW-Marshfield/Wood County student pays \$2.00 per semester to United Council. There are approximately 7 General Assemblies each academic year in addition to multiple retreats and conferences. If you are interested in being a UW-Marshfield/Wood County student representative or contact to United Council, please speak with the Student Senate President.

Student Rotar Program – Two students per month are requested to represent our institution at the Marshfield Noon Rotary meetings, held each Monday at noon. Any interested students must contact the Student Services Coordinator to determine what months are available.

Pathway Partners is a mentoring program for Marshfield Senior High School students. As a mentor, you would meet with the student assigned to you at least once per month during the academic year. If you are interested in this program, the necessary forms may be downloaded from their website: (http://www.marshfield.k12.wi.us/schooltocareer/pathway_partners.htm).

Thinking about next year yet?

The leadership skills you will develop over the year will give you the experience to run for a Student Senate position next year! It's easy to do. Email your current Student Senate President or speak with the Student Services Coordinator to request a nomination petition and information sheet. Executive positions include President, Vice-President, Vice President of Internal Affairs, Vice President of Public Relations, Treasurer, and Secretary. The election for these positions is typically held in conjunction with the Spring Picnic. Elections are held in the fall for three First Year Executives.

Working with your Advisor

The Role of the Advisor

- Helps bridge the year-to-year changes in membership and organizational officers
- Helps the group to focus, set goals, and stay motivated
- Serves as a resource for your organization
- Assists in resolving conflicts between members
- Shares their experience and wisdom

The Responsibilities of Group Members to the Advisor:

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

Advisor Information

“What you do, what you say, who you are, may affect people in ways you’ll never know; your influence, like your shadow, extends to where you may never be.” ~Author Unknown

Thank you for agreeing to serve as a student organization advisor. As the poem states, your influence and assistance can greatly impact the success of the organization you work with as well as the individuals you mentor as leaders in the group. If you have questions about your role, please contact the Student Services Coordinator.

Your responsibilities are to the group, the individuals within the group and to UW-Marshfield/Wood County.

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students’ time, abilities, energy and funds.
- Assist the group in completing various forms including the Student Organization Registration Form (by September 24th), the Application for Funding: Segregated University Fees form (by Dec 15) and any [Pre-Authorization Forms for Student Organization Spending](#) throughout the academic year.
- Make sure that meetings are properly scheduled and attend all events
- Encourage the active participation of all members
- Provide suggestions and criticisms to be certain that all activities promote the mission of the club or organization

The UW System Risk Management Policy and Procedure Manual (<http://www.uwsa.edu/oslp/rm/manual/part10a.htm>) includes the following regarding the role of faculty and staff advisors to student organizations:

Faculty and staff advisors who have been appointed as such are provided liability protection for their actions when acting in the scope of their employment or agency. Ideally, the appointment should be included as part of an employee's written position description, or at a minimum, the appointment should be in writing. Faculty and staff advisors should be active when working and advising student organizations. They should take responsibility for questioning activities of a student organization and voice disagreement if they see a problem with a proposed event. These actions are within their scope of employment. They must feel comfortable when questioning a student activity as that event or activity may have an impact on the university's liability coverage.

UW-Marshfield/Wood County Student Senate Constitution and By-Laws

The University of Wisconsin Marshfield/Wood County Student Senate Constitution and By-laws can be found [here](#).

Please take special note of Article III and Article XI.2 of the Constitution and Article I, Section 7 of the by-laws. It is imperative that your club senator understands the responsibilities prior to agreeing to this role.

Also note Article XIII of the Constitution regarding recognition of student organizations and Article II, Section 2 of the by-laws regarding the budget process.

Using State Vehicles

Students and student organizations cannot reserve fleet vehicles. Registered student organizations may only use a university fleet vehicle if a university department has agreed to sponsor its use. If a university department reserves a fleet vehicle on behalf of the student organization, it must be used **ONLY** for state or university business and the purpose of the travel must fulfill the university or departmental mission. When a university department accepts the responsibility of reserving a fleet vehicle for a student organization, the university department should assist with making all necessary arrangements: reservations, driver authorization, and funding.

UW-Marshfield/Wood County currently has one state owned vehicle. Driving a state vehicle is not a right but a privilege. To request the fleet vehicle, complete the Student or Volunteer Driver Authorization Form on the following page and turn it in to the Business office.

Some examples of approved usage of a University owned or leased vehicle are:

- Field trips that are for educational purposes, and have on-site supervision by a UW-Marshfield/Wood County employee.
- Education programs that require training to be taken outside of the Marshfield area and are course-required. This would not include students who are required to train at some other site all day, i.e. student teaching, internships and coops.
- Business errands for a department.
- Conference, meeting, events which are University-related.
- Research under the direct supervision of a principal investigator or instructor.
- Volunteer programs that are under the direct supervision of the University.
- Student organization trips when the purpose fits the mission of the University.

STUDENT OR VOLUNTEER DRIVER AUTHORIZATION FORM

1. Name: _____

Indicate One: Student _____ Volunteer _____

2. Purpose for using vehicle

_____ Field Trips _____ Educational Program Training
_____ Business Errands _____ Conferences, Meetings, Events
_____ Volunteer Programs _____ Research Under Supervision

3. _____ Other (Describe) _____

4. Date of Departure: _____ Date of Return: _____

5. Number of years driving experience: _____ Birth Date _____

6. Driver's License: Regular _____ Probationary _____ # _____

7. Social Security # _____

8. Notarized statements are required for: (Check if any apply)

- 1. Individuals holding out-of-state driver's licenses. _____
- 2. Individuals having Wisconsin driver's license less than 3 years, due to previously being licensed in another state/country. (Statement must list any moving violations and/or describe any accidents in past 3 years.) _____

9. When a privately owned vehicle is to be used, it should be in a good state of repair. In case of accident, owner's coverage is primary.

VEHICLE USE AGREEMENT

I acknowledge that I have read a copy of the statewide Fleet Policies booklet and understand the statewide and agency-specific fleet policies and procedures.

As a condition of my accepting a vehicle, I agree to a check of my driving record. I also understand that my driving record may be checked annually and that any negative change in the status of my driving record may result in the revocation of the privilege of driving a state-owned vehicle.

Signature of Volunteer or Student Driver

Date Signed

Signature of Prof./Coord. making request

Departmental Phone Number

Signature of Dept. Chair, Dean or Dir.

Unit-Division-Dept. Code

Posting Policy

The UW-Marshfield/Wood County [posting policy](#) has been updated as of May 2007. Please review the policy for rules regarding paper, campus television, and email posting.

Financial Information

Agency and State Accounts...what is the difference?

An **agency account** holds the money that your club has raised. Not all clubs have an agency account.

Depositing funds into an agency account:

Any funds raised by your club must be deposited through the business office. Please see Ann Wegner in the Business Office to deposit your money.

Expenditures from an agency account:

You have much more freedom with the way you spend money in an agency account but all funds must still be spent ethically and in accordance with the mission of the club. No funds should ever be spent until the expenditure is approved in a meeting, noted in the minutes and a [Pre-Authorization Form for Student Organization Spending](#) has been completed and approved.

Agency funds (unlike any state funds) may be used for donations, scholarships, gifts and awards.

Agency accounts are maintained by the business office and therefore if you would like to know if your club has an agency account and/or what the balance of the account is, please contact the Business Office. The following are fund raisers that have been successful on other campuses.

Culvers Night – contact your local Culver’s Restaurant and contract a Culver’s Night for your club. You advertise it and your group gets 10% of the profits for that night!

A & W – They will typically donate everything you need to make A & W root beer floats! Everything you earn is clear profit!

Your **state account** holds the money that your club was awarded through the segregated university fee budget process.

Depositing funds into a state account:

Typically there will be one deposit made into the club's state account which occurs only if the club requested funding through the Application for Funding: Segregated University Fees form and the funds were approved by the budget committee.

Expenditures from a state account:

Because this money was acquired through UW-Marshfield/Wood County student segregated university fees (SUF), there are restrictions based on the requirements of the United States Constitution, the Wisconsin Constitution and applicable state statutes, regulations and policy directives.

You can find examples of appropriate and inappropriate SUF expenditures [here](#). These will be helpful for your club officers to review prior to completing your budget request. All funds must be spent in accordance with the mission of the club. No funds should ever be spent until the expenditure is approved in a meeting, noted in the minutes and a [Pre-Authorization Form for Student Organization Spending](#) has been completed and approved.

Completing the Application for Funding: Segregated University Fees form

In November the Student Senate Treasurer will send out an email with a copy of the Segregated University Fee Budget Request Form. A copy of this form can also be found [here](#). This form must be completed, signed and returned to the Student Senate Treasurer or Amanda Lang in Student Services by December 15.

Please review the financial and administrative policies regarding segregated fee expenditures found in this section of the manual prior to completing your application. Limit your requests to those items that are allowable by law.

All clubs requesting funding will be notified early in the spring semester regarding the funding decision made by the budget committee. At that time club representatives will be given the opportunity to meet with the budget committee to defend their request if they choose. A final decision will be made by the budget committee and the budget will be forwarded to the Campus Dean and CEO, who will then either approve or decline the recommendation. If declined, the budget will be returned to the budget committee, if approved the budget recommendations will be forwarded to the Chancellor. Until final verification is received from the UW Colleges, the budget allocation should be considered tentative.

Pre-Authorization Form for Student Organization Spending

Because we are a state organization and are audited on a regular basis, UW-Marshfield/Wood County and all the clubs and organizations must not only be fiscally responsible, but abide by all statues, regulations and policies.

Although cumbersome, it is necessary to complete a [pre-authorization form for student organization spending](#) prior to spending any segregated university fees that were approved for your organization through the budget process. This form allows multiple individuals to verify that the expenditure is acceptable under the terms of the financial and administrative [policies regarding segregated fee expenditures](#) (F20).

Please follow the instructions on the form.

Appendix:

Parliamentary Procedure

-sample 1

-sample 2

Forms

Parliamentary Procedure – Sample 1

A motion is a formal statement of a proposal for consideration by the assembly.

The essential steps by which a motion is brought before the assembly are:

1. A member rises and addresses the chair and waits for recognition.
2. The chair recognizes the member.
3. The member proposes the motion by saying, “I move that ...”
4. Another member without rising or addressing the chair seconds the motion.
 - A second merely implies that the seconder wishes the motion to be considered by the assembly, but not that she/he favors the motion. He/she may wish to speak against the motion and vote against it.
 - A motion made by direction of a board or committee requires no second.
 - If a motion is not seconded, it is not before the assembly. It does not die; the chair just proceeds to the next item of business.
5. The chair states the motion, which then becomes the question. “It is seconded that ... Is there any discussion?” If the wording is not clear or requires smoothing, the chair should put it into suitable form. The wording in the minutes should be the same as was stated by the chair.
6. Discussion: The speaker must,
 - Be entitled to the floor.
 - Address their remarks to the chair, be courteous, and avoid speaking about personalities.
 - Confine the discussion to the pending question. If secondary motions are made, they become the pending question.
 - Observe the rules as to the number of times and length of time a speaker may speak to a question according to bylaws and whether or not debate has been limited.
 - Asking for information is not considered as debate.
7. The chair puts the question to vote by saying “Those in favor of the motion that (repeat the motion or have the secretary read the motion) ... say ‘Aye’ and those opposed say ‘Nay’.” The chair must always call for the negative vote and tell the assembly what to say. If the chair is in doubt, a rising vote or show of hands may be taken.
8. The chair must announce the vote. “The Ayes have it and the motion is carried” or “the Nays have it and the motion is lost.” If the vote is tied, the motion is lost as it is not a majority. The chair may, but is not compelled to, vote to make or break a tie vote. The chair does not vote on a voice vote, in a rising vote or a show of hands. The chair always votes to break a tie.

Parliamentary Procedure – Sample 2

Procedure to Introduce New Business (according to Robert's Rules of Order)
You may use any adaptation of this unless your club constitution states that your meetings must be conducted using Robert's Rules of Order.

1. Member raises hand
2. When recognized by the presiding officer, member stands, gives name, and states his/her motion. e.g. "I move that (club name) _____."
3. Member may give a brief explanation for introducing the motion
4. Another member must second the motion to continue
5. Presiding officer calls for discussion on this motion

(The member who introduced the motion has the right to speak first. Members wishing to discuss the motion raise their hands and wait for recognition from the presiding officer before speaking, enabling everyone to share his/her opinions.)

6. Presiding officer calls for a vote on the motion*
7. Presiding officer states results of vote and resulting action

*Members may "call the question" to end discussion on the motion if discussion seems to be dragging on or becoming redundant; however, it is NOT acceptable to call the question in order to prevent someone from expressing his/her opinion or while someone is speaking. If a member calls the question, a second and a 2/3 majority vote are required (no discussion) to close discussion and proceed to voting on the motion.

C. Procedure to Amend a Motion

During discussion, it may become apparent that an amendment (modification) to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.

1. Member raises hand and stands after recognition from the presiding officer
2. Member states his/her amendment (e.g. striking and/or adding words/phrases)
3. Amendment must be seconded
4. Presiding officer calls for discussion on the amendment
5. Presiding officer calls for a vote on the amendment, and announces result

(If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.)

D. Options Related to Motions

- Referral to Committee

During discussion (B5), it may become apparent that further information is needed prior to voting on a motion and/or further work is necessary to reword a motion, in which case, the motion may be referred to a committee. If the motion passes, the committee, if not existing, should be appointed immediately or as soon as possible. The committee should report findings at the next meeting, unless specified otherwise.

1. Member raises hand and when recognized by the presiding officer, and makes a motion to refer the motion to committee
2. Motion must be seconded
3. Presiding officer calls for discussion
4. Presiding officer calls for a vote, and states result of the vote and action taken

- Tabling a Motion

Tabling a motion lays aside an item of business temporarily in order to attend other business. A tabled motion cannot be taken from the table until another item of business has been transacted since the tabling.

Note: If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

1. Member raises hand and after being recognized by the presiding officer, makes a motion to table the motion
2. Motion must be seconded (No discussion)
3. Presiding officer calls for a vote, reports the result of vote, and states the action taken

- Remove a Motion from the Table

A member may move to remove a motion from the table during the Unfinished Business part of the meeting (A6) once all agenda Unfinished Business items are addressed.

1. Member raises hand and after being recognized by the presiding officer, makes a motion to remove a motion from the table
2. Motion must be seconded
3. Presiding officer calls for discussion
4. Presiding officer calls for a vote, reports the results of the vote, and states the action taken

- Motion to Postpone

A member may move to delay action (voting) on a motion to a certain time, usually the next meeting. A postponed motion is considered unfinished business and automatically comes up for further consideration at the next meeting (or designated date).

1. Member raises hand and after being recognized by the presiding officer, makes a motion to postpone the motion to another date (usually the next meeting)
2. Motion must be seconded
3. Presiding officer calls for discussion
4. Presiding officer calls for a vote, reports the results of the vote, and states the action taken

