

# STUDENT ORGS HANDBOOK

2009-2010



A comprehensive guide to University of Denver Student Organizations, procedures, rules and regulations, and best practices.

## DU Something About It



Hi. My name is Dillon Doyle, and I am the chair of the University of Denver's Undergraduate Student Government Student Organizations Committee (or SOC). SOC not only serves as the licensing and managing body for student orgs, but more importantly as a vital resource and tool for your organization.

Using experience I have gained from running and participating in many student organizations during my tenure at DU, I know from experience that running an organization is tough work, especially when dealing with apathetic students. I abide by a set of founding principles that have helped me become successful, and it is my goal to use this knowledge to help you and your organization become successful and fulfill the promises of tomorrow.

**SOC will become *more than an afterthought*; SOC will be *transformed into a collaborative group*, working closely with every organization to make sure that the goals and visions of your organization are fulfilled.**

## What is a Student Organization? defining your mission and role at DU

An USG student organization serves to fulfill a need of the undergraduate student population of the University of Denver; therefore determining the mission and goals of your organization is the first step in a series of steps that ultimately ends up creating an active and effective student organization on campus at the University of Denver.

Every student organization is different, and the diverse set of needs and objectives that each individual organization holds is what helps create a plethora of wonderful organizations on campus. With over 100 student organizations, SOC oversees all groups from Common Thread (a crocheting and knitting organization which strives to further the greater good) to Katan Club (an organization devoted to board games, and those that enjoy playing board games).

Despite this seemingly vast diversity of organizations, all student organizations have at least one thing in common; **they have a mission, and know their role at DU.**

In order to be successful, an organization must have a mission. An organization's mission can be tangible or abstract,

and the mission can be very targeted, or broad. But above all an organization's mission must serve the University of Denver and it's students (with a focus on the Undergraduate student population).

Clearly defining and articulating your organizations mission, or goal, is how you measure your success. Without a goal you can't succeed; how do you triumph in a battle for nothing and against nothing?

Once your organization has formed a goal it is important to know your organizations role at DU. Does the group target a specific population (christians, liberals, etc)? And if your organization has a specific target audience, how will your group work to create an inclusive atmosphere?

These basic questions, what is your mission, and what is your role at DU, serve as the foundations of a student organization, and provide the first step towards success. Without a mission and goal, you don't have an organization. Without a target audience, you don't have a way of achieving your goal, thus defeating the purpose of organizing.

# What An Organization Consists Of the structure and required documents

## Structure

As a licensed student organization you are required to have a defined leadership structure, to be approved during licensing by the SOC (usually a President, Vice-President, and Financial Officer but sometimes manifesting in a structured non-hierarchical system).

You are also required to have at least 10 members of the Undergraduate student body and a faculty advisor.

## Required Documents

In order to become a licensed organization, your organization must present the following (sample documents and applications may be found online at <http://du.edu/orgs/senate/>):

- A constitution
- A programing action plan
- A financial request form if seeking funding from the USG
- An application form
- A signed agreement; and
- Any and all further documents requested by the SOC and/or Senate



**“involved leadership shapes action and ultimately the success of your organization”**

# Rules and Procedures

## guiding the path of your organization

### Undergraduate Student Government (USG) Overview

The University of Denver Undergraduate Student Government (USG) represents all Undergraduates Students at DU in all manors of academic and campus life.

USG consists of three branches of government; Executive, Legislative, and Judicial. Combined, these three branches come together to administer the student activity fee, serve as the voice of the undergraduate student population, enforce University Honor Code, among a multitude of other tasks.

The Legislative branch is the process in which SOC has the power to oversee student organizations. Senators are elected, and are able to vote on organizational proceedings. Split into two committees SOC and Finance, Senators vote on the rules (financial, policy, and otherwise) that create and enforce student organizations.

The USG strives to be as open and accessible as possible. For information please visit our website at <http://du.edu/orgs/senate/> or come to a Senate session which are held every Tuesday at 6p in the Driscoll Gallery.

**DU something about it. By advocating for the change you seek, and by organizing through student orgs, you can be successful in changing the status quo.**

Dillon Doyle

### Risk Management

All student organizations are required to uphold University Policy, which includes rules and regulations regarding the safety of Students, Faculty, Staff, property, and everything else that falls under University liability.

Generally, when planning an event it is best to check with Campus Life staff in regards to managing the liability of you or your groups actions.

Most policies are common sense; when programming or holding an event of any sort you and your organization must keep the safety of all in mind.

A comprehensive list of Risk Management rules and regulations may be found on the next page. **If you have any questions please contact a Campus Life Representative.**

#### Creating Change

the goals of most student organizations have the same ultimate result; to create change. No matter where one falls on the political spectrum the fact of the matter is simple. You and your organization want to DU something about it.

Create the change you seek through effective student organizaitons.



# Comprehensive List of Rules and Regulations

## General Rules

All licensed student organization events **MUST** be approved by a Campus Activities staff member prior to being put on the University calendar or promoted across campus. An organization event is classified as any event that would not be considered an organization.

## Addition Review Time

The following require additional review time and special approval from the Office of Campus Activities:

- Overnight events
- Events involving merchants selling foods
- Events with inflatables, dunk tanks, bungee cords, or other potentially harmful apparatus
- Fog machines
- Staking on the Campus Green, including tents, volleyball nets, etc.
- Amplified sound on Campus Green
- Open flames of any kind including vigil candles, fire pits, etc.
- Alcohol at student events
- Fireworks
- Helium balloons (Environmental Hazard)

## Not Allowed Ever

The following will not be allowed under any circumstances:

- Car smashing (seriously)
- Trampolines
- Inflatable sumo wrestling

## In addition

- No event will be approved without appropriate proof of insurance.
- All events hosted by a student organization must have their faculty/staff advisor there for the duration of the event (to ensure appropriate policy and practice adherence)
- No marketing material is allowed to be taped, nailed or similarly fastened to ceilings, doors, walls, glass columns, painted surfaces, fabrics or decorative walls. Officially approved posting locations are allowed.

## Right of Cancellation

The Office of Campus Activities reserves the right to cancel any event if the approved contract has not been signed and appropriate proof of insurance provided a minimum of two (2) days prior to the event.



## University Wide Policy

All students at the University of Denver are held accountable to University Wide Policy; this includes your student organization.

As a student organization you are representing the University of Denver and the USG at all times, even if not on campus. **This means upholding yourself and your organization to University Policy and the University of Denver Honor Code at all times.**

If your organization is found to be in violation of policy, your organization will face consequences as laid out by the USG Judicial Branch.

## Procedures

As a student organization you must follow outlined procedures as defined by the USG.

## Contracts

Contracts are used between a performer/agency/company and the University to ensure that each party will receive the services and/or compensation which have been agreed upon in the program planning process. If payment will be rendered for a performance or service of some sort, you will likely need to use a contract.

Many performers and agencies have ready-made contracts with which they will be able to provide you. All contracts must refer to your organization as ***“Colorado Seminary which owns and operates the University of Denver and its [Insert Organization Name].”*** If the name on the contract does not match this, your contract may be delayed after review by the University Counsel’s Office.

There are only a select few individuals at the University of Denver who are authorized to sign contracts!

Contracts are legally binding documents which may include specific clauses about liability, compensation, etc. For this reason, **no student should EVER sign a contract.** All contracts must be routed through the University Counsel office, who will pass it to Risk



## School Spirit and Pride generate active students

Management, and ultimately, be passed back to Campus Life for Associate Provost Patricia Helton to sign.

This process may take several weeks. For this reason, it is recommended that your advisor send all contracts to the University Counsel’s Office to begin this process at least 4 weeks prior to the date that you will need the signed contract, and no later than two weeks prior to your deadline date (keep in mind that you will need the contract 7-10 days prior to the date that you need a payment in hand).

## Food

Sodexo has a contract as the sole food provider in many buildings. Check with the Office of Campus Activities for more information.

## Facilities and Reservations

All organizations must have all rooms and facilities services reserved prior to any event or program. This may be done through Deborah Bain ([dbain@du.edu](mailto:dbain@du.edu)). More information may be found under the Resources section of this guide (PAGE #7).

## Insurance

As a licensed student organization, all your on-campus events and programs (as long as they fall within guidelines, rules and regulations, as well as policies of the USG and the University of Denver) are covered under the Universities insurance.

If your organization is hosting an outside company, vendor, artist, or independent contractor that will be using or leasing University owned space, a certificate of insurance is **Required** before the proceeding may occur.

The insurance certificate must meet the following requirements:

- Have at a minimum of \$1 million per occurrence; \$2 million aggregate comprehensive general liability coverage.
- DU must be listed as Additional Insured on the certificate.
- A Workers’ Compensation Certificate of Insurance is required unless a DU Independent Contractor or Consultant form has been signed and notarized.
- The certificates of insurance must be sent to the Risk Management Department 2040 E. Evans Ave #217 with the event contract.

**Please seek the help of the Student Life office if any third parties are contacted for your organization.**

# Resources

## Student Life Suite your first stop shop for getting things done

Planning and organizing events and programs at DU is a sometimes tough and frustrating process. It is hard to fully understand all rules, regulations, policies, and processes. Therefore, you and your organization's number one resource is the Student Life Suite.

Student Life can help with everything from technical problems with your list-serve, to coordinating a concert on the Campus Green.

The Student Life suite is located in Driscoll North on the Third Floor.

Below is a list of contacts and their roles. They are here to assist you, don't be afraid to ask any question what so ever!

### **Carl Johnson - director student life**

p: 303.871.3111

e: [cdjohnso@du.edu](mailto:cdjohnso@du.edu)

Role: Carl serves as the director of all things student organization related; whether it be help with organizing an event, or navigating DU policy, Carl is perhaps your best resource on campus.

### **Megan Pendley Picket - assistant director student life**

p: 303.871.3111

e: [mpendley@du.edu](mailto:mpendley@du.edu)

### **Kerrie Rueda - assistant director campus activities**

p: 303.871.3111

e: [krueda@du.edu](mailto:krueda@du.edu)

### **Jason Lundberg - Student Comptroller**

p: 303.871.4209

e: [studentcomptroller@du.edu](mailto:studentcomptroller@du.edu)

Role: The financial administrator of the Student Activity fee and student organizations accounts, the student comptroller is in charge of handling all financial transactions. Disbursement, payment, and all other financial happenings go through the comptroller.

### **Dillon Doyle - SOC Chair**

p: 612.865.3082

e: [dillondoyle@gmail.com](mailto:dillondoyle@gmail.com)

w: <http://dillondoyle.com>

Role: The SOC chair is here to help assist student organizations in any and all processes related to student organizations. Whether it be a policy question, a programming query, a concern, or otherwise unstated, the SOC chair is here to assist you in any and all processes related to your organization.

## Facilities and Reservations what's available?

The University of Denver has great spaces for your organization to use. Anytime your organization uses a space on campus it must be reserved through Deborah Bain ([dbain@du.edu](mailto:dbain@du.edu)).

### available spaces

**Campus Green**

**Driscoll Suite**

**Sturm**

**Classrooms**

**Goetsfeld Room**

**Hillel**

**Mary Reed Patio**

**Humanities Gardens**

**and a bunch more!**

## Digital Resources an online era

The USG provides great outlets for student interaction online. With the recent implementation of OrgSync we encourage all student organizations to network and work together to create a more involved and inclusive campus.

### **OrgSync**

OrgSync, when launched, will be your one stop shop for everything you could possibly want to do. It allows you to communicate with your members, organize your events, fill out important forms, access important documents, send text messages to your group, and a plethora of other features! Keep an eye posted for more information.

### **List-serves**

All student organizations are granted a list-serve. Members may sign up online, or an administrator may add subscribers. Your account information will be given to your organization at the beginning of the academic year. If you lose your information, or need help, email the SOC chair at [dillondoyle@gmail.com](mailto:dillondoyle@gmail.com).

### **Web Space**

All student organizations also have the option of hosting a website on DU's servers at <http://du.edu/orgs/yourorganization/>. If you need help with your access, or would like to request access please go to <http://www.du.edu/uts/policies/orgwebapp.html>

# Resources Cont...

## DUPB

### University of Denver Programming Board



The University of Denver Programming Board (DUPB) is responsible for conceptualizing, planning and executing diverse events for the undergraduate student population, as well as diligently pursuing efforts to co-program with other student organizations and campus constituents. DUPB, which is comprised of twelve board members that coordinate five committees: Traditions, Concerts, Films, Special Events and University Programming Support (UPS), is the expert programming resource for all undergraduate student organizations and supports the growth and development of the University of Denver's community. DUPB's events are designed to enhance each Pioneer's college experience by providing a diverse array of stimulating activities and programs beyond the classroom. All undergraduate students are invited to become part of DUPB by joining a specific committee.



The Films committee plans and organizes weekly films throughout the academic year. The weekly films are shown on Thursdays at 8 pm in Davis Auditorium. They also co-program with student organizations to show theme films for Black History Month, Sexual Assault Awareness Week, and more.



DUPB Concerts is responsible for the planning and execution of many on-campus music events. From local concerts on Driscoll Lawn and

throughout Denver, to big-name acts in Magness arena – DUPB concerts covers it all.



The DUPB Traditions committee is committed to helping students and the DU community remember our unique past and celebrate in the traditions that make us proud Pioneers. We focus primarily on Homecoming and Family Weekend, Winter Carnival, and May Days, but we support and promote any and all DU Traditions.



The DUPB University Programming Support Committee is designed to work on co-programming between DUPB and any of the following: student organizations, students, departments, and or faculty. Our goal is to work with you and your organization or department throughout the programming process to ensure proper use of resources at and around DU and the best developed and implemented programs possible.



The DUPB Special Events committee puts on events throughout the school year. These events occur both on and off campus and include comedy shows, speakers and more.

Whether you are looking for assistance with your event, enjoying the amazing programs that DUPB presents, or want to get involved, DUPB is here for you! For more information, please contact the Chairpersons of the Board, Shelby Flora and Jared Roux at [shelby.flora@du.edu](mailto:shelby.flora@du.edu) and [jroux@du.edu](mailto:jroux@du.edu), or advisor Kerrie Rueda at [krueda@du.edu](mailto:krueda@du.edu).



# Programming

## Definition

For most organizations, the key component to fulfilling the mission of your group is through programming.

Programming refers to any event, action, statement, or education campaign that furthers your groups mission.

For many organizations, this means events. Whether it be hosting a debate, hosting a mixer, bringing in a guest speaker, or any of the other infinite possibilities, an event can be the most effective way to involve students in your organization, which will ultimately help further your mission.

## Resources

The Campus Life suite, the USG, and all it's subsidiaries are here to help you and your organization become successful. We have some resources in place to help make this happen.

### DUPB

The DU Programming Board is here with the sole purpose of programming, and helping organizations program. Please refer to the resources section of this guide for information on what DUPB can do for you.

### Each Other

Co-programming is one of the best ways to get more students to your events, and

“Programing is how I make my voice, and the voice of my organization heard.”

Missy Aiken

to increase interest in your group. Whether it be lending a helping hand with fliers and advertisements, to planning a whole program together, working together can help immensely!

steps	plan	advertise	implement
<p>the following is a rough guide outlining some of the more common steps in creating a successful program.</p> <p>Every event and program is different, but this serves as a basic guide.</p>	<p><b>1</b></p> <p>Focusing on your organization's mission, what will be the goal of your event? What will your event accomplish? More members, education, fundraising?</p> <p><b>Goal</b></p> <p><b>2</b></p> <p>Know your audience. With your goal in mind, how will you best accomplish this at DU? Do you think the most effective thing to do is host a six hour presentation? What will work the best in our environment to further your goal.</p> <p><b>Audience</b></p> <p><b>3</b></p> <p>Now that you know what you want to do, how will you do it? Use all the resources you can!</p> <p><b>Logistics</b></p>	<p><b>4</b></p> <p>Once you know your audience, how will you best attract them to your event? Target your ads accordingly.</p> <p><b>Target Market</b></p> <p><b>5</b></p> <p>Everyone on campus is inundated with fliers all day long. In order to accomplish your goal, it is necessary to use other methods of advertising. Word of mouth, Facebook, and tabling are always a good place to start.</p> <p><b>Diversify Your Ads</b></p> <p><b>6</b></p> <p>The most effective advertising is something unique and out of the ordinary....</p> <p><b>Get Creative!</b></p>	<p><b>7</b></p> <p>In order to be successful, one must anticipate problems with the program. Can you always rely on technology? Do you have a backup plan? What if your event is outside and it rains?</p> <p><b>Anticipate Problems</b></p> <p><b>8</b></p> <p>Now it's time to hold your event. It is always important that during your event, no matter how stressful it gets, to remain calm and polite. Nothing fails more than a chaotic stressed planner!</p> <p><b>Controlled Event</b></p> <p><b>9</b></p> <p>To continue the momentum, one must follow through! Thank your guests, email your members!</p> <p><b>Follow Through</b></p>

# Finances

## Finance Committee who controls your funds

As a licensed student organization, you have the right to apply for funding from the USG (unless your organization has a non-fundable status). Funding is applied for during re-licensing at the end of the academic year, or during an appeal to SOC and Finance Committee.

When the application is accepted, your organization will be granted funds by the Finance Committee, which consists of half of the USG Senate as voting members.

In order to receive funds, an organization must submit a budget and application. In order to be considered, all other USG obligations must be completed by the organization. This means completing all evaluation forms required!

Once your organization has received the funding ruling by Finance Committee, your organization is able to appeal the ruling.

Upon acceptance of the funds, your organization will be given an account with the student comptroller's office, from which you will be able to spend money for your organization (within fiscal regulations of course).

## Student Comptroller how to use your funds

The Student Comptroller's office, located in the Campus Life Suite in Driscoll 3 North, is in charge of facilitating the use of your organizations funds.

If you have any questions, you may always email [studentcomptroller@du.edu](mailto:studentcomptroller@du.edu) or stop into the office.

Your organization is required to fulfill all the paperwork and reporting requirements as laid out in the Duties and Requirements section of this document.

## Policies and Regulations what you can and can't do with your funds

**The following is a list of policies in regards to your organizations funds and the process of disbursement. Please visit the student comptroller's website at <http://du.edu/orgs/ausa/> for more information.**

### Time for reimbursement

It takes approximately seven to ten work days for reimbursement from a funded account. It takes at least ten work days to cut a check to an outside organization.

### Not for profit

The University of Denver is a not for profit organization, and therefore any purchase must use the tax exempt certificate. Your organization will not be reimbursed for any taxes paid. Copies of this form are available online at <http://du.edu/orgs/senate/> or in the Student Comptrollers Office.

### Receipts

Itemized receipts must be presented to the student comptroller for reimbursement. The following are the only acceptable forms of purchase documentation:

- Original itemized receipts
- Original invoices
- Executed contracts (copies are usually acceptable)
- Printouts from on-line orders

All receipts must be turned in at the student comptrollers office in person.

### Signatures

The following policy is followed for signature permission for reimbursement:

- \$0.01-\$25.00 Treasurer/Financial Office
- \$25.01-\$100.00 President or Vice President AND Treasurer/Financial Officer
- \$100.01 and up President or Vice President AND Treasurer/Financial Officer AND Advisor

### Prohibited Items

One must not purchase the following with a organization's funded account, this list is a guide and not a comprehensive

list. Use your best judgement when making purchases:

- Alcohol
- Illegal substances
- Strippers (been tried before)
- Gift Cards
- Gift Certificates
- Computers

Rulings on spending made by Finance Committee, the SOC, and the Student Comptroller are final to be held accountable by the USG Judicial Branch.

### Finance Committee policies

For a pdf of all spending policies please go to <http://du.edu/orgs/senate/>

The following is a list of common and relevant policies.

### Food:

- Food at meetings shall be reimbursed up to \$100 per quarter (per organization)

- Food may be purchased for social gatherings if one or more of the following guidelines are met:

- 1) The event is open to the entire University of Denver community
- 2) The food directly relates to, enhances, or reflects the specific theme and/or culture displayed at the event

# Duties and Requirements

## what needs to get done

### Duties

The following duties may all be found online at OrgSync. They must be completed on time, or your organization may face sanctions by the Judicial Branch

#### Yearly

- Apply for relicensing/funds
- Submit end of the year Organization Evaluation
- Update SOC as to next years leadership

#### Quarterly

- Attend at least one Senate Session
- Submit a quarterly financial report
- Submit a quarterly programming report
- Meet with your SOC advisor at least once

#### Monthly

- Hold at least one publicly advertised meeting

### Requirements

As a student organization you are required to follow all the rules and regulations presented to you in this document and by the USG, as well as all University Policies and Regulations.

Please consult our website at <http://du.edu/orgs/senate/> for more in depth explanation.

We are here to help, if you have any questions please don't hesitate to contact us as outlined in page #7.





**make your own success**

## Further Information

Further information may be found at the SOC website at <http://du.edu/orgs/senate>.

If you have any questions or comments please don't hesitate to contact the Chair of SOC, Dillon Doyle at [dillondoyle@gmail.com](mailto:dillondoyle@gmail.com)

**We wish you the best of luck, and we are truly here to help you be successful!**

Student Orgs Committee  
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