

The University of Findlay



Student Government Association

2011-2012 Guidebook

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Campus Organizations-Getting Started

Dear Friend,

Hello, and congratulations on being selected to represent your organization as a campus leader. I wanted to just say a brief hello and encourage you to read this packet of information, I know that as a leader you are extremely busy and that reading this will not be at the top of your list of things to do. However, SGA has provided this guidebook to you because this is the same packet of information that is given to our members each year so that they can understand what Student Government Association is all about. If you take the time to read this booklet and share its information with others in your organization we know that your year will go much more smoothly and be more enjoyable for you and your fellow members.

Inside this packet you will find information about resources on campus, Publicity Ideas, the procedures for getting budgets passed as well as how to put them together. When done reading this I do not expect you to hold all of the knowledge of how things work around here but I know that many of your questions will be answered. Please always feel free to ask questions, we are here to help and make things easier for you, also some documents such as the SGA Constitution are not included because of the length these are posted online for your convenience. However, remember we are not here to do it for you, but to help you to learn as you go along. Feel free to email me any questions you may have at terryc@findlay.edu. Have a fantastic year and I look forward to working with you to make your programs great!

Sincerely,
Christina Terry
SGA Vice-President 2011-2012

Contact Information

The Executive Board

President Alex Reist
Cell: 937-554-3909
reista@findlay.edu

Vice President Christina Terry
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terryc@findlay.edu

Sergeant-at-Arms Emily Samimi
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Treasurer: Brenda Do
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Public Relations Laura Knecht
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Secretary Elizabeth Palmieri
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The Senate

Graduate President Heidi Croy
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Senior President Kaleb Headings
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Senior Representative Jessica Flum
Cell Phone:
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Senior Delegate
Cell phone:

Junior President Madison Hallas
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Junior Representative Eric Rieman
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Junior Delegate: Beverly Beavers
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Sophomore President: Marissa Guillen
Cell phone: 419-371-7254
guillenm@findlay.edu

Sophomore Representative Lindsay Kim
Cell phone: 213-503-6866
kimy@findlay.edu

Sophomore Delegate: Lucas Opperman
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oppermanl@findlay.edu

Freshman President
Cell Phone:

Freshman Representative
Cell Phone:

Freshman Delegate
Cell Phone:

The Advisors

Todd Beitzel
Office: 419-434-4639
beitzel@findlay.edu

Phil Lucas
Office: 419-434-4308
lucasp@findlay.edu

Dave Emsweller, University Liasion
Office: 419-434-4570
emsweller@findlay.edu

Important University Extensions

Catering Office
Location: Alumni Memorial Union # 45
Contact: 419-434-4645
ufcatering@findlay.edu

University Bookstore
Location: 1330 N. Main St.
Contact: 419-434-4561

Facilities Scheduling and Events
Location: Alumni Memorial Union #5
Contact: 419-434-6942

UF Oiler Mart
Location: Alumni Memorial Union
Contact: 419-434-6549

Postal & Print Services
Location: Basement Old Main #17
Contact: 419-434-4839

UF Security
Location: 1st floor Lovett Hall
Contact: 419-434-4601

Student Activities Office
Location: Alumni Memorial Union 8-A
Contact: 419-434-4746

Student Government Association
Location: Alumni Memorial Union
Contact 419-434-4849

Student Services
Location: First Floor Old Main
Contact: 419-434-4570

Parliamentary Procedure

Explanation of the use of Roberts Rules

Example SGA Meeting

1. Call to order – Meeting is called to order at 6:00 PM
2. Moment of silent reflection (everyone stands up)
3. Opening remarks
4. Motion to approve agenda and minutes
 - a. Second?
 - b. Discussion (if any)
 - c. Someone says: “Question.” The President looks around and makes sure there is no further discussion, then calls for a vote
 - d. Vote to approve or not
 - e. Agenda and minutes are approved
5. Secretary’s report
6. Treasurer’s report
7. Committee briefs:
 - a. Campus Improvements
 - b. Pre-Election/Election
 - c. Constitution
 - d. Visibility
 - e. Budgetary
 - f. Board of Presidents
 - g. Senior Class Gift
 - h. Newsletter
8. Old business
9. New business: First budget – The Treasurer motions to allocate \$1200 to Pre-Vet Club for the UF Rodeo
 - a. Second?
 - b. Discussion follows (if there is a second). (If not, the motion fails)
 - i. Someone says to the group representative(s): “Could you please tell us a little bit about your event?”
 - ii. The group rep.(s) describe the event to everyone.
 - iii. Someone says: “I went to the UF Rodeo last year and it was a really successful event, but I think \$350 is too much money for prize money”
 - iv. Someone motions to decrease the event prize money to \$200
 1. Second?
 2. Discussion
 3. Someone says: “Question”
 4. Vote

5. The vote is in favor of decreasing the prize money (\$1200 - \$150 = \$1050) (The main motion is amended)
 - v. Someone says: "I think the event would be more exciting if there was a fog machine."
 - vi. Someone motions to add \$100 to the budget for the fog machine
 1. Second?
 2. Discussion
 - a. Someone says: "Do you think \$100 is enough for a fog machine? What if we change it to \$200?"
 - b. Someone motions to change \$100 to \$200.
 - i. Second?
 - ii. Discussion
 - iii. Someone says: "Question"
 - iv. Vote
 - v. The vote is in favor of amending the motion to adding \$200 to the budget (instead of adding \$100)
 - c. There is no further discussion
 - d. Someone says: "Question"
 - e. Vote
 - f. The vote is in favor of adding \$200 to the budget for the fog machine
 - vii. Discussion about the main motion (the UF Rodeo budget overall) continues.
 - c. There is no further discussion about the budget.
 - d. Someone says: "Question"
 - e. Vote
 - f. The vote is in favor of allocating \$1250 to Pre-Vet Club for the UF Rodeo
10. Second budget – The Treasurer motions to allocate \$600 to Wilderness Club for its pizza meetings
 - a. Second?
 - b. Discussion
 - c. Someone says: "Question"
 - d. Vote
 - e. The vote is in favor of allocating \$600 to Wilderness Club.
11. Other budgets are gone through in this same manner.
12. Student questions, comments, and concerns
13. Closing remarks (check-in with each SGA member - opportunity for announcements and reflections)
14. Next meeting is scheduled for January 23rd, 2011
15. Closing - Meeting ends at 7:14 PM

Glossary of Common Meeting Lingo

Adjourn – to finish the meeting. Ex: “The meeting is adjourned at 7:36 PM.”

Amendment – a motion to change, add words to, or omit words from, a pending original motion; a motion to modify the motion. Must be seconded in order to be voted upon. If there is no second, the proposed amendment is defeated. Ex “I motion to add \$200 to the budget.”(For information concerning constitutional amendments, see Article X, Section 01 of the Constitution.)

Amendment to an amendment – a motion to change, to add words to, or omit words from, the first amendment; a motion to modify the first amendment. This type of motion is not amendable. Must be seconded in order to be voted upon. If there is no second, the proposed amendment to the amendment is defeated. Ex: “I motion to change \$200 to \$300.”

Main motion - The new business (the item on the agenda) brought before the group; what it is you’re debating or amending. Usually brought before the group by the Treasurer. Must be seconded in order to be voted upon. If there is no second, the motion is defeated. Ex: “I motion to approve \$1,647 for (name of club).”

Motion – a proposal for action. Must be seconded in order to be voted upon. If there is no second, the motion is defeated. See “Amendment”, “Main motion”, and “Table/Lay on the table” for examples.

Point of order- Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give his/her reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged. Ex: “Point of order - we need to vote on the amendment before we can vote on the main motion.”

Question – A call to see if discussion is finished. (The chair will then check to see if anyone has anything else to say about the motion. If not, a vote on the motion will be held. If you need more time to look over the budget, to decide on the motion, or if you have something to say or ask, indicate this to the chair right after question is called. More time will then be given to look over the budget or to have discussion. Question will then need to be called again before a vote can be taken.) Example situation: Discussion about a motion has finished and Kate, an SGA member, feels that everyone is ready to vote on the motion so she raises her hand, the chair calls on her, and she says, “Question.” Ben, another SGA member, is still looking over the budget so he raises his hand, is called on, and says, “I need more time.” The chair does not call for a vote on the motion. After a couple minutes, Steve, another SGA member, and Ben see that everyone is done looking at the budget and seem to be ready to vote so they raise their hands to be called on. The chair calls Steve’s name and Steve says, “Question.” The chair looks to see if anyone needs more time or if there is any more discussion. Seeing none, the chair calls for a vote.

Quorum - Before a meeting can conduct business it requires a quorum--the minimum number of members who must be present at the meeting before business can be legally transacted. The

requirement of a quorum is a protection against unrepresentative action in the name of the association by an unduly small number of people. See Article VII, Section 04 of the Constitution.

Second – Said when a person agrees with a proposed motion or amendment; allows the motion to carry. If there is no second, the motion is defeated. Ex: Carl says, “I motion to remove the prize money from the budget.” Hailey then says, “Second.”

Table/Lay on the table – a motion to suspend/stop consideration of a pending motion for the current time. Ex: “Since there are no representatives from (name of club) present, I motion to table the budget.”

Attribution to <http://www.robertsrules.org/indexprint.html> and http://www.sonoma.edu/Senate/Roberts_Simple.html.

Who’s Who in the Association

Roles & Position Descriptions

Executive Board

Executive Officers must participate in the committees as stipulated in article IV of the revised constitution. Officers must also serve a minimum of one office hour per week in the Student Government Association Office.

President

- Presides over all meetings, following Roberts Rules to move through the agenda
- Appoints the chairmen for the standing committees and serves as ex-officio for each
- Represent the Student Government Association at ceremonial functions and as requested by the University
- Monitor voting process and ballot counting
- Serve as the head of the Executive Board
- Exercise the right to veto any decision made by the Student Senate, its executive officers, senators, and/or committees in the event a decision is deemed inconsistent, unfair or inappropriate
- Maintain regular communication with the Vice President for Student Services and the Student Government Association Advisors

Vice President

- Preside at meetings of the Student Government Association in the absence of the President
- Organize and facilitate Board of Presidents leadership training program in collaboration with the Student Activities Office each semester
- Oversee all SGA committees

Sergeant-at-Arms

- Maintain order at all meetings of the Student Government Association and Student Senate
- Serve as parliamentarian of the Student Government Association
- Maintain constitution for all registered student organizations
- Assist with counting ballots from all votes taken
- Chair the Senate Judiciary Committee
- Chair of the Constitution Committee

Secretary

- Notify in advance each member of the Student Senate of regular meetings
- Maintain permanent records of attendance and the minutes of the meetings of Student Government Association; distributing copies of said minutes to the Student Senate members, the advisor(s) of this body, the Vice President for Student Services and the President of the University
- Serve on the Senate Judiciary Committee

Treasurer

- Keep permanent records of all financial transactions and assist with all funds and allocations
- Monitor expenditures and funds of other organizations
- Sign for the transfer of all funds from Student Government account
- Co-sign (with the organizational faculty advisor) all purchase requisitions, expense reports, and fund transfer requests from student organizations
- Head the Budgetary Committee

Public Relations

- Keep permanent records of all the Student Government activities
- Monitor and maintain the SGA website and Blackboard community group
- Promote Student Government Association meetings, elections, programs, legislation, and activities
- Chair the Visibility Committee

Standing Committees

Student Government Association Standing Committees

Visibility Committee:

Chair: Public Relations Officer

Function: The function of the Visibility Committee is to create programs and activities for the benefit of the entire Student Body; Promote Student Government Association meetings, elections, programs, and activities, in correlation with the Public Relations Officer; and to monitor and maintain the SGA website and Black Board community.

Membership: The Visibility Committee shall consist of the Public Relations officer and any other senate member who wishes to join.

Budgetary Committee

Chair: Treasurer

Function: The function of the Budgetary Committee is to review budgets prior to Student Government meetings; Has the authority to pass selected budgets as long as they do not exceed \$500. In case of a budget being sole pertaining to food the budgetary committee has the authority to approve it no matter the cost.

Membership: The Budgetary Committee shall consist of the Treasurer and any other senate member who wishes to join.

Pre-Election/Election Committee

Chair: Junior Class President

Function: The function of the Pre-Election/Election Committee is to be responsible for publicizing information concerning elections during both the fall and spring semesters; Responsible for creating election ballots and an election participation sheet for SGA members.

Membership: The Pre-Election/Election Committee shall consist of the Junior Class President and any other senate members who wish to join.

Constitution Committee

Chair: Sergeant-at-Arms

Function: The function of the Constitution Committee is to review and maintain student organization constitutions.

Membership: The Constitutions Committee shall consist of the Sergeant-at-Arms and any other senate members who wish to join.

Campus Improvements Committee

Chair: Sophomore Class President

Function: The function of the Campus Improvements Committee is to investigate, develop and implement short term and long term improvements to the interior and exterior environment at the University.

Membership: The Campus Improvements Committee shall consist of the sophomore class president, representative and delegate. It may also consist of any other senate member who wishes to join.

Judiciary Committee

Chair: Sergeant-at-Arms

Function: The Judiciary Committee has the authority to investigate and recommend action on all matters brought before it regarding misconduct of an Executive Officer, Senator, or registered student organization. The recommendations made by the Judiciary Committee must be submitted to the Student Government Association President and the Advisor/s for final approval.

Membership: The Senate Judiciary Committee shall be chaired by the Sergeant-at-Arms, and shall consist of the Vice-President, Secretary, and two appointed Senate members. The Treasurer and Public Relations Officer shall serve as substitutes if needed.

University Governance

Important University Guidelines/ Policies.

Congratulations, as leaders you have raised beyond the call of duty! A true leader dreams, challenges traditions, and reflects hope for an organization. The University of Findlay Student Government Association celebrates our student leaders. Student directors are the foundations that maintain vivacity and adventure on the campus. Therefore, we hope to see you take the information that is imparted and provide fresh results with your organization. As a leader, it is imperative to understand the policies and ordinances that have been established to help the University run smoothly. Furthermore, in this particular section our focus is to point out the different offices that will help you go from a good organization to a great organization.

The Office of Student Activities

All student organizations that are recognized by The University of Findlay fall under the umbrella of student activities. As you have learned in the constitution section, S.G.A. works hand in hand with Student Activities. As a registered recognized organization, each organization is responsible for completing an annual student organization activation form that can be found on the student activities homepage. Usually, this form must be completed and turned into the Student Activities office within the first two weeks of the academic year. When completing this form you are able to:

- reserve space on campus for events and meetings
- request and receive on campus funding
- advertise/promote on campus
- host fundraisers on or off campus (with prior approval)
- participate in the student organization fair
- be recognized on the web as an active interest group/organization
- Have access to a campus organization mailbox.

In addition, the Student Activities office is responsible for approving or denying fundraising events. Student organizations may raise funds for their group's University club account by following the guidelines indicated on the [Fund Raiser Permit](#).

Since it is the responsibility of the Office of Development to work with area businesses and individuals to secure donations, sponsorships, products and gifts-in-kind for the University, student organizations may not approach any business or individual with a request for donations, sponsorships, services, products, or gifts-in-kind until a completed Fundraiser Permit Form is submitted to the Student Activities Office for review, and official approval is granted.

Only two fundraising events may run concurrently each day. The maximum time any one fundraising event can run is five consecutive days. Fundraiser permit forms may only be submitted when fall and spring semester classes are in session. Permit requests submitted prior to the start of a semester cannot be approved until classes begin.

Student groups failing to adhere to established fundraising guidelines stated herein will have the following sanctions imposed:

- 1st violation – all donations must be returned to the donors and the student group will be placed on warning status.
- 2nd violation – all donations must be returned to the donors and the student group will move to probation status.
- 3rd violation – all donations must be returned to the donors and the student group's University Charter will be revoked for one year.
- 4th violation – all donations must be returned to the donors and the student group's University Charter will be permanently revoked.

Please note: If monetary donations cannot be returned to individual donors, the funds will be deposited to the Campus Programming Board account to be used in support of campus programming.

I. DEFINITION: A fundraising activity is an attempt by the members of a student organization to raise money for its own purpose.

A. Appropriate fundraisers are programs or sales in which a service, product or form of entertainment is provided by the members of the organization (e.g. car wash, t-shirt sale, Valentine's Day message sale, flower sale, bake sale, etc.).

B. Raffles may not be held by student organizations because state law requires that any organization or club holding a raffle must have 501(C) (3) tax exempt status. No organizations or clubs are permitted to utilize the University's 501(c) (3) status.

C. Student organizations wishing to solicit off campus businesses or organizations must submit a detailed proposal that includes the names of the businesses or organizations to be solicited. This should be attached to the fundraiser permit form when submitted. This will then be reviewed by Student Activities and Development to determine if approval is appropriate.

II. PROCEDURES: The following action steps should be completed at least two weeks prior to the event.

A. A Fundraiser Permit Form must be completed and submitted to the Director of Student Activities, and the fundraising activity may not begin until the Director of Student Activities gives official approval. The Fundraiser Permit Form (on the back of this page) is available in the Student Activities Office, the Student Government Office, and online. If the online form is used, please print it on goldenrod colored paper prior to submitting it.

B. A Permit for Use of Facilities Form must be submitted after approval of the Fundraiser Permit Form.

C. If food or any food service materials are required for an on-campus fundraiser, arrangements must be made with Sodexo at Ext. 4542.

III. APPROVAL: Fundraisers will only be approved when all University policies and procedures are properly followed.

A. The Director of Student Activities reserves the right to deny a fundraising request or cancel a planned fundraiser if a student organization fails to adhere to all University policies and procedures (<http://www.findlay.edu>, keyword – policies).

B. Once a decision is rendered regarding a fundraising request, a copy of the form with the decision noted will be sent to the student organization mailbox.

If questions arise in regards to the office of student activities please email Sharinda Welton-Peeler at studentactivities@findlay.edu.

The Facilities Office

The facilities office works hand in hand with S.G.A. each Monday before a student government meeting all budgets are due at 4:30 P.M. ***NO EXCEPTIONS***. In addition, facilities office is responsible for assisting student leaders by providing efficient scheduling of all facilities for The University of Findlay and the adjacent campus of Winebrenner Theological Seminary. It is very important as a student leader that you plan your events in sufficient time. One important factor that any individual will recognize and evaluate will be how organized the event was.

For reserving rooms on campus, you may go to the facilities home page and click on the link titled “Event Request Form”. This link can be found on the left hand side. Once you click on this link, a new page will open and you will begin to fill out the necessary information. After filling out the form, you will click the option that is titled, “Check for Conflicts”. If there are no conflicts, you will then click submit and then a receipt form will come up. Make sure you print the receipt. Then twenty four to forty eight hours later, you will receive a notification of whether the request is approved or denied.

For organizations needing a small room for a meeting or to work you may reserve Conference Room 8 in the Alumni Memorial Union.

Lastly, the facilities office is accountable for approving any advertisement posting that will be stationed around campus. If you have any question in regards to facilities email Sandy Saunders at facilities@findlay.edu

The Catering Office

When filling out the facilities request form, there is an option for catering. Any event that is using any food that is funding through S.G.A. must go through catering services. Going to catering services it is very important that you allow sufficient time for planning. When requesting monetary funding through S.G.A., a quote from the catering office must be attached to the budget. This quote will show you an itemized breakdown of the items you will be serving and the amount of people you will be feeding. Once SGA has approved funding, please contact the catering office to confirm your menu and order the food/supplies. Do not be discouraged, your menu can be customized to fit the occasion, budget, and themes. If you have any question please email the catering office at ufcatering@findlay.edu

From the information that was received, you now have an obligation to share and train others. It is important that you follow all policies; it makes your experience very smooth and it speeds up the process. In addition, it is essential that when you follow university governance that you connect, commit, and serve!

**The University of Findlay
Social Media Policy and Guidelines**

As an institution with a tradition of innovation and entrepreneurial spirit, The University of Findlay welcomes and encourages the responsible use of emerging technologies and social media. The rapidly changing field of electronic communication includes many facets such as personal Web pages, blogs, message boards or social media such as Facebook, YouTube, LinkedIn, Twitter, Flickr and others. In a spirit of encouraging academic freedom and personal growth, UF greatly values the free exchange of ideas and seeks to encourage use of these forums in an effective and socially responsible way that is in accord with existing University policies and applicable laws and regulations.

All employees of The University of Findlay are expected to abide by the University Handbook provisions regarding Internet use, and all members of the University community are subject to the Acceptable Use Policy for Information Technology Resources, as well as existing federal and other laws regarding libel, copyright and fair use of information, photographs and other images. Employees also must abide by Family Educational Rights and Privacy Act

(FERPA) restrictions, and students are expected to comply with applicable provisions of the Non-Discrimination and Anti-Harassment Policy within University Policies. Recognizing the rapidly changing nature of electronic communication, the University has provided the following guidelines for use of social media. In general, The University of Findlay encourages all users to take personal responsibility for their sites and posts, to obey all applicable laws and University policies, and to always be professional and courteous in their use of electronic media.

For UF employees:

- Always be honest about who you are when you are posting in a professional capacity.
 - If you are posting in a professional capacity approved by your supervisor, always acknowledge that fact and maintain a professional level of communication. Do not post anonymously.
 - Administrators or supervisors are expected to take responsibility for any professional or departmental pages created by those they supervise, including graduate assistants or students, and should the employee or student leave the University or transfer to another department, ensure that they either transfer page rights to another person or deactivate the page.
 - We encourage you to link your professional site or blog back to the University Web site, www.findlay.edu.
 - When establishing a social media page or group on behalf of the University, please contact the Center for Teaching Excellence at 419-434-4538 or training@findlay.edu to discuss your project, receive development assistance and request appropriate logos and Web-ready images.
 - Professional pages you create should be updated regularly.
 - Any social media you maintain on behalf of UF are to be registered (or deactivated) using this form: <http://www.findlay.edu/directory/socialmedia/smdsubmit.htm>. A complete listing of the University's social media pages will be maintained at: <http://www.findlay.edu/directory/socialmedia/default.htm>.
 - If you receive a media inquiry about a posting on a professional page or blog you maintain on behalf of the University, please contact Public Information at 419-434-4345 or 419-434-4425 as soon as possible.
 - Do not create or post pages on behalf of other University departments or employees without express, written consent.
 - University employees should not abuse University time and resources to maintain a personal page or blog.
 - If you have any questions regarding the use of electronic media or about a specific posting, please contact your supervisor, the Office of Human Resources at 419-434-6964 or the Office of Public Information, 419-434-4520.
 - Any violations of this policy will be addressed by the employee's supervisor, the Faculty Judicial Review Committee and/or the Office of Human Resources, as appropriate.
- General considerations for all members of the University community:
- Realize that while you may be posting on a personal page, your posts are a public reflection of your personality and character.
 - Please do not use the UF logo or identifying marks on your personal site or blog.

- Maintain confidentiality of any sensitive information you have received in the course of your work about the institution and other members of the University community, in both professional and personal postings.
- Be clear about whether the content you are posting is your own thought or creation; if you obtained information or images from another source, credit that source appropriately.
- Be sure that the information you post is accurate, and if you make a mistake, acknowledge and correct it as soon as possible.
- Be courteous and respectful in both your professional and personal postings.
- Realize that you are legally liable for whatever you post on your own site or blog and on the sites of others.

Because of the special nature of the faculty-student relationship, faculty are encouraged to consider recommendations at <http://www.facebook.com/group.php?gid=2229343363>. Given the changing nature of electronic communication, this policy is open to comments and will be updated on a regular basis. Please contact Suzanne Wilcox English, director of public information at The University of Findlay, at english@findlay.edu or 419-434-4425.

11/08/10

CRITERIA FOR ACCEPTANCE OF
THE UNIVERSITY OF FINDLAY STUDENT ORGANIZATION
CONSTITUTIONS AND BY-LAWS

Any **BOLD** requirements need to be written **WORD-FOR-WORD** in the constitution/by-laws!

- I. Name of the organization – what the name of the organization is going to be known as.
- II. A statement of purpose of organization.
- III. At least 3 officers and their responsibilities.
 - i. President: Organizational leader.
 - ii. Vice President/ Vice Chair: Officer to take over in case of absence of president.
 - iii. Secretary-Treasurer: Keeps minutes of meetings.
 - iv. (Note: Minutes should be kept for the organizations future reference.
- IV. **(Insert club name) does not engage in discrimination in its programs, activities, and policies against students or prospective students, on account of race, color, religion, sexual orientation, marital status, height, weight, ethnic or national origin, age, non-disqualifying handicap, or sex.**
- V. Financial cost so prospective members will know what it will cost to be an active member of the organization on a local level, as well as national level, if applicable.

- VI. An advisor's name shall be submitted for approval by the Student Activities Office before they can act in that capacity, unless the advisor is automatically chosen through contractual agreement through The University of Findlay.**
- VII. A faculty advisor must be present at each meeting where formal action or decisions are to be made. National Greek Fraternities and Sororities shall be exempt from the requirements of the presence of their advisor where a conflict of ritual secrets may exist.**
- VIII. All potential organizations are required to host at least one event that is for the whole campus each year.** (For example, musical, lecture, dance, themed event, game, etc.)
- IX. The complete Ohio Revised Code Section 2307.44 and 2903.31 regarding the hazing of members or the future code as it may change. This can be found at The UF website, keyword: hazing.**

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school,

university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.

B. 1. No person shall recklessly participate in the hazing of another.

2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

Any UF student organization or group found guilty of hazing will be subject to a \$500 fine, disciplinary action and possible loss of University recognition.

- X. A list of steps that the club must follow to remove an officer from his or her duties, followed by a list of steps to fill a vacant officer position.
- XI. A method of how officers are elected and how often.
- XII. A method that solves the circumstance of tie during elections (make sure this method is fail-safe).
- XIII. An attendance policy, or lack thereof, and all consequences if the rules are not followed.
- XIV. All amendments to the current constitution must be submitted to the Office of Student Activities where they will be forwarded to the Office of Student Government for the Sergeant-at-Arms' approval before they can be implemented.**

Election Process

Qualifications of Candidates

(a) The President shall be a member of either the rising junior or senior class and shall have attended the University of Findlay for two contiguous semesters and have served or be serving on the Student Senate at the time of elections.

(b) The Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Public Relations Officer shall have attended the University of Findlay for at least two contiguous semesters and have served or be serving, at the time of elections, on the Student Senate.

(c) The class President, Representative, and Delegate shall come from each of their respective classes and be elected only by their classmates.

(d) Elected executive officers and senators must have at least a 2.50 cumulative grade point average to hold and retain office.

(e) The graduate student Senator shall be appointed by the University.

Election Procedures

(a) Pre-Election/Election Committee shall be responsible for publicizing information concerning elections at least five days before petitions are to be picked up. Candidates will have only three days in which to complete their petitions.

(b) Candidates meeting the qualifications must submit their petitions to the Student Government Office no later than the due date on the petition.

(c) All candidates shall write a one hundred fifty word or less paragraph about themselves that will be placed on the voting box in case a voter has a question on a candidate. Failure to do so will be a disqualification of the ballot.

(d) For class elections, only members of the class being represented may sign class officer petitions.

(e) Election ballots will list the names of the candidates in alphabetical order.

(f) Members of the rising class may only vote for positions associated with that rising class.

(g) Freshman class elections will be held during the fall term, all others will be in the spring.

(h) The President and Sergeant-at-Arms, along with an advisor or faculty member, will count votes.

(i) The candidate who receives the most votes shall be declared the winner.

(j) In the event of a tie, a run-off election will be held two business days after the ballots have been counted.

(k) The President or Sergeant-at-Arms of the Student Government Association shall personally contact all candidates on the election ballot as to the results once they are verified.

(l) Any present member of the Student Government that is on the ballot shall not assist in any way with the election process unless running unopposed.

(m) The voting box will be locked, with only the SGA advisor having the combination.

(n) Voters must produce identification cards and initial by their name when they vote.

Write-ins at Elections

(a) Write-ins will not be acknowledged. Only candidates who have complied with Article VIII, Sections 01 and 02 will be acknowledged.

Removal of executive officers or senators.

(a) In the event an executive officer or senator is failing to perform duties or conduct themselves as required or expected, any member of the Student Government Association may request a Judiciary Committee meeting. This may be accomplished by submitting a letter to the Sergeant-at-Arms, which must include the person's name and the reason for the meeting.

(b) The Judiciary Committee shall then proceed as outlined in Article VI Section 6.

Filling Vacancies

(a) The Student Government Association reserves the right to appoint new members to the Executive Board and Student Senate to fill a vacancy under special circumstances.

(b) The nominee will have to complete the following:

(i) Submit a one hundred and fifty word or less paragraph to the Student Senate saying why they would be an asset to the Student Government Association.

(ii) Meet grade stipulations stated in the Constitution and by-laws of the organization.

(c) The Student Government Association can appoint the new member by a majority vote.

Public Relations

Events and Programs

~The following are to be completed/considered (when applicable) when planning an event~

Facilities request:

To reserve any space or room needed for an event, you must complete a event request form online (<http://facilitiescheduling.findlay.edu/>)

Sodexo:

Forms are to be available in the SGA office and are turned into the Sodexo office and included in the final budget.

Contract and Riders:

The UF [Contract](#) and [Rider](#) forms should be used for every event that involves outside persons performing or providing a service. These are legally binding documents that are in place for the

protection of your organization.

It is UF policy that no outside contracts/riders be signed before a completed (signed) contract/rider has been submitted by the other party. You must receive a signed copy of the UF contract/rider before you can sign it or any other contract/rider. Student organization advisors are the only persons permitted to sign as the authorized sponsor, NOT student organization officers, members, etc.

All monetary payments (honorariums) and hospitalities (hotel, bottled water, etc.) provided by UF should be listed on the contract, as well as date, load in time, time of performance and UF contact persons/phone numbers.

Per The University of Findlay policy, UF is a MPAA PG-13 school and a dry campus. This dictates content of events. Please review The University of Findlay rider, printed on the back side of The University of Findlay contract, for further policies, i.e.: payment (payment is to be provided at the conclusion of the event only), cancelation of an event, etc.

It is the responsibility of the student organization to keep copies of all contracts and riders for their files. Please provide a completed (signed) copy of the contract to the performer. As a courtesy, please provide them a map of campus and any other information they may need, for example, hotel information.

If any questions arise, please contact the Office of Student Activities & Commuter Student Services at ext. 4606 or email studentactivities@findlay.edu.

Quotes from the bookstore:

Any organization can tell Jay what they are interested in/a design and he will provide three quotes. Event wear is one per semester per organization and are used as incentives for students turnout. Organizational wear is once every two years per organization. Designs must be approved first.

Advertising:

Posters, flyers, Sidewalk chalk, banners (outside of Henderson, in the AMU, on the gazebos), UF TVs, and table tents need to be reserved and approved by Facilities.

Prizes:

Used as an incentive to maintain retention. When considering allocation of prize money, each event is a new situation and different circumstances are to be in consideration. One of the most important factors is student turnout.

Budget Request:

Completed and turned in the Monday before the meeting containing: Advisor signature, total amount of funds requested, detail of the event, any contracts and riders, Sodexo forms, quotes, description of the event, and any other expenses that require funding. Facilities Office will write in Security if needed.

Requisitions:

After the budget is approved, it is necessary to fill out requisition forms in order to actually obtain money (Used for cash advances, checks for payment and purchase orders). We should have an ample amount provided on the back of the Student Government door. They are also provided in the business office. You can fill them out, turn them into the business office and your request will be processed. Requisitions submitted to the Business Office by 12:00 p.m. on Tuesday will be ready for pick-up after 1:00 p.m. on Friday of the same week.

Event Summary Form: Must be filled out before any funding can be allocated for any future events/programs.

Receipts:

Turn in all receipts to the Business Office within three days preceding the event.

**For Any Organization to be eligible for funding, they must have attended BOP for that semester. No off campus events may be voted on at Student Government Association meetings.*

Publicity

Posting of Signs on Campus

All The University of Findlay faculty, staff, students, and registered student organizations wishing to display any type of publicity must abide by the following regulations:

1. All fliers and posters posted on campus and distributed to on-campus mailboxes must be approved/stamped by the Office of Facilities Scheduling & Events. UF groups/individuals are responsible for providing copies of fliers; all copies must be approved/stamped. Fliers are to be posted on designated bulletin boards only, with staples (no tape, glue, or thumbtacks). Fliers may not be posted on glass doors or windows, except when used as directional/informational signs, during the day of the event and in the building of the event. UF groups/individuals are responsible for distributing fliers to on-campus mailboxes through Postal Services. Groups/individuals are responsible for distributing fliers to Resident Assistants through the Student Services Office. Fliers ARE NOT to be slipped under residents' doors or taped to doors.

2. Fliers/posters may be posted for a maximum of one month previous to an event and should be removed by the group/individual within 24 hours after the event.

3. Fliers/posters may be no larger than 11" X 17" Exceptions are professionally printed posters, i.e.: theatre productions, entertainers, Homecoming, and musical series.

4. Table tents in The Cave and Henderson Dining Hall must be scheduled through and approved by the Office of Student Activities. One organization/event may publicize using table tents at a scheduled time. This is on a first-come, first-served basis. Note: The Cave and Henderson Dining Hall have the first option of using table tents for promotion.

5. Groups/individuals may advertise their event on the windows of the west side of the AMU.

Dates must be reserved through the Office of Facilities Scheduling & Events. Groups/individuals may reserve either the north or the south windows, allowing for two events to be advertised at one time. This is on a first-come, first-served basis.

6. Banners must be made on twin or full flat sheets with the large hem at the top. They may hang from the AMU north and south balconies, Cory Street Mall Gazebo-south side, Buford Gazebo-west side, AMU Gazebo, and Deming Hall. Banners hanging in the AMU must be secured with twine or tacked into the tack strips; **NO TAPE MAY BE USED**. Banners hanging outside must be submitted to the Office of Facilities Scheduling & Events three days prior to the event; they will then be submitted to Physical Plant for hanging. Individuals/groups wishing to use this form of advertisement must reserve space through the Office of Facilities Scheduling & Events. This is on a first-come, first-served basis. Banners may hang for six days prior to the event and must be removed immediately at the conclusion of the event if hanging in the AMU. Physical Plant will remove banners hanging outside. Banners to be hung outside **MUST** use waterproof paint. If the paint runs, the organization will be billed for the clean-up/damages.

7. **ALL** off-campus organizations or businesses wishing to post fliers/posters must receive approval from the Office of Facilities Scheduling & Events prior to doing so.

8. All campus-wide voice mail messages must be submitted to and approved by the Office of Student Activities for distribution. Upon approval, a representative from the organization/department will be expected to schedule an appointment to record the message intended for distribution.

9. Organizations wishing to chalk walks as a form of advertising must make reservations in the Office of Facilities Scheduling & Events. Space is available on a first-come, first-served basis.

10. UF does not permit landlords, housing developments/associations or realty companies to post rental advertisements on campus. Inquiries may be directed to the Office of Facilities Scheduling & Events.

11. Students/Faculty/Staff wishing to advertise items for sale must submit the advertisement/flier to the Office of Facilities Scheduling & Events. (Please have valid UF I.D.) Advertisements will be posted in the basement of Old Main. Advertisements posted elsewhere will be taken down.

12. Posting Fliers on vehicles parked on UF property is not permitted.

For more information, questions, or locations of bulletin boards, contact the Office of Facilities Scheduling & Events at: 1-800-472-9502 ext.6942 or facilities@findlay.edu.

Additional Publicity Ideas

1. Window Signs-on butcher block paper or poster board (both available in Oiler Mart, schedule in Facilities Office on a 1st serve basis)
2. Invitations-send invitations to appropriate professors asking them to encourage their classes to attend

- the event
3. Snow people-build snow people hold signs for your event
 4. Stickers
 5. Video Tape-on TV 71 Bulletin Board (see TV 71 Bulletin Board Form)
 6. Door Knob Hangers-similar to hotel
 7. Look for a Snicker- hide snicker bars on campus with event information on them
 8. WLFC announcements
 9. Daily and Monthly Calendars (Facilities)
 10. Fliers in mailboxes, campus bulletin boards (see posting policy)
 11. Odd Shaped Posters/Fliers
 12. Movie Look-a-Like Cutouts
 13. Table Tents (reserve space through Facilities)
 14. Coasters (must be approved through Facilities)
 15. Posters on the ground, 3-D sticking out from wall (go through Facilities for approval prior to distribution)
 16. Footprints on sidewalk leading to event (reserve space through Facilities)
 17. Hand Prints
 18. Magnets
 19. Balloons with event information tied to string
 20. Buttons
 21. Trinkets (e.g. casino chips for Casino Night)
 22. Painted Bed Sheets/Banners (reserve space through Facilities)
 23. Sidewalk Chalk (reserve space through Facilities)
 24. Facebook, Myspace, BlackBoard, Text Messaging, E-Mail, Twitter
 25. Give-a-ways
 26. Airplane with message on back
 27. Plastic Cups with schedule on back
 28. T-shirts
 29. The Pulse
 30. FYI Publication
 31. TALK IT UP!!!!!!!!!!!!

Financial Information

Budget Guidelines

Student Activity Fee

- A. Each fall and spring semester The University of Findlay shall charge all full time (enrolled for 12 or more credit hours) undergraduate students a \$75.00 student activity fee, all part time (enrolled for 6-11 credit hours) undergraduate students a \$25.00 student activity fee, and all graduate students enrolled for 6 or more credit hours a \$25.00 student activity fee.
- B. The University Controller shall allocate 60% of the Student Activity Fee collected each semester to the Student Government Association. The remaining 40% will be managed by the University and used to support programs sponsored by Campus Program Board, Student Activities, and Student Services.
- C. The Student Government Association is responsible for allocating its portion of the Student Activity Fee to registered student organizations primarily to support on campus activities, and has the authority to approve, deny, or modify any funding requests submitted.
- D. No more that 15% of the funds available to the Student Government Association in a given semester may be allocated to support activities off campus. Additionally, only the Off Campus Events Board has the authority to allocate these funds.
- E. Once a budget request has been considered and voted upon, requests for additional funds for the same event and/or item will not be considered.
- F. In order for an event to be considered for funding, it must be open to all students. Events that are only open to the active members of a registered student organization are not eligible for funding consideration.
- G. In order for an organization to be eligible for funding in an upcoming semester:
 - a. The student organization must register with the Student Activities Office.
 - b. The student organization must provide a current constitution to the Student Activities Office, Student Activities will process the submission then forward a copy to the Student Government Associations Sergeant at Arms.
 - c. The student organization President and Treasurer (or two other officers approved by the Vice President of the Student Government Association) must attend the Board of Presidents leadership development training session, the advisor of the organization is also encouraged to attend.
 - i. The fall semester Board of Presidents leadership development training

- session shall be held within the first three weeks of the semester.
- ii. The spring semester Board of Presidents leadership development training session shall be held within the first three weeks of the semester.
 - iii. The Vice President of SGA will automatically be allocated two thousand, five hundred dollars (\$2,500.00) each semester for the Board of Presidents leadership training program. The Vice President does not have to submit a budget, as he/she is automatically allocated the funds *unless* he/she wishes to request more than the \$2,500.00.
 - iv. In order for an organization to remain eligible for funding in a given semester:
 - v. The student organization must fulfill all stipulations SGA assigns to a specific allocation.
 - vi. A completed “Agreement to Participate” form must be submitted prior to an SGA funded event if so stipulated.
 - vii. A completed event evaluation form must be submitted to SGA no later than one week after the SGA funded event.

Budget Proposals

- A. At the start of each semester, the Treasurer of the Student Government Association must inform registered student organizations about the budget submission process and deadlines associated with it.
- B. Monies will be allocated according to set criteria specified in article IX of the Constitution.
- C. Once funds are allocated, it is the responsibility of the registered student organization receiving the funds to properly manage the funds and fulfill all stipulations assigned to the allocated funds. In the event an organization exceeds the amount allocated, misuses the allocated funds, fails to provide appropriate receipts, or fails to fulfill required stipulations, the following will be observed:
 - a. When a question arises either from the Business Office or the Student Government Association concerning the management of allocated funds, the organization's account will be suspended pending an investigation. At this time, no money can be withdrawn from the account.
 - b. The organization's President and Treasurer will be contacted by the Student Government Association to review the matter.
 - c. If the organization is able to correct the matter, all restrictions will be lifted from the account. If not, step iv will occur.
 - d. The University and SGA will determine the appropriate corrective action, and the organization will be required to comply with that determination.
 - e. If the organization does not comply with a determination, they shall no longer be

considered in good standing with the Student Government Association or the University, and the organization's account will remain suspended until the matter is satisfactorily resolved.

- D. Funds that are allocated by the Student Government Association must be used within the semester they are allocated for the purpose intended and approved. Funds do not carry over into the next semester. At the end of each semester, the Student Government Association reclaims all allocated money that was not spent.

Off Campus Event Board

- A. The Off Campus Event Board shall fall under the oversight of the Student Services Office and the Student Government Association. A limited amount of funds will be allocated to support off campus events that appear to be an appropriate and judicious use of Student Activity Fee.
- B. No more that 15% of the funds available to the Student Government Association in a given semester may be allocated to support activities off campus. Additionally, only the Off Campus Events Board has the authority to allocate these funds.
- C. No off campus events may be voted on at Student Government Association meetings.
- D. The Student Government Association President, Treasurer, and Advisor will serve on the Off Campus Events Board along with members of the Student Services staff.

Miscellaneous Guidelines

- A. Items that will not be approved for funding or reimbursement at a Student Government Association meeting:
 - a. Costs associated with events held or commitments made prior to official approval by SGA.
 - b. Conference registration fees, attendance costs, and/or travel costs.
 - c. Any costs associated with events not open to all students.
 - d. Public audience events.
 - e. Off campus events (see Article IX, Section 03)
- B. Event Wear, Equipment, Organizational Wear, Promotional Items:
 - a. Funding of event wear (i.e. t-shirts for a specific program) will only be considered if an organization obtains three price quotes via the UF Bookstore, and provides the design of the items. Additionally, clothing items for programs will only be funded one time per semester for an organization.

- b. Funding requests for equipment will be considered on a case by case basis. SGA will only allocate funds if it is determined that the equipment requested is essential, and that it will not be provided by the University. Any equipment purchased with SGA funds must remain on campus so that it can be accounted for at anytime. Three price quotes must be provided.
 - c. Organizational wear is defined as any item that is given only to members of a specific organization. Once every two years SGA will fund HALF the total cost of organizational wear for any recognized organization. Three price quotes via the UF Bookstore and the design of the item must be provided.
 - d. Promotional items that are not clothing (i.e. cups, pens, or other giveaways for a specific program) will only be considered if an organization obtains three price quotes via the UF Bookstore, and provides the design of the items.
- C. Food at meetings:
- a. Organizations may be allocated up to a maximum of \$5.00 per person to have food at their club's regular meetings; however, no club/organization may be allocated SGA funds for the purchase of food at regular club meetings more than THREE times in one semester.
- D. Advisors, Faculty, Staff
- a. Faculty and staff will be welcomed to events at no cost (unless students are charged for the event), but may not receive any form of prizes or give-aways.
 - b. Organization advisors may receive an article of event wear from an event sponsored by an organization he/she advises.
- E. Community service activities
- a. SGA will only consider paying for event wear and food for students and advisors participating in philanthropy/community service projects. No other expenses for philanthropic/community service projects will be paid for.

SGA 2011-2012 Tentative Schedule

Meetings: All meetings will be held in Davis 102 at 6 PM

Members can only miss 3 meetings per academic year

(*Please note the change location*)

September: 5th Monday Evening (first meeting)
18

October: 2
16
30

November: 13
27

December: No meetings in December

January: 16
29

February: 12
26

March: 18

April: 1
15

SGA Events/Functions

All members are expected to attend!

August 22nd – Mocktail Party from 5-7pm on Cory Street Mall (Freshman Petitions will be handed out)

August 29th - Freshman Petitions Due to SGA Office by 5 PM

August 31st –Sept. 1st&2nd Freshman Elections

September 3rd – SGA Retreat – held off campus *MUST ATTEND*

September 5th – First meeting- is a Monday evening because of No Classes Labor Day

September 7th – Board of President's *MUST ATTEND*

September 10th and 11th – Leadership Retreat

September 23rd –Lazer Night 7-11pm Set up and Tear Down will be required

January 11th – Board of President’s *MUST ATTEND*

March 21rd through 23th – Executive Board Elections

April 11th- Casino Night *MUST ATTEND*

April 18th through 20th – Senate Elections

April 16th – SGA’s President’s Appreciation Dinner
-- Night Among the Stars

*SGA will also be hosting at least one other event during the fall and spring semesters. In addition, Senate members will be expected to help with Senate Elections, scheduled to take place during April. More information will be provided as the date approaches.