Student Activities and Leadership Development

Student Organization Handbook

2011-2012 Academic Year
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UNIVERSITY OF CINCINNATI MISSION STATEMENT

The University of Cincinnati serves the people of Ohio, the nation, and the world as a premier, public, urban research university dedicated to undergraduate, graduate, and professional education, experience-based learning, and research. We are committed to excellence and diversity in our students, faculty, staff, and all of our activities. We provide an inclusive environment where innovation and freedom of intellectual inquiry flourish. Through scholarship, service, partnerships, and leadership, we create opportunity, develop educated and engaged citizens, enhance the economy and enrich our University, city, state and global community.

Approved January 2008
University of Cincinnati
Board of Trustees
Dear UC Bearcat!

On behalf of the Office of Student Activities and Leadership Development (SALD) we would like to salute and applaud your involvement at the University of Cincinnati. The document that you now hold in your hands is a definitive guide to the promotion, organization, and development of your student group!

The office of Student Activities and Leadership Development supports the mission of the University of Cincinnati by promoting and guiding purposeful student engagement, fostering a sense of community, and providing opportunities of student growth and leadership development. We aspire to create an inclusive environment that celebrates diversity and enhances our students’ ability to become global citizens. We’re proud to represent UC’s vast assortment of diverse student groups!

Our hope is that your involvement with any of our 300 officially recognized student organizations at the University of Cincinnati will make the campus feel a bit smaller. Involvement in student organizations joins together individuals with similar views and opinions, which creates an opportunity for developing new ideas, discovering hidden talents, cultivating interpersonal skills, and providing a way to accomplish collectively what could not be done individually.

In closing, we would like to wish you well and encourage you to stop by one or both of our offices located in the Steger Student Life Center (Office 455 Main Office and 671 Coordinators Suite).

In UC Spirit and Pride,

The Office of Student Activities and Leadership Development

Our Values
Growth - Community - Learning - Diversity – Integrity
RECOGNITION OF STUDENT ORGANIZATIONS

What constitutes a student organization at the University of Cincinnati?
A student organization is defined as a group of University students who unite to promote or celebrate a common interest. While student organizations of the University may include members from other schools, faculty, staff, or community members, the majority of the organization must be University of Cincinnati undergraduates. Additionally, only matriculating undergraduates are permitted to serve as officers of officially recognized student organizations.

What does it mean to be a registered Student Organization at the University of Cincinnati?
A registered organization is registered with the Office of Student Activities and Leadership Development. Only when a group is approved by the Student Activities Board and registered with the Office of Student Activities and Leadership Development (and maintains its registration each year) will it be able to participate in activities such as holding fundraisers, reserving rooms, etc. Please familiarize yourself with the privileges/benefits and make sure that your organization is not participating in these types of activities unless and until it gets registered.

Groups that are existing organizations do not need to be approved by SAB every year but they do need to electronically submit a registration form, membership roster and constitution and by-laws (this is only needed if groups have made changes to its constitutions and bylaws). If two years have passed and an organization has not been registered in the Office of Student Activities and Leadership Development then the organization leaders will need to re-submit registration as a new group.

STUDENT ACTIVITIES BOARD (SAB)

Working cooperatively with the Program Coordinator for Student Organizations in the Student Activities and Leadership Development Office and Student Government, the purpose of the Student Activities Board (SAB) is threefold: the registration, promotion and regulation of student groups.

Registration: ALL Student Organizations MUST register with the Office of Student Activities and Leadership Development during the Fall Quarter EVERY YEAR. Registration consists of completing the online registration form, submitting a copy of your organization constitution and bylaws, submitting a membership roster including names and UC email, and attendance at the Registration Workshop. It is REQUIRED that all student organizations have at least one representative (executive board member) attend the Student Group Training Workshop.

Promotion: SAB will host annual events to assist in the recruitment, development, and recognition of each student organization. Such events include the Fall and Winter Activities Fair, Student Group Training Workshops, the Activus Book and the Celebration of Student Involvement Banquet.
Regulation: SAB regulates in accordance with various university policies and works with newly formed groups or leaders so they may achieve an organized, positive and enriching experience.

The SAB office is located in 655 Steger Student Life Center in the Student Government Office.

Recognition of any organization is not to be interpreted as an endorsement by the University of Cincinnati.

BENEFITS OF OFFICIAL RECOGNITION

Registration of student groups is a privilege, and is not intended to restrict the free association of students in non-registered groups. Upon registering, student organizations gain several privileges, including:

a. The use of University facilities and services for meetings and approved activities, when available.

b. The opportunity to conduct approved fund-raising projects on campus.

c. The opportunity to coordinate activities with other student organizations and participate in events such as activities fair, homecoming, and admissions open house.

d. The right to have a University mailbox, when available and the use of a mailing address at University of Cincinnati.

e. The opportunity to apply for funding through the Undergraduate Funding Board (if eligible) for all campus projects and programs.

f. The opportunity for participation in new student orientation and the annual Student Activities/Involvement Fair.

g. The opportunity to nominate candidates for Homecoming Court.

h. The opportunity to participate in the student organizational seminar leadership programs.

i. Eligibility for University awards.

j. The opportunity for assistance with vehicle rental for group travel.

HOW DO NEW STUDENT GROUPS BECOME OFFICIALLY RECOGNIZED BY UC?

New group applications must be submitted online (www.uc.edu/sald) and include all necessary materials and components before SAB can review the application. Once all the information is received the Student Activities Board will send an email alerting the president and advisor of the new student group that their application has been received and is being sent to the SAB registration committee for evaluation then presented to the entire Student Activities Board for a vote.

Below is a listing of information that is required for all new student group applications:

- Constitution and Bylaws consistent with university policies must be formally submitted online at www.uc.edu/sald. A sample copy is available on the SALD website.
- An online registration application must be completed that includes the group officers and advisor’s university id number; students can submit this information at https://www.uc.edu/sald/studentlogin.aspx. Officers must use their university user name and login to gain access.
- The roster must include 10 matriculating students at the University.
- Must have a University advisor who is a member of the University faculty, staff, or administration.

Although the SAB utilizes several criteria when examining new student organization proposals, it is mainly interested in approving student groups that can be financially and programmatically sustainable from year to year. In addition, the board also considers:

1. Potential conflict with University policies.
2. Non-duplication of the mission of previously recognized organizations.
3. The feasibility of funding the organization’s goals or projects.
4. The clarity of the objectives and goals of the proposed student organization.
5. Local autonomy of the organization. The criterion for local autonomy shall be whether the University organization makes all policy decisions without obligation to any parent organization, national chapter, or charter.
6. The number of interested members of the student body.

**What is the timeline for recognition?**
The length of the process is not definite and is dependent upon submission of completed registration form, membership roster, constitution and by-laws that have no errors. The average time of the approval process is approximately 2-3 weeks depending on what is submitted for review. If you are applying for funding, make sure the constitution and by-laws reflect that membership is open to all students and there is no charge for membership dues.

The exact period for new student group applications starts the second week of the Fall term and ends during the Spring term on March 1.

For deadlines and more information, contact the Student Activities Board at (513) 556-6103.

**CLUB SPORTS RECOGNITION**
UC’s club sports teams are student-initiated activities that require students to be responsible for organization, leadership and decision making. Club sport activities range from informal play, regular practice and instruction to intercollegiate and tournament competition. Some clubs hire coaches or instructors while all clubs require dues for their membership in order to support their activities. The Office of Student Activities and Leadership Development provides guidance, minimal financial support and an administrative framework for the operation of officially recognized clubs. Use of UC athletic fields is minimal, and teams must get permission from
Athletics to do so. Similar to student organizations, Club Sports must create a constitution, develop a budget, and meet other requirements in order to be considered for recognition by the Office of Student Activities and Leadership Development. Club Sports recognition is separate from the University Funding Board. Students interested in joining a club sport can find the contact information listed at [http://www.uc.edu/sald/Club_Sports_Board/Default.html](http://www.uc.edu/sald/Club_Sports_Board/Default.html)

For more information, contact the Office of Student Activities and Leadership Development at (513) 556-6115.

**REQUIREMENTS OF ALL STUDENT ORGANIZATIONS (NEW AND RE-REGISTERING ORGANIZATIONS)**

**Registration Process and Procedures**

*The registration application for student groups is located online at the Student Activities and Leadership Development website ([www.uc.edu/sald/studentlogin.aspx](http://www.uc.edu/sald/studentlogin.aspx)).*

All student organizations are required to re-register their group with the Office of Student Activities and Leadership Development annually in order to be a recognized student group at the University. The deadline for the submission of this information is the 2nd Thursday of December.

The information that each student group should submit includes:

1. Updated Officer and Advisor information
2. Updated roster (must include student’s university email address)
3. Constitution and Bylaws (mandatory for new student group applications; returning organizations should re-submit only if updates have been made to the document)
4. Attendance at the Student Group Training Workshops. The Student Group Training Workshops will provide information regarding university policies, Student Code of Conduct, and financial procedures for those student groups that receive funding from the University Funding Board.
   a. Those organizations that do not receive funding from the University Funding Board (i.e., Club Sports and Academic Intercollegiate organizations) will attend the financial training for their groups.
   b. Those organizations that do not receive funding from the university will only have to attend the first portion of the training workshop.

In addition to the aforementioned requirements, student organizations must notify the Office of Student Activities and Leadership Development whenever officer changes occur or there is a change in contact information. At any time, the Office of Student Activities and Leadership Development should have the most updated contact information for all officers of the organization. To update go to [https://www.uc.edu/sald/studentlogin.aspx](https://www.uc.edu/sald/studentlogin.aspx).
Throughout the year, student organizations can update their information at the same URL. Any officer listed on the organization’s registration is permitted to make updates. The Office of Student Activities and Leadership Development encourage organizations to update the information whenever there are changes, to ensure that your organization receives information from the Office of Student Activities and Leadership Development.

Registration Procedures and Directions

All student organizations representatives should utilize the procedures listed below when updating and registering:

a) Type the full name of the organization and the acronym.

b) **Do not type in all CAPS**, other offices and universities utilize and view this information on our website. Also, please review your application for any spelling errors.

c) The purpose statement should reflect your organization’s mission and be composed of no more than 50 words. This statement will be used in the university ACTIVUS publication.

d) If your organization is a chapter of a National or Regional group, the name must be identified.

e) All organizations are categorized according to type (i.e.) academic, culturally etc. Listed below are the groupings currently utilized by the university:
   a. Academic: affiliation through major, minor or college
   b. Athletic/Recreation: promotes sports, physical activity
   c. Creative/Performing Arts: promotes art, theatre, dance, music, personal expression
   d. Cultural/Ethnic: promote culture or ethnicity within the U.S. and globally
   e. Governing: Elected to represent a number of organizations in the same category (Tribunals, IFC, etc).
   f. Honorary: promotes scholarship of superior quality. There are honoraries for each class, special interest as well as for academic disciplines.
   g. Intercollegiate Academic Competition: specific one-time events/competitions through your college, academic interest
   h. Religious
   i. Residence Hall Government: Hall Councils, RHA
   j. Professional: Related to a career, many are nationally affiliated.
   k. Service: Provide service to the UC/Cincinnati/Global community.
   l. Social Fraternity/Sorority
   m. Special Interest: does not fit other categories

f) Each year the roster must be updated to reflect the number of members in your organization. The university requires that each organization have at least 10 members.

g) Funding Eligibility- The university has four boards that authorizes funding to student groups, however, groups must be eligible for funding based on the criteria listed below:
   a. University Funding Board (UFB)
1. Must be open to all students, in addition organizations cannot charge dues/fees to their members.

b. Club Sports Board (CSB)-
   1. Limited funding is provided for club sports via the annual allocation of the student general fee. Under no circumstances should a club or individual believe that there will be no out-of-pocket expenses. Self support is an essential (and real) principle of any club sport program. Requiring clubs to earn a percentage of their budgets assures that members take on an active and serious interest in the continued existence of the club.

c. Academic Intercollegiate (AIC)
   1. Must be a unique academic competition group representing UC at a conference or event.

d. Graduate Student Government Association (GSGA)
   1. The organization must represent an academic department and be approved by the GSGA Board

h) All members and leaders within student organizations must be a matriculating student and maintain a 2.3 grade point average. The advisor of your organization must be a current employee of the University of Cincinnati; individuals can be members of the faculty, staff, administrators, and/ or graduate assistant.

i) The student organization advisor must have knowledge of university policies and procedures as it relates to the following:
   1. Funding
   2. Student Code of Conduct
   3. Posting
   4. Hazing
   5. Alcohol
      Please refer to http://www.uc.edu/Trustees/Rules/rules.asp?division=40 for additional information on university policies

j) Maintain an annual up to date signature on file with the university funding board and sign off on all pertinent paperwork. Sign off and keep a copy of student travel waivers that includes their insurance information, and contact information, in addition to any medical information.

k) Upload your organization Constitution and by-laws. The local constitution must contain the following information:
   a. The name of the organization
   b. The purpose(s) of the organization
   c. Requirements for membership
   d. Method of officer selection
   e. Impeachment proceedings
   f. A statement about the disbursement of organizational funds
g. Dissolution Statement
h. A non-discrimination clause
i. A non-hazing clause
l.) Upload your membership roster. This will be for administrative purposes only and not public information. The roster must include complete names, date of birth and UC email address.

All Registered Student Organizations must update the officer information whenever they elect new officers. This is also completed online. Failure to do so can result in loss of the University recognition as a Registered Student Organization.
All Student organizations are expected to complete the registration process by the 2nd Thursday of December in order to retain University recognition.

SAMPLE CONSTITUTION AND BYLAWS FOR STUDENT ORGANIZATIONS

GENERAL STATEMENT CONCERNING STUDENT ORGANIZATIONS’ CONSTITUTIONS AND BYLAWS

The purpose of a constitution is to establish the structure by which the organization can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas. The following is only a sample constitution to be used as a guide. Information or statements that are underlined are explanations, instructions, or options your student organization may want to take into consideration.

REMINDER: Your constitution and bylaws must be typed for submission.
Make an extra copy for your records.

SAMPLE CONSTITUTION FOR STUDENT ORGANIZATIONS

CONSTITUTION OF THE UNIVERSITY OF CINCINNATI
(NAME OF STUDENT ORGANIZATION)

ARTICLE I- NAME
The name of the organization shall be the University of Cincinnati (Student Organization’s Name)

ARTICLE II- PURPOSE
Answers why and for what purpose organization is being formed. Your purpose must fulfill a unique need that is not being fulfilled by another student organization. The purpose of the University Student organization is to THE purpose and function shall not duplicate that of an existing registered organization. List all general purposes/goals of your organization.
ARTICLE III - MEMBERSHIP
ANSWERS WHO MAY OR WILL BELONG TO THE ORGANIZATION. THIS SECTION MUST BE INCLUDED HAVING THE THREE (3) CLASSES OF MEMBERS.

3.1 There shall be three (3) classes of members; voting, non-voting, and honorary.

3.2 Voting membership shall be open to any full/part-time graduate and undergraduate students.

3.3 Membership into (student organization name) is open to all people and will not be restricted based on race, creed, national origin, or sexual orientation.

ENROLLED IN ANY OF THE COLLEGES SCHOOLS OR DIVISIONS OF THE UNIVERSITY AT THE TIME OF APPLYING FOR MEMBERSHIP – YOUR ORGANIZATION MAY BE MORE SPECIFIC IF YOUR ORGANIZATION IS COLLEGE OR DEPARTMENT ORIENTED and is sincerely interested in PROMOTING THE GOALS OF THE ORGANIZATION.

3.3 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.

3.5 There shall be NO LIMIT ON THE SIZE OF THE MEMBERSHIP of the Student Organization, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

ARTICLE IV - OFFICERS
ANSWERS WHO WILL LEAD THE ORGANIZATION; THE OFFICE OF TREASURER MUST BE A SEPARATE OFFICE.

4.1 The officers of the Student Organization shall be a PRESIDENT, VICE-PRESIDENT, CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY AND TREASURER.

4.2 (1) In order to run for office in your respective organization you must have a 2.0 or above accumulative GPA.

(2) While in office the officer must maintain a 2.3 grade point average and must not have below 2.3 for more than one quarter.

(3) Officer must be a matriculated student and be in good standing with his or her college.

4.3 All officers serve for a term of ONE (1) YEAR or until their successors shall be duly elected and qualified.
4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/ her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.3 accumulative GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall he elected.

ARTICLE V- MEETINGS
ANSWERS IN GENERAL WHEN AND HOW ORGANIZATION BUSINESS WILL BE CONDUCTED. A MEETING ONCE PER QUARTER IS THE MINIMUM REQUIREMENT.

5.1 Regular meetings of THE STUDENT ORGANIZATION shall he held at a minimum of once per quarter, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.

5.2 Special meetings of THE STUDENT ORGANIZATION may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

ARTICLE VI- UNIVERSITY ADVISOR
T'H E ORGANIZATION MUST HAVE AN ADVISOR AND A PROCESS OF SELECTION. The STUDENT ORGANIZATION shall have a University Advisor who shall be a full- or part-time member of the University faculty, staff, or administration. The University Advisor shall be selected by THE EXECUTIVE BOARD.

ARTICLE VII- AMENDMENTS
ANSWER HOW THE CONSTITUTION MAY BE CHANGED.
7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.

7.2 Amendments to this Constitution shall be the affirmative vote of two- thirds (2/3) of all voting members and with the approval of the appropriate governing board.

ARTICLE VIII- RATIFICATION
ANSWERS HOW THE CONSTITUTION IS ACCEPTED/ADOPTED BY THE ORGANIZATION.

Ratification by two-thirds (2/3) of the charter members of the Student Organization shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.
SECTION 1 - STUDENT OFFICERS

THIS SECTION DETAILS THE Responsibilities AND ACTS AS A JOB Description OF THE OFFICERS.

1(1) The President shall be the Executive Officer of the Student Organization and shall preside over all meetings of THE STUDENT ORGANIZATION AND THE EXECUTIVE BOARD. He/she shall be an ex-officio member of all standing committees.

1(2) The Vice-President, in the absence of the President shall PRESIDE AT ALL MEETINGS OF THE STUDENT ORGANIZATION AND OF THE EXECUTIVE BOARD. The Vice-Presidents hall ALSO PERFORM SUCH OTHER DUTIES AS ARE ASSIGNED HIM/HER BY THE PRESIDENT OF THE EXECUTIVE BOARD.

1(3) The Treasurer shall be responsible in conjunction with the University advisor, to all fiscal matters of the student organization.

(a) The Treasurer shall collect and receive all funds paid to the student organization and shall deposit them in the official depository.

(b) The Treasurer, in conjunction with the University Advisor, will have final approval of all student organization expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.

(c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board, Graduate Student Association, Medical Student Association, or Student Bar Association).

(d) The Treasurer is responsible for educating his/her successor on the obligations of this position.

(e) The Treasurer will keep the accounts and books which, at all times, must be open to Inspection by the President, Executive Board, Funding Board, or any authorized auditor.

(f) The Treasurer will make reports at the quarterly meetings of the Student Organization and at other such times as the President or Executive Board may direct.

(g) Failure to abide by these aforesaid policies will result in Financial Probation of the Student Organization as defined by their respective Funding Board.

1(4) The Secretary shall keep the records of the membership and the minutes of the meetings of the Student Organization and the Executive Board. He/she shall make a report
at the annual meeting of the Student Organization and at such time as the President or the Executive Board may direct.

SECTION 2 - ELECTIONS
THIS SECTION OUTLINES WHEN AND HOW OFFICERS ARE ELECTED FOR THE GROUP.

2(1) Elections will be held AT THE FIRST MEETING IN MAY.

2(2) All officers shall be elected by a majority vote of those persons casting ballots.

2(3) Officers will take office IMMEDIATELY FOLLOWING THEIR ELECTION.

SECTION 3 - EXECUTIVE BOARD
THIS SECTION OUTLINES WHO COMPOSES THE EXECUTIVE BOARD AND THE DUTIES OF SUCH A BOARD.

3(1) The Executive Board shall be composed of THE ELECTED OFFICERS OF THE STUDENT ORGANIZATION AND THE UNIVERSITY ADVISOR.

3(2) The Executive Board shall DETERMINE THE POLICIES AND THE ACTIVITIES OF THE STUDENT ORGANIZATION, DISCIPLINE MEMBERS, APPROVE THE BUDGET AND HAVE GENERAL MANAGEMENT OF THE STUDENT ORGANIZATION.

3(3) THE EXECUTIVE BOARD SHALL MEET REGULARLY AT LEAST ONCE EACH MONTH AND AT THE CALL OF THE PRESIDENT.

3(4) THE IMMEDIATE PAST PRESIDENT, TO BE A VOTING MEMBER OF THE EXECUTIVE BOARD, MUST BE AT THE PRESENT TIME A FULL/PART-TIME STUDENT ENROLLED IN ANY OF THE COLLEGES, SCHOOLS OR DIVISIONS OF THE UNIVERSITY, AND MAINTAINING A 2.0 QUARTERLY GPA, AND IN GOOD ACADEMIC AND DISCIPLINARY STANDING IN HIS/HER RESPECTIVE COLLEGE, SCHOOL OR DIVISION. (UNIVERSITY ORGANIZATIONS MUST HAVE AN AFFILIATION WITH THE UNIVERSITY)

SECTION 4 - UNIVERSITY ADVISOR
THIS SECTION LISTS THE RESPONSIBILITIES OF THE UNIVERSITY ADVISOR. THESE LISTED ARE OFFICIAL UNIVERSITY RESPONSIBILITIES, BUT THE ORGANIZATION MAY BE MORE DETAILED.

4(1) The University Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization

4(2) The University Advisor is required to file an official certification of academic standing of the organization's officers with the Student Activities and Leadership Development Office (Student Life Center, Room 455).
4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

SECTION 5 - SPECIAL COMMITTEES
THIS SECTION ESTABLISHES THE ABILITY OF THE STUDENT ORGANIZATION TO CREATE COMMITTEES. YOUR GROUP MAY HAVE STANDING COMMITTEES WHICH MAY BE SPECIFICALLY NAMED IN A SIMILAR SECTION.

5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

SECTION 6 - MEETINGS
6(1) Meetings shall be held AT SUCH PLACES AS DETERMINED BY THE EXECUTIVE BOARD.

6(2) The quarterly meetings of the Student Organization shall be given AT LEAST TWO (2) WEEKS NOTICE OF THE PLACE OF THE QUARTERLY MEETINGS.

6(3) At all meetings, a quorum shall be ONE-HALF (1/2) OF THE VOTING MEMBERS OF THE STUDENT ORGANIZATION. A quorum is necessary for the organization to conduct official business. IN STUDENT ORGANIZATIONS THE BYLAWS SHOULD PROVIDE FOR A QUORUM AS LARGE AS CAN BE DEPENDED UPON FOR BEING PRESENT AT ALL MEETINGS IN ORDER TO CONDUCT THE ORGANIZATION’S BUSINESS.

6(4) All matters coming before the Student Organization which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the constitution or bylaws which require a specific number, i.e., ratification, etc.

SECTION 7 – REVENUE

THIS SECTION SHOULD DEFINE ANY COLLECTION OF MONIES SUCH AS DUES, FUND-RAISERS, ETC., AND SHOULD DEFINE HOW THE MONIES ARE TO BE DISBURSEd AND WHO SHALL BE RESPONSIBLE FOR THE ACCOUNTABILITY OF THE ORGANIZATION'S MONIES.

7(1) A membership fee of $____

This amount is ________________ and shall be paid to Treasurer of the Student Organization upon application for membership.
*Membership fees for Student groups who desire to receive funding from the University Funding Board (UFB) should equal $.00 amount. The only exception are those groups that have a national affiliation; i.e. PRSSA, NAACP. Members of the organizations can elect to affiliate with the chapter locally and not nationally. To receive funding from UFB students cannot be required to pay dues.

7(2) the annual dues shall be $ AS DETERMINED by____________(Group Name) payable in quarterly installments, on the first of October, January, April, and May.

7(3) Revenue from sources other than those defined in this section may be raised as determined by the Executive Board and approved by the Student Organization, along with the approval of the appropriate University office.

7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Student Organization and in accordance with university policies.

7(5) The Treasurer shall be responsible for the accountability of the Student Organization's monies, and shall report to the Executive Board and the Student Organization.

7(6) In case of dissolution of the Chapter and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in accordance with the provisions of disbursement statement of these By-Laws.

SECTION 8 - DISCIPLINE
THIS SECTION IS NECESSARY AND SHOULD EXPLAIN WHAT THE GROUNDS ARE FOR TAKING DISCIPLINARY ACTION, WHAT IS THE PROCESS, WHO ADMINISTERS THE PROCESS, AND THE POSSIBLE RESULTS OF DISCIPLINARY ACTION.

8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds (2/3) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the Secretary.

8 (2) Any member charged with conduct not in accord with the purposes of the Student Organization and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board.

8(3) Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Student Organization and may not use the organization's name in connection with any further activities.
8(4) Appeal process: Any member whose membership in the Student Organization has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to the Student Organization's respective governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action.

SECTION 9 – IMPEACHMENT
ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

9(1) Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.
9(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.
9(3) Memberships shall be notified at least one week prior to removal vote meeting.
9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
9(5) Removal from office shall require a vote of 2/3 of all voting members.

SECTION 10 - VACANCY OF OFFICE
10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10(2) The President shall call for an election within fourteen days after vacancy of any office.

10(3) Election shall be conducted as stated in the bylaws.

10(4) Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10(2).

SECTION 11 - RULES OF ORDER
"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

SECTION 12 - AMENDMENTS OF BYLAWS
THIS SECTION ANSWERS HOW THE BYLAWS MAY BE CHANGED. BY-LAWS SHOULD BE EASIER TO CHANGE THAN THE CONSTITUTION.

12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Student Organization following notice of such proposed amendment to the voting members, SUCH NOTICE SHALL BE GIVEN WITHIN ONE WEEK OF THE TIME ANY SUCH AMENDMENT IS PROPOSED.
12 (2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate governing board.

Section 13-DISSOLUTION
13(1) Upon the dissolution of (student organization) for any reason, all work, funds, and property controlled by the organization will be (action that will be taken).

Section 14-NON-HAZING CLAUSE
1. The laws of the state of Ohio concerning hazing shall be observed.
2. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.
3. Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:
   a. Any activity that creates a substantial risk of physical or mental harm.
   b. Paddling, beating, or hitting individuals.
   c. Wearing anything designed to be degrading or to cause discomfort.
   d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
   e. Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.
CHECKLIST FOR CONSTITUTION AND BYLAWS

This checklist is to help all organizations in writing their constitutions. The areas mentioned below are a must for your organization's constitutional approval. Please note you may expand on these points, but without the clear explanation of these points listed below, your organization will not be approved. *Constitution must be typed.

CONSTITUTION

Article I-Name of the Student Organization

_____ The name of the student organization

Article II-Purpose

_____ The purpose and goal of your organization explaining why you are being formed.
*Please remember no duplication of purpose will be allowed by any organization.

Article III-Membership

_____ Includes 3 classes of membership: voting, non-voting, and honorary.

_____ Voting and non-voting membership open to all UC students. Honorary members selected by majority vote of voting members.

_____ No limit on number of members provided non-voting and honorary members are not outnumbered.

Article IV-Officers

_____ Offices of President, Vice-President, Secretary, and Treasurer must be separate offices (Although others may be added (Exception for University Organizations).

_____ Each officer must be a voting member as well as matriculated and in good academic and disciplinary standing with their college. (2.3 GPA)

_____ Serve for a term of 1 year or until their successor is qualified. Failure to remain in good academic and disciplinary standing, (2.3 GPA) ceasing to be a voting member, or loss of matriculated standing will result in that officer's replacement.

Article V-Meetings

_____ Meets at least once per quarter, with times determined by the Executive Board and approved by voting members.
Special meetings called by Executive Board must have one week's notice to all members and submitted one week prior to the meeting.

Article VI-University Advisor

University Advisor selected by Executive Board must be a University staff, faculty or administrator

Article VII-Amendments

Changes may be proposed by any member and voted on at next meeting, but not sooner than one week after proposal.

Changes ratified by 2/3 of voting members.

Article VIII- Ratification

This section specifies how the constitution is accepted/adopted by the organization.

BYLAWS

Section 1 – Student Officers

President (Chairperson, for University Organization) is executive officer, presides over all meetings of organization and Executive Board as well as ex-officio member of all standing committees.

Vice-President presides in the president's absence for all meetings and is assigned duties by the president.

Treasurer collects, receives, and deposits all funds paid to organization.

Treasurer keeps bank account and financial records which must be open to inspection by president, executive board, Undergraduate Funding Board, GSGA, auditor.

Treasurer makes quarterly financial reports at meeting.

Section 2- Elections

States when elections are to be held.

Officers elected by majority vote of voting members and take office following their election.
Section 3- Executive Board

_____ Mentions who is on Executive Board.

_____ Executive board regulates policies, activities, discipline and budget management.

_____ Executive board meets regularly and at the president's call.

_____ If the past president is to be on the executive board, he/she must meet same stipulations as other executive board members.

Section 4- University Advisor

_____ University advisor ensures consistency of activities with stated purpose.

_____ University advisor certifies academic standing of executive board members.

_____ Co-signs checks and is aware of regulations dealing with funds.

Section 5- Special Committees

_____ Special committees established by executive board with appointment and removal of chairman and committee members.

Section 6- Meetings

_____ Meetings determined by executive board.

_____ Two weeks notice prior to quarterly meetings.

_____ Quorum of (1/2) of voting members necessary to conduct official business.

_____ All matters being voted on must be by majority voting providing quorum is present.

Section 7- Revenue

_____ States membership fee of $0.00 paid to treasurer upon application. (If you are interested in receiving UFB funding)

_____ Annual dues of $_____. States when dues are to be paid.

_____ All other revenues approved by executive board, organization, and appropriate University office.
Disbursement of revenues by executive board and in accordance with University policies.

Treasurer is responsible for all organizational monies and shall report to executive board and that organization.

Please note*

*Membership fees for Student groups who desire to receive funding from the University Funding Board (UFB) should equal $.00 amount. The only exception are those groups that have a national affiliation; i.e. PRSSA, NAACP. Members of the organizations can elect to affiliate with the chapter locally and not nationally. To receive funding from UFB students cannot be required to pay dues.

Section 8- Discipline

Suspension of members who are delinquent in payment of dues provided adequate notice to such persons are made as well as provisions for reinstatement.

Disorderly or inappropriate behavior of members can result in their expulsion from the organization.

Suspended members lose all ties, financial and other to the organization.

Appeals provision for terminated members within an appropriate time span.

Section 9- Impeachment

Petition to executive board with signatures of 1/3 of all voting members with reason for removal.

Executive board notifies officers and calls for a vote within 14 days of the filing of the petition.

Membership notified at least one week prior to impeachment voting.

At meeting for removal, the petition’s stated grievances shall be made public and the officer charged shall be allowed to respond to the charges made against him/her.

Removal from office shall require two-thirds approval of all voting members.
Section 10-Vacancy of Office

_____ Executive board shall appoint an interim acting officer in the case of resignation or removal of any officer.

_____ President (chairperson, for University organizations) calls for an election within 14 days after vacancy of any office.

_____ Election conducted as stated in bylaws.

_____ Upon vacancy of the presidency, the vice-president shall complete the president's unexpired term and a new vice-president shall be elected.

Section 11-Rules of Order

_____ "Robert's Rules of Order, Revised" shall be parliamentary authority for all matters of procedure not specifically covered by bylaws.

Section 12-Amendments of Bylaws

_____ Amendments to bylaws can be proposed by any member and one week prior to voting shall be given to all voting members.

_____ Any amendments to bylaws shall carry 1/2 affirmative vote of all voting members and the approval of the appropriate governing board.

Section 13-Dissolution

_____ If the organization ceases to exist at the University of Cincinnati, this bylaw will provide information regarding the distribution of remaining funds.

_____ Funds can be transferred to an organization whose mission is similar to the defunct student group.

Section 14-Non-Hazing Clause/Discrimination

_____ This section details how hazing and discrimination will not be tolerated and how a member that is accused of hazing or discrimination will be disciplined.

Other

_____ Registration application completed and signed including compliance with University policies and officer listing.
STUDENT ORGANIZATION POLICIES

Student organizations need to educate the members of your group on all University Policies. Officers and advisors are responsible for informing members of policies and identifying risks associated with events/activities.

HAZING POLICY

A. Consistent with this philosophy and sections 2307.44 and 2903.31 of the Ohio Revised Code, the following hazing policy shall be adopted by the university. This policy shall be complied with by all students, recognized student organizations, university advisors, and any other person or group where the activity involving hazing, whether on or off campus, may affect or interfere with the lawful function of the university.

1. The laws of the state of Ohio concerning hazing shall be observed.
2. Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or admission into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing that activity. In no event shall the willingness of an individual to participate in such activity serve as a defense in cases of hazing.
3. Actions and activities which are explicitly prohibited include, but shall not be limited to, the following:
   a. Any activity that creates a substantial risk of physical or mental harm to the individual.
   b. Paddling, beating, or hitting individuals.
   c. Wearing anything designed to be degrading or to cause discomfort.
   d. Depriving individuals of the opportunity for obtaining a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
   e. Activities that interfere with an individual's academic efforts by causing exhaustion, or loss of reasonable study time.
   f. Use of drugs.
   g. Eating or drinking foreign or unusual substances, including alcohol, or anything an individual chooses not to eat or drink.
   h. Having any object or substance thrown at, poured on, attached to or otherwise applied to the bodies of individuals.
   i. Any activity or game that makes an individual the object of amusement, ridicule, or intimidation or which causes the individual to be degraded or humiliated.
   j. Kidnapping, transporting and/or stranding anyone.
   k. Interrogations or audible stress such as yelling or loud noises.
   l. Activities which are illegal such as theft or public indecency.
   m. Activities which are contrary to the policies and rules of the university.
B. Procedure

1. This policy shall be referenced in the university of Cincinnati student handbook, student code of conduct, and the registration packets for all student organizations. The organization's president, with the organization's university advisor, shall be responsible for signing the compliance form which shall be part of the registration process with the student organizations and activities office. Any group not filing a registration packet shall not be given recognized student organization status. The officers shall also communicate this policy to all members and new officers to see that the organization strictly adheres to the policy. Members shall also understand that not only shall the organization be responsible for preventing hazing in any form, but any and all members involved in a hazing violation shall be held personally accountable. Any participants in hazing; the local organization, local directors, trustees or officers who authorized, requested, commanded or tolerated the hazing; and any local officer who authorized, requested, commanded or tolerated the hazing shall be subject to university discipline. The national organization and its officer, and national and local directors or trustees may be subject to civil suits for injury and damages under Ohio law.

2. Any violation of this policy shall be handled through the student organizations and activities office. A written complaint of alleged hazing shall be filed with this office. In cases involving a complaint against a student group, the student organizations and activities office may refer the complaint to the appropriate governance board, administrative unit or handle the complaint within the student organizations and activities office.

3. If the local organization is a chapter of a national organization, the student organizations and activities office shall inform the national headquarters of the accusation and of any disciplinary action taken.

4. The negligence or consent of the plaintiff/victim or any assumption of the risk by the plaintiff/victim shall not be a defense to a suit or disciplinary action of the university brought against a violator.

5. In compliance with rule 3361:10-17-02 of the Administrative Code, the student organizations and activities office shall report possible violations of the state hazing laws to civil authorities for prosecution. Hazing is a criminal offense in Ohio.

6. Sanctions that may be imposed for the violation of this policy include but shall not be limited to:
   a. For student organizations, a warning may be served, a fine may be levied, the organization may be placed on probationary status, or the organization may be suspended.
   b. For individual students, sanctions shall include a reprimand, probation, suspension, dismissal or other disciplinary sanctions, as contained in rule 3361:40-5-05 of the Administrative Code.
ALCOHOL POLICY

A. The university shall implement and enforce the laws of the state of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff, and faculty member to be familiar with the requirements of the Ohio Revised Code and the provisions of this policy and to conduct themselves accordingly.

As permitted by law individual students, faculty and/or staff may purchase, possess and/or consume beer or intoxicating liquor on campus at certain campus events, in designated campus facilities and in campus facilities having permits issued by the Ohio department of liquor control.

Restrictions in the Ohio Revised Code include the following:

1. It is unlawful for a person under twenty one years of age to purchase, consume, possess, or transport any beer or intoxicating liquor.
2. It is unlawful to knowingly and falsely misrepresent one's age to obtain alcoholic beverages and/or to misrepresent that another is of legal age for such purpose.
3. It is unlawful to have in one's possession in a public place without a permit an open container of beer or intoxicating liquor.
4. It is unlawful to possess an open container and/or consume any beer or intoxicating liquor in a motor vehicle.
5. It is unlawful to serve, distribute beer and/or intoxicating liquor to a minor.

These laws are contained in Chapter 4301. of the Ohio Revised Code. The complete text of the state liquor laws and administrative regulations may be obtained from the department of campus security, campus library or the Ohio department of liquor control.

Student organizations will be permitted to schedule and/or sponsor on-campus events at which alcohol would be available only at those locations having permits issued by the Ohio department of liquor control.

Student organizations that sponsor off-campus events are expected to adhere to state law. Organizations found to have violated state law may be subjected to the loss of registered status.

Administrative and academic units (colleges, departments) are permitted to schedule and/or sponsor on-campus student events at which beer or intoxicating liquor would be available only in designated areas within those units and only with the approval of the unit head. These events may not be all campus events and must adhere to regulations established for on-campus events.

B. Policy for campus events.

The following regulations must be followed at on-campus events at which beer or intoxicating liquor are served and/or sold:
1. The events must be properly authorized by the administrative unit responsible for the facility(s) to be used.
2. Consumption and/or sales are permitted only within the approved area for the event.
3. Non-alcoholic beverages must be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
4. The sponsors of the event will implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who are intoxicated.
5. The sponsors of the event must require proof of legal age for those individuals in question as to legal age.
6. Marketing, advertising and promotion of events with alcoholic beverages being served should not emphasize the serving of alcohol and/or have any drinking games there associated with the event.
7. Management of licensed facilities on-campus reserve the right to limit consumption and/or sales at events in designated facilities.

C. Policy violations and sanctions.
Individuals and organizations found in violation of university regulations will be subject to disciplinary action and may be subject to action outlined in the Ohio Revised Code.

**STUDENT CODE OF CONDUCT**
The Student Code of Conduct (SCOC) is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the University of Cincinnati’s mission “to provide the highest-quality learning environment, world-renowned scholarship, innovation and community service, and to serve as a place where freedom of intellectual interchange flourishes.” The SCOC is available for review at [http://www.uc.edu/conduct/Code_of_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html).

**Jurisdiction**
- Students
- On and Off Campus Behavior
- State of Ohio
- Division of Student Affairs and Services
- Division of Baccalaureate and Graduate Education

**Student Organization Disciplinary Policy and Procedures**
It is each student's responsibility to know and comply with the university's Student Code of Conduct and other rules and policies of the University of Cincinnati. All student groups and members must adhere to the University of Cincinnati Student Code Of Conduct. Student Groups can be subject to probation and suspension. Individuals can be removed from their leadership position and reported to Judicial Affairs for additional sanctions. Incident reports
can be filed to the Student Activities & Leadership Development staff when the following occurs:

1. Violation of the University of Cincinnati Student Code of Conduct or Rules of the University by an organization or member of the organization (i.e.) alcohol, vandalism, theft, hazing, violent incidents, and fire arms violation.

Once the Leadership Coordinator receives the incident report the Student Activities & Leadership Development staff will implement the policy listed below:

1. The Student Activities & Leadership Development staff will contact the officers and the advisor of the student organization. He/she will also provide a brief summary of the organization’s violation.
2. The organization depending upon the severity of the violation will be placed on a temporarily suspended until a meeting can be arranged between the advisor and officers of the student organization.
3. The Student Activities & Leadership Development staff will gather information from the student organization/individual as well as the office and/or person who submitted the complaint.
   a. Depending upon the circumstances both sides will be offered the opportunity for mediation, where the Leadership Coordinator will serve as the mediator.
   b. A report will be developed based upon the information gathered from the investigation.
4. Once all of the information is gathered the Coordinator will forward the findings to the Director of Student Activities and other Student Activities & Leadership Development staff with a recommendation.
   a. The Director will review and submit any changes (if any) to the Leadership Student Activities & Leadership Development staff who will then issue the decision to the student organization.
   b. If the organization is unsatisfied with the decision, within ten days they can submit a written appeal to the Director of Student Activities and Leadership Development and the Dean of Students who will render a final decision.

Students have the right to organize, join, and hold office in associations for their common interests. Membership in student organizations shall be open to all students without respect to race, color, religion, national origin, sex, sex orientation, physical or mental handicap, status as disabled veteran or of the Vietnam era, or age, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. All registered student organizations shall have access to university facilities in accordance with university practice.

A. Registration:
   A group or association composed of students is required to register as a student organization with the student organizations and activities office in order to benefit from the privileges granted groups, as enumerated in the student organizations policies.
   1. Criteria for registration:
a. The organization must fill a need for students not currently being met by an existing organization on campus.
b. The constitution of the organization must be consistent with university rules, regulations, or policies.
c. The constitution of the organization must be consistent with the constitutional standards established by the group's respective governing body.
d. An online registration application must be submitted with the constitution and submitted annually thereafter.
e. All charter members of the organization must be students (full and/or part time).
f. The organization must have a minimum of ten student members to qualify for registered status.
g. The organization must have a university advisor who is a member of the university faculty, staff or administration.

2. **Privileges of registered student organizations:**
   a. Cooperation and assistance of staff.
   b. Advertisements and notices in official publications.
   c. Use of university facilities.
   d. Sponsorship of all-university events.
   e. Use of the university name in non-commercial not-for-profit applications.
   f. Scheduling of off-campus speakers.
   g. Sponsorship of fundraising events.
   h. Eligibility for university funding (except political, religious, honorary, fraternity or sorority groups).

3. **Responsibilities of registered student organizations:**
   Registered student organizations, their officers and members shall:
   a. Comply with all laws of the state of Ohio, including but not limited to provisions of the rules of the University of Cincinnati and the code of student rights and responsibilities; this obligation extends to the guests of the registered student organizations.
   b. Engage in sound financial management.
   c. Expend the organization's monies only to further the purpose(s) of the organization and not for the private benefit of officers or members.
   d. Regularly inform the organization's advisor(s) on the program, personnel, and activities of the organization.
   e. Comply with published guidelines (copies of which shall be available in the student organizations and activities office), including but not limited to those regarding:
      i. The request and use of university facilities;
      ii. The conducting of sales, solicitations, or leafletting;
      iii. The sponsorship of programs;
      iv. The solicitation of funds;
v. The consumption or possession of alcoholic beverages on campus;
vi. The posting of materials;
vii. The registration of speakers;
viii. The use of amplified sound;
ix. The submission of an application for registered organization status, a financial statement (audit) when requested, and compliance forms.
f. Comply with the policies in the "Use of Facilities Handbook."
g. Comply with all standards in the "Student Code of Conduct."

B. Withdrawal of registration, warning, probation, suspension:
   1. The privileges conferred through registration may be withdrawn for cause which shall include willful or negligent violation of university, state or federal standards, codes or policies.
   2. Registration may also be withdrawn or discontinued:
      a. When an organization fails to carry out its programs consistent with the stated aims and purpose of the organization's constitution;
      b. At the written request of the organization;
      c. When by constitutional provision the group is dissolved;
      d. When an organization does not hold meetings, activities or outings for a period of one academic year.
   3. Registration may be withdrawn, a warning issued, or an organization placed on probation or suspension when appropriate maintenance forms are not filed (e.g., affirmative action, membership report, officer list, financial reports) or if for any reason an organization becomes delinquent as to its obligations as a registered group.
   4. Warning:
      A notice to the group that they will be placed on probationary status if specified obligations are not met within a designated period of time.
   5. Probation:
      Loss of any or all privileges of registered student organizations. Probation may be for a specific duration after which the status may be reviewed.
   6. Suspension:
      Suspension shall involve the permanent, complete withdrawal of all privileges and rights of the student organization. In addition, no suspended group may use or rent university facilities as a non-university group. In order to regain recognition as a university of Cincinnati student organization, the group must register as a new-forming group during a regular registration period the following academic year.
   7. The above actions may be initiated by the student organization's governing board and/or the appropriate administrative unit (e.g. student organizations and activities).

C. Membership:
1. Full membership in registered student organizations is limited to persons who are officially connected to the university. This affiliation must be that of a full or part-time student, faculty, or staff.

2. Full membership entitles members to full voting privileges.

3. Honorary membership shall be open to any person desiring such membership, elected to such membership by majority of voting members. (Honorary members cannot outnumber voting members.)

4. When a student organization, whether national or local, has selective membership (e.g. honor and recognition societies, professional, service, and social groups), the selection of members must be made, regardless of any national practices to the contrary, without reference to race, creed, national origin, or sex orientation.

5. Membership criteria as set forth in the constitutions of student organizations must meet those as set forth in article six, charter of student rights and responsibilities.

D. Officer eligibility:
   1. Students, in order to be eligible to hold office in a student organization, must be matriculated, must achieve and maintain a 2.3 grade point average, and be in good standing with their college. While in office the officer must not have below a 2.3 grade point average for more than one quarter.
   2. Student officers not fully meeting the eligibility requirements will have to relinquish their office immediately upon notification from the student organizations and activities office and/or advisor that they do not meet the academic standard. Replacement of ineligible officers will be conducted according to the organization’s constitution.

E. Finances:
   1. All organizations must anticipate, provide for, and meet promptly their financial obligations or be subject to sanctions by their governing body.
   2. Budgets and expenditures of student organizations that receive university funds must have the approval of the appropriate funding board, i.e., undergraduate funding board, graduate student governance association, etc.
   3. In order to receive funding, student organizations must have a minimum of ten members.
   4. Any student organization wishing to conduct sales, solicit funds, or charge admission to an event must have the approval of the university advisor.
   5. Non-funded student organizations are subject to financial review or audit when deemed necessary. The university's right to audit the financial operation of non-funded groups is based upon the registration granted to them and the privileges that come therewith.
   6. Student organizations that sponsor outside vendors must sign an agreement, along with the vendor, stating that the organization will receive a percentage of total sales. Agreement forms are available in the student organizations and activities office.

Source: Rules of the University of Cincinnati

Disclaimer:
The official copy of the Rules of the University of Cincinnati is maintained in the Office of the Board of Trustees, Room 614 University Pavilion, West Campus. The text of the Rules has been reproduced in this handbook as a convenience to students, faculty and staff of the University and advisors to student organizations. While every effort has been made to ensure that the handbook is accurate and current, users of the handbook version are advised that in the case of a discrepancy, the text found in the official copy of the Rules controls. Information within this handbook pertains to current rules only. Please contact the Trustees Office for archived rules.

ADDITIONAL UNIVERSITY POLICIES

- Policy for Drug-Free Campus*
- Sexual Assault Policy*
- Resident Education and Development Policies
- Affirmative Action Policy

*More information on these policies can be found at: http://www.uc.edu/about/documents/ucrighttoknow.pdf

WAYS TO MINIMIZE LIABILITY

- When dealing with contracts, limit the authority within the group to make financial commitments or authorize high-risk activity. All contracts should be reviewed by the advisor, and sent through the University of Cincinnati’s process which includes signatures from the following individuals: Advisor, Associate Vice-President/Dean of Students, Student Affairs and Services Director of Business Affairs, Purchasing and General Counsel. Please see the “signing contracts” section within this handbook for more information.
- Require that off campus bank accounts require at least two signatures for checks/withdrawal (Advisor and Treasurer) and do not authorize an ATM/debit card for the account.
- UC Transportation Services is able to provide the following transportation options for officially recognized student organizations. In order to ensure that student groups have better options to manage the risks associated with travel, it is recommended that student groups use UC Transportation Services. To rent a vehicle and to schedule charter buses and motor coaches for University business, visit http://www.uc.edu/af/facilities/fm_auxiliary_services.html#Transportation or call (513) 556-4424
- Events involving alcohol should be held on a licensed premise with NO direct involvement or group members serving alcohol. If possible provide transportation to and from the event, or have designated drivers.
• Utilize Activity/Assumption of Risk Waivers when appropriate. Review in meetings so all are aware of risks. In addition, a copy of the form below should be kept on file with the advisor and the other should be taken with the group when they leave for travel or other activities associated with the student group. Please see the Permission and Release Form for Special Events: Student Trip, Outings, and/or Activities on the following page.

• For additional information please contact the following offices for events that may entail some liabilities:
  o Student Activities and Leadership Development: (513) 556-6115
  o Office of General Counsel: (513) 556-3483
  o Office of Risk Management: (513) 584-5042
PERMISSION AND RELEASE FORM
SPECIAL EVENT: STUDENT TRIP, OUTINGS, and/or ACTIVITIES

NAME OF STUDENT (print): ________________________________________ Age ________________

As a member or guest of _____________________________________________________
club or organization

I will participate in ________________________________________________________________________
activity(ies)
at ____________________________________________________________ on ______________________
dates).

location of activity(ies)

The risks associated with this activity includes, but are not limited to:

____________________________________________________________________________________________
____________________________________________________________________________________________

Please note the following reminders:
• The UC Student Code of Conduct applies to students engaged in clubs and other student activities.
• UC Rules require students to maintain Student Health insurance or other medical insurance.
• UC Student Organizations are not part of, nor do they act on behalf of, the University of Cincinnati.
  Do NOT assume that club members or activities are covered by UC liability insurance.

FOR STUDENTS EIGHTEEN YEARS OF AGE OR OLDER:

In consideration of my participation in this event, for myself, my heirs, executors, administrators and assigns, I
hereby waive and relinquish any and all rights, claims, demands and causes of action which I may have and agree not
to make any claim or file any lawsuit against the State of Ohio, the University of Cincinnati, its trustees, officers,
employees and agents, as well as the _________________________________(name of organization) by reason of
my participation in the event. I also agree to indemnify the University of Cincinnati, the State of Ohio, and their
employees from any damages or injuries that I may cause through my participation in this event. I have been
advised of the nature of this event, including any special risks, and I agree to follow any safety instructions, and
to be personally responsible for myself and my behavior.

I have read and agree to the above.

Signature of Adult Student                              Date

Medical information (including medications or allergies) related to medical conditions that are relevant to
this event or for which I will require special accommodations:

____________________________________________________________________________________________
____________________________________________________________________________________________

In case of emergency contact: ________________________________ at telephone number:

FOR STUDENTS UNDER THE AGE OF EIGHTEEN:

I hereby give permission for my son, daughter or ward to participate in the event described above. As his/her parent or guardian, in consideration of his or her participation in the event, for myself, my heirs, executors, administrators and assigns, and on behalf of my child(ren) or ward, I hereby waive and relinquish any and all rights, claims, demands and causes of action which any of us may have and agree not to make any claim or file any lawsuit against the State of Ohio or the University of Cincinnati, its trustees, officers, employees or agents by reason of participation in the event. I am aware of the nature of this event, including any special risks, and I have advised my child or ward of the need to follow any safety instructions and to be personally responsible for his or her behavior. I also agree to indemnify the University of Cincinnati, the State of Ohio, and their employees from any damages or injuries that my child or ward may cause through participation in this event.

EMERGENCY TREATMENT AUTHORIZATION AND RELEASE

I authorize the treatment of my child or ward in the event he or she becomes ill or is injured while participating in the event. Although an effort will be made to contact parent(s) or guardian, I hereby authorize medical treatment, including hospitalization or surgery, in the event I cannot be reached.

I have read the above and agree on behalf of myself and/or my child or ward.

______________________________    _____________
Signature of Parent or Legal Guardian            Date
STUDENT ORGANIZATION ADVISORS

A full time or part-time faculty, staff, or administrator can serve as an advisor of a student organization. In order for a student group to operate at the University of Cincinnati they must have an advisor listed on record. This requirement serves to promote student/faculty interactions outside of the classroom and allows the faculty to stay connected to students’ co-curricular lives. Simply having your faculty advisor sign the bi-annual agreement saying that they will serve as your advisor is not harnessing the contributions that they might offer your organization. It is important for student organizations to select an advisor who will help the organization meet its goals and provide guidance along the way.

Each year, student organizations should determine what role they might want their advisors to assume for the upcoming period and to have a conversation with their advisors about these expectations. Similarly, each advisor may have their own expectations for the group or for the role they are willing to play. It is a two-way street and both advisors and student organizations should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select new advisors at any time. Please notify the Office of Student Activities and Leadership Development of such changes. The following are questions that your organization may want to consider for selecting a faculty advisor and that they may want to consider before serving as an advisor:

1. How much involvement is expected or needed?
2. How often does the group meet and do you expect your advisor to be present for these meetings?
3. How many major activities does your organization execute each year?
4. How experienced are the officers of the organization?
5. What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
6. What skills would your proposed advisor bring the organization? How do these skills match those of your organization?
7. Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
8. If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

ADVISOR RESPONSIBILITIES

A potential advisor must be a UC faculty, staff or graduate student. An advisor is the guiding force behind an organization. At a minimum, the role of an advisor is that of a liaison between the university and the students who form a group.

In order to help advisors and students better understand the expectations associated with this position, the following points should be considered.
- An advisor should have adequate knowledge regarding the purpose and intent of the student organization, in order to offer guidance with regards to the internal (relationship of members and the internal structure and hierarchy of the group) and external (relationship between group and other groups or relationships with the university and community) operation of the group.
- An advisor approves all financial transactions of a student group. His or her signature is required on all group financial transactions. Although signing paperwork may be the most urgent request of group members, this is not the sole responsibility of an advisor.
- The advisor should also be aware of the groups’ programs, activities, and overall events.
- The advisor is also responsible for reviewing their officer’s grades on a quarterly basis. All officers are responsible for maintaining a 2.0 grade point average quarterly grade point average. In addition, they must also be a matriculating student at the University of Cincinnati.
- An advisor is responsible for informing the group about University policies and procedures, and keeping the group aware of changes in those policies and procedures.
- An advisor should also work with the student organization regarding leadership trainings and retreats.

In the case of a new group, the advisor should be prepared to guide members through the procedures of goal setting for the year, conducting productive meetings, planning events on campus and requesting funding. In addition the advisor is responsible for educating members on the proper officer transition process. In the case of an existing group, the advisor is responsible for assuring proper transition of officers and responsibilities. In addition, the advisor serves as a resource for member growth and development.

**WHAT TO PROVIDE TO AND EXPECT OF YOUR ADVISORS**

Student organizations should be sensitive and limit expectations placed on advisors; however, at the same time, it is perfectly acceptable (and encouraged) that you involve your advisor in your activities. An advisor may be a hands-on director or simply an overseer, but the best balance lies somewhere between. Here are some possible expectations your advisors might have about working with your organization:

1. Give notices of meetings – You should always give notice of meetings to your advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
2. Develop relationship with officers – This will help communication flow easily and establish a base from which to work together.
3. Send invitations to events – Events are a great way to keep advisors informed. Try to give enough advance notice to allow advisors to plan to attend.
4. Consult on problems – Advisors should be notified of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.
5. Provide copies of minutes – Advisors should regularly receive any document produced by your organization (e.g. minutes, agendas, etc.).
A searchable online student organization database is available at https://www.uc.edu/sald/OrgListing.aspx. This database is the “public face” for all organizations. That is, interested students, businesses, and other individuals may search this database to learn about your organization.

We hope you will use this database to connect with other student organizations and to collaborate on projects. It can also be used for you to explore your own interests and to learn about what other student organizations may have to offer you. You will find groups’ mission statements; information on size and composition; faculty advisors; and copies of their constitutions. Because interested students will use this information to find out more about student groups at UC, it is important to keep the information updated.
Event Services for Campus Meetings and Events Guide:  
http://www.uc.edu/eventservices.html

Many indoor and outdoor spaces are available to host events, typically at no cost to registered student organizations. These include our most popular spaces on MainStreet: Tangeman University Center, McMicken Commons, and Sigma Sigma Commons.

MainStreet is your on-campus neighborhood. Activate it! They are here to help you do just that.

FREQUENTLY USED SPACES

Tangeman University Center (TUC)

Our state-of-the-art Tangeman University Center (TUC) is a 240,000 square foot multipurpose facility which sits on MainStreet and features 19 general meeting rooms, the Great Hall an outdoor reception area, and the 1,455 square foot Student Senate Room.

Room rental and other fees are only charged to Student organizations when:

- Admission is charged
- Items are for sale
- Conference or workshop fees are charged
- Events are held outside regular building hours.

Open and inviting, Tangeman University Center is more than a meeting, reception, or conference space. Features include:

- Dedicated and experienced staff to plan a successful event with ease
- Wireless connectivity throughout
- The MainStreet Connection Center Information desk, coordinates facility services and provides information
- Full catering services provided by Classic Fare Catering, the exclusive caterer of TUC
- MainStreet ExpressMart convenience store along with vending machines on each level
- A wide-variety of A/V capabilities and equipment including data projectors, laptops, microphones, podiums, staging, and document cameras.
FACILITIES

Great Hall

- 800-seat capacity (lecture-style) and 430-seat capacity (banquet-style)
- Stage and Green Room
- Outdoor terrace overlooking McMicken Commons
- Integrated A/V capabilities

Catskeller

- 120-seat capacity; 364 standing capacity
- Approximately 15 virtual and electronic games and 7 pool tables
- Televisions (14 televisions; 11 new high-def flat screens)
- Air hockey, Wii, pop-a-shot, and lounge area
- Bar serving a variety of 20 plus beers, soda, chicken tenders, fries, wings, pizza, breadsticks, hot dogs, brats, and other snacks
- Hours during the Academic Year (September - June):
  - Monday-Thursday      11:00 a.m. – 10:00 p.m.
  - Friday                       11:00 a.m. – Midnight
  - Saturday                   1:00 p.m. – 8:00 p.m.
  - Sunday                     For special events only
- Available for private functions for $400 for up to 4 hours, and $50/hour thereafter (includes staff)
- Game tokens can be purchased for private functions. Catskeller also has 5 sets of cornhole games which can be rented to student organizations for a $25 flat fee for up to 5 hours. For reservations, contact the Catskeller manager at (513) 556-0943.
- All events in Catskeller are subject to approval by the Manager of the Catskeller.
- Catskeller food can be ordered for small parties up to 15 people. For larger food orders, please refer to the Classic Fare Catering information.

Meeting Rooms

19-general meeting rooms with capacities ranging from 10 to 275. Our most popular rooms are:

<table>
<thead>
<tr>
<th>Room #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>400ABC</td>
<td>Capacity: 90 conference-style, 98 at rounds for a luncheon or dinner, 100 at tables in rows and 275 lecture-style. Rooms can be split into individual rooms.</td>
</tr>
<tr>
<td>Room Number</td>
<td>Capacity Details</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>415AB &amp; 419AB</td>
<td>24 at tables in rows or conference table with food, 30 at tables in rows or conference table without food</td>
</tr>
<tr>
<td>417ABC</td>
<td>75 lecture style. Rooms can be split into individual rooms for 25 each.</td>
</tr>
<tr>
<td>423</td>
<td>20 conference table.</td>
</tr>
</tbody>
</table>

For a more detailed report on TUC's Meeting Rooms go to:
TUC Meeting Room Setups and Capacities:
http://www.uc.edu/eventservices/student_groups/tuc_mtg_rm_set.html
TUC Room Dimensions:  http://www.uc.edu/eventservices/student_groups/tuc_rmdim.html

MainStreet Cinema TUC 220

The Cinema is a 200-seat auditorium with integrated A/V capabilities. During the academic year, the Cinema is available for free programming between 8:00 a.m. and Noon. At all other times, the Cinema can be rented for $100/hour. All-day rental is $1,000.

If the Cinema is rented for a movie, a licensing fee (amount determined by the motion picture company) plus $75 (for projectionist/Cinema staff support for 4 hours) will be assessed. Unlimited popcorn is available to groups for $50.

MainStreet may partner with student organizations to present movie programs of educational merit that are open to all students and the entire university community. After a reservation request for the MS Cinema has been submitted to Campus Scheduling, the student organization's representative will be contacted by the MS Cinema Manager to set up an informational meeting to discuss the potential partnership. If MainStreet decides to become a partner on your cinema program, rental and staffing fees will be waived.

All collaborative programs presented by MainStreet and a student organization must recognize MainStreet as a co-sponsor/presenter of the event by including the MainStreet logo on all promotional materials and press releases. Contact the Cinema Manager for an electronic copy of the logos.
TUC A/V CAPABILITIES

Most rooms are equipped with drop-down screens and ceiling-mounted projectors.

- DVD and CD players
- Laptop computers
- Technical outline and plots available for Great Hall
- 35 mm projector in the MainStreet Cinema
- Televised electronic messaging system
- Public announcement system throughout TUC

For a more detailed report on TUC's A/V Capabilities go to: http://www.uc.edu/eventservices/student_groups/tuc_av_equip.html

CONFERENCE & EVENT SERVICES

Conference & Event Services, a department within MainStreet Operations, is responsible for scheduling space for non-academic events on campus. campusscheduling@uc.edu - (513) 556-2442

The office schedules TUC, Steger Student Life Center, the Faculty Club, outdoor spaces, and several classrooms, after they have been released by Classroom Scheduling. These spaces must be scheduled with the office of Conference & Event Services. To complete a space reservation request, login through UC’s Central Login Service. The scheduling system will show only the rooms available on the dates and times indicated.

Once you have completed the application, you will receive an email confirming that your space request has been received. This does not mean that your event is confirmed.

When your event is confirmed, you will receive an email, which takes a minimum of 5 business days. For events that require security or other special arrangements, requests must be received at least 10 days in advance of the event. For all other events, requests must be received at least 5 days in advance of the event.

To request space:

1. Go to www.uc.edu/MainStreet.
2. Select the “Need Meeting or Event Space” link located on the left-hand side of the screen.
3. Login using your UC username and password.
4. Select the “Create a New Event” link.
5. Start from the beginning of the application and fill out the event details.

Facility layout: detailed TUC floor plans can be found at http://www.uc.edu/eventservices/tuc_flr_pln.html.

CATERING

Classic Fare Catering, located in TUC, is the exclusive catering company for events taking place in TUC. China and tablecloths are standard for all events in TUC. Orders must be placed a minimum of 3 business days prior to each event. Several methods of payment may be used including the Campus Services Depart Card and P-cards. To view menus and/or place an order, go to http://www.uc.edu/food/catering/classicfare.html.

RECEIVING

Deliveries/Load-in

The TUC Receiving Dock has four bays that can easily accommodate large and small transports. Receiving staff is available to assist with the use of dollies and carts. Additionally, two freight elevators located next to the dock service each wing of the building. Please indicate your delivery/load-in needs in your space reservation request.

OTHER FACILITIES

In addition to TUC, there are several other facilities available for department use. These facilities are scheduled by the individuals/offices listed below. Space requests for Campus Scheduling controlled spaces require the completion of the online scheduling form at www.uc.edu/mainstreet

Facilities Scheduled by Campus Scheduling:

- Braunstein Hall
- Dyer Hall
- Faculty Club in Lindner Center
- McMicken Hall
- Old Chemistry Building
- Rieveschl Hall
- Steger Student Life Center
- Swift Hall
- Teachers College
- Zimmer Auditorium or Hall

Additional Meeting Spaces

Contact
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Center</td>
<td>Darlene Carter 556-4344</td>
</tr>
<tr>
<td>Annie Laws</td>
<td>Patti Allen 556-2337</td>
</tr>
<tr>
<td>Campus Recreation Center</td>
<td>Kendra Violet 556-5918</td>
</tr>
<tr>
<td>CCM/Corbett Center for the Performing Arts</td>
<td>William Reed 556-9460</td>
</tr>
<tr>
<td>College of Law Building</td>
<td>Cheryl Delvecchio 556-0063</td>
</tr>
<tr>
<td>DAAP Galleries</td>
<td>Evan Commander 556-3210</td>
</tr>
<tr>
<td>DAAP Facilities/DAA Additon</td>
<td>Gail Trahan 556-9031</td>
</tr>
<tr>
<td>Dabney South</td>
<td>Faye Lattimore 556-6476</td>
</tr>
<tr>
<td>Engineering Research Center</td>
<td>Rich Koch 556-0291</td>
</tr>
<tr>
<td>Fifth Third Arena/Athletic facilities</td>
<td>Scott Wilhoit 556-2170</td>
</tr>
<tr>
<td>French Hall West</td>
<td>Gay Laughlin 556-9176</td>
</tr>
<tr>
<td>German Cultural Center</td>
<td>Marion Piening 556-2752</td>
</tr>
<tr>
<td>Kingsgate Marriott Conference Center</td>
<td>Christy Staten 487-3869</td>
</tr>
<tr>
<td>Kresge Auditorium</td>
<td>Rose Bruns 558-4186</td>
</tr>
<tr>
<td>Linder Hall</td>
<td>Stephanie Mangus 556-7003</td>
</tr>
<tr>
<td>Proctor Hall</td>
<td>Kiana Million 558-5075</td>
</tr>
<tr>
<td>Vontz Center</td>
<td>Katie Gouge 558-5685</td>
</tr>
</tbody>
</table>

**ELECTRONIC CLASSROOMS**

There are many classrooms available for use once on campus. For more information, go to [http://www.uc.edu/UCit/eclassroom/classr.asp](http://www.uc.edu/UCit/eclassroom/classr.asp).

**TENT RENTAL AND SETUP**

If you are renting a tent for your event, please indicate on the scheduling form. Many tents require a state permit and all tents on campus require a dig permit from Facilities Management. For all tent requirements, go to [http://www.uc.edu/eventservices/student_groups/tent_policy.html](http://www.uc.edu/eventservices/student_groups/tent_policy.html).
GROUND

Most outdoor events require UC Grounds services including electric and trash pickup. Service fees will be charged. Grounds will be notified by Campus Scheduling. Electric is provided by the Electrical Shop in Facilities Management. Trash cans and pickup is provided by Grounds, Moving, and Transportation in Facilities Management.

OUTDOOR SPACES

Several outdoor spaces are available for events and scheduled by the office of Campus Scheduling. These include:

- McMicken Commons
- McMicken Lawn
- McMicken Commons N/W Corner
- Lindner (COB) Courtyard
- University Commons Way (East Campus by Kingsgate)
- Sigma Sigma Commons and Campus Green
- TUC Plaza (brick area in front of TUC)
- Bearcat Pavilion (brick area and amphitheater between TUC Level1, Nippert Stadium, and Steger Student Life Center (SSLC)
- Bearcat Plaza (brick area between TUC and SSLC)
- Campus Recreation Center – West Plaza (partially covered outdoor area)
- Campus Recreation Center – East Plaza (outdoor space from the Campus Rec Center entrance to the circle drive)
- Blegen Lawn (between the College of Law and Teacher’s College)

OUTDOOR EVENT SPECIFICATIONS

Fees: As of July 1, 2007, student organizations are responsible for all fees resulting from outdoor events. These may include, but are not limited to: Security, Electric, Grounds, and Citations, and Permits.

Clean-up: All groups are responsible for any clean-up needed as a result of outdoor events. This also requires all trash to be bagged and placed in one area for pickup. Any additional cleaning by Facilities Management or use of Campus Security, Electricity, or Grounds will result in fees being assessed to the group.

Vehicles: Vehicles are NOT permitted on the pavers on TUC Plaza, Bearcat Plaza or anywhere else on MainStreet. This includes for the purposes of loading/unloading. If vehicles are driven onto the pavers without permission they may be subject to a citation. Vehicles are also not permitted to drive on any lawn. You are responsible for making sure your contracted vendors follow this policy, as well.
**Tents:** If a tent is being erected, you may be required to obtain a tent and/or a digging permit. Please see the attached policy for details. Groups are also responsible to coordinate placement of the tent with Mark McKee in Grounds. He can be reached at (513) 556-3603. If the tent is not coordinated in advance, and damage occurs as a result of your event, the organization sponsoring the event will be charged for repairs.

**Please note:** if tents are being used, we request that they not be staked into the ground, if at all possible. If stakes must be used, a digging permit is required and can be obtained from Ron Lambers at (513) 556-2977. For a dig permit, go to [http://www.uc.edu/eventservices/documents/Digging Permit.pdf](http://www.uc.edu/eventservices/documents/Digging Permit.pdf).

### TENT AND CANOPY USE ON CAMPUS

**General:**
Groups desiring to erect a tent or canopy on campus for an event need to be aware that various fire and building code requirements apply to these structures. In all cases, the Public Safety Fire Prevention Unit must review the proposed tent or canopy design in advance.

**Request to erect a tent or canopy:**
Whenever tents and canopies are going to be erected, notice must be given to Public Safety at least ten business days in advance. The Fire Prevention Unit will review the plan and assist the sponsoring group with any required state permits. Whenever possible, we will assist you in designing your event to either avoid or minimize the required state permits and costs. Fax completed tent/canopy request forms, a copy of the certificate of flame resistance and a diagram of tent location with tent sizes to the Fire Prevention Unit at (513) 556-4985. If you have questions or need assistance, please call us at (513) 556-4992.

**State Permits:**
In general, permits from the state are NOT required for tents which are 200 square feet (10’ x 20’) or smaller. A tent is a fabric structure with more than one side wall.

State permits are NOT required for canopies which are 400 square feet (20’ x 20’) or smaller. A canopy is a fabric structure with up to one side wall. In the case of a canopy with no side walls, it may have a maximum size of 700 square feet (20’ x 35’) without a permit being required. If multiple canopies are used, they must be at least 12 feet apart.

In all cases, a clearance of at least 20 feet must be maintained from buildings. Also, groups should keep in mind that many grass areas on campus have buried utilities, and sprinkler lines. Placement of poles or stakes into the ground must avoid these locations.
For tents or canopies with non-combustible (steel, etc) frames or poles, used for assembly purposes, a single tent or a group of tents with aggregate areas of not more than 9,500 square feet can be applied under one application and fee for approval.

While UC will endeavor to obtain the necessary permits, it is the ultimate responsibility of the event organizer to have the permits prior to the day of the event. Should the permits not be obtained, the event may not occur.

**Signage and Safety Equipment:**
Each tent or canopy erected must have a fire extinguisher mounted in a visible location. The extinguisher must be a 5 or 10 pound dry chemical, type ABC. The company renting the tent should be able to provide this extinguisher and a stand to mount it on.

Each tent or canopy erected must have one or more no smoking signs posted so that they are visible throughout the structure. The no smoking signs must be at least 8”x10” in size, with at least 2” lettering.

**Cooking Equipment and Open Flame:**
The use of cooking equipment, grills, and any open flame is not permitted inside a tent or canopy. Please be aware that if you are planning on using this type of equipment outside the tent or canopy, a separate permit and inspection process is involved, although this is also coordinated through the Fire Prevention unit. Click here for Cooking and Tailgating Rules.

**Sound and Lighting Equipment:**
The use of public address systems inside a tent or canopy is permitted, as long as the electrical supply is protected by a Ground Fault Interrupter. The use of any lighting equipment requires a permit and inspection from the State of Ohio Industrial Compliance office (see Permit Fees below). Electrical service must be requested from Facilities Management.

**Permit Fees:**
When the use of tents or canopies requires state permits the State of Ohio Industrial Compliance office a user fee is charged. UC is not exempt from these fees, and the group sponsoring the event must pay the fees. The base fee is $228.25 for tents with an aggregate area of less than 9,500 square feet additional permits are required for larger square footage. If the tent/canopy is wired for electricity there is an additional fee of $175.00 and if the tent/canopy has a mechanical system to provide ventilation (fans/heat/air conditioning) there is another fee of $175.00. So if you intend to use a single tent with lights and fans, the Industrial Compliance fee for that tent is $578.25.
**Inspections:**
In all cases where a tent or canopy is being used on campus, an inspection is required. Where no state permit is required, then UC’s Fire Prevention unit will inspect the installation. If this inspection can be done during normal business hours, there is no charge for this inspection. If it must be done after hours, then the sponsoring organization must pay the overtime costs.

**ELECTRIC**
Groups are responsible to place their own work order using an electrical form available from Campus Scheduling, if electric is needed for the event. If a work order has not been placed in advance, electric will not be supplied.

**FIRE/GRILLS**
If grills are being used, you must obtain a grill permit in advance. Please contact Fire Safety at (513) 556-4934. If a grill permit is not obtained, you may be subject to a citation fee. Click here for Cooking and Tailgating Rules.

**AMPLIFICATION**
Groups are not permitted to amplify, unless a permit has been obtained from Campus Scheduling in advance. If a permit is not obtained you may be subject to a citation.

Amplification is only permitted on Tuesday’s and Thursday’s from 12:30 pm to 2:00 pm during the quarter. Amplification is not permitted at McMicken Commons or Bearcat Plaza during exam weeks or intercessions or summer quarter. Anything outside these locations, times, or days will require a waiver. Requests are through Campus Scheduling.

**FREE SPEECH AREA**
The northwest section of McMicken Commons immediately east of McMicken Hall on the West Campus is designated as the main free speech area. Individuals or groups wanting to use these areas must schedule the activity in the Campus Scheduling Office. Anyone violating this policy may be charged with trespassing. No more than one musical or speaking activity is permitted at the same time.

**DAMAGE**
If a vendor, group member, or participant in the event incites damages to university lawns or property, the sponsoring group will be charged for repairs.
AUDIO-VISUAL/MEDIA SERVICES

Tangeman University Center
All audiovisual equipment in TUC is available at no charge to faculty and staff. Both permanently installed and portable equipment are available. The TUC Event Staff will set up all equipment indicated in your space request form. All equipment is subject to availability. You are welcome to make contact with the TUC Event Staff to discuss A/V details and set-up arrangements prior to your event. Please contact Campus Scheduling at (513) 556-2442 or campusscheduling@uc.edu to make arrangements.

Equipment rental
Requests for equipment the day of the event in TUC, are subject to availability and will incur a $100 late reservation fee. For information about equipment rental and services available from the University Libraries’ Multimedia Services, go to: http://www.libraries.uc.edu/services/tech_services/mms.html.

Electronic Classroom Support Services offers support and training for all electronic classrooms. Located in Zimmer, they can be reached at (513) 556-1977. For more information, go to: http://www.uc.edu/UCit/eclassroom/support.asp.

INTERNET ACCESS

Wireless Internet service is available at TUC, SSLC, and other campus locations. For more information, go to: http://www.uc.edu/ucit/. University guests and visitors may obtain wireless access by completing the Uptown WiFi instructions at http://www.uc.edu/ucit/.

PHOTOGRAPHY

University Communications offers a range of professional photographic services. Find out more at http://www.uc.edu/ucomm/photo/.

PRESENTATION TECHNOLOGIES AND SERVICES GROUP (PTSG)

UCIT’s PTSG provides video productions, webcasts, and video conferences. Contact them at http://www.uc.edu/ucit/departments/irc/ptsg/main.html.
DISABILITY SERVICES

The Disability Services Office is dedicated to empowering students with disabilities through the delivery of reasonable accommodations and support services while educating the UC community to see beyond disabilities to the richness of inclusion.

Students with disabilities who need academic accommodations or other specialized services while attending the University of Cincinnati will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. We are strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities and facilities.

If you require assistance in accommodating program/event participants with special needs, Disability Services will offer resource suggestions.

210 University Pavilion
(513) 556-6823
(513) 556-3277 TTY
Contact them by relay by dialing 711
dso@uc.edu

CATERING AND DINING

A wide variety of food service options are available to you when planning your event, no matter when you are hosting. Here are some familiar resources to use for food service, whether casual or formal.

Classic Fare Catering

The required catering vendor in TUC and SSLC, and preferred caterer for service on both West and East campuses. This on-campus catering service can work with your budget and your preferences. If you haven’t used this service before, your first task is to sign up with My Assistant, an online service to help you with contact and billing information. Input once, and My Assistant tracks your history of catering orders.

Menu Costs: A comprehensive catalogue of catering services is found in the Classic Fare’s Catering Guide. This document provides pages of information regarding menu item selections and price ranges. Review for ideas. If you are looking for something in particular, or hosting an event that requires multiple days of meal service, call Classic Fare. The staff is happy to discuss items you are interested in serving, or suggest linen service and seating arrangements, all while working within your budget.
Dining Centers
All-you-can-eat dining is found at UC’s two campus dining centers, MarketPointe and Center Court. Arrangements for group dining are available for breakfast, lunch, or dinner during normal service hours.

For food service in the summer, Summer Conferencing services in the Housing and Food Services department can help you with your meal needs for summer camps and workshops. For guests staying for the full summer term, perhaps an Independent Meal Plan will give your guest the flexibility and comfort of having full dining services for each meal.

Contact: Summer Conferencing Office: 513-556-6470 or HFSConferenceServices@uc.edu

Campus Eateries
You may want to plan for meals to be “on your own” during your event. Your guests have lots of options during the academic year, especially inside TUC. During summer months, check with MainStreet to identify in advance which vendors will be open for summer service. Remember there is also the Faculty Club, located in the Richard E. Lindner Center, 7th floor in the Varsity Village complex, which is also available for group meetings and catering.

Local Restaurants
When your guests want to ‘explore’ Cincinnati, there are many neighborhood dining options they can try. Offer them the option of loading a debit card with cash they can conveniently use on and off campus. Visit the Bearcat Card website at http://www.uc.edu/bearcatcard/Merchants_List.html for a list of the area vendors that accepts Bearcat Card dollars. Participating vendors often offer discounts when using the card. TUC’s Connection Center can provide Bearcat Campus Cards.

PARKING SERVICES

Parking Services is here to serve you.

Conveniently located throughout the campuses, we have over 11,000 covered parking spaces to ensure that your event or meeting is a success from the start. All of our clean, well-lit facilities are easily accessed directly from major thoroughfares adjacent to each campus and located near major campus destinations.

If your event requires parking for 5 or 500+, we can provide the resources and program tailored to your needs. To get started, simply complete a Special Parking Request form and one of our staff members will contact you to complete the details.
Want to just check us out? You can at Parking where you will find maps, information on rates, locations, and much more. Need to speak with someone? Call us at (513) 556-2283 when you’re ready. We look forward to serving you.

POLICE AND SECURITY

The University of Cincinnati Police Department is a full service Police Department under the direction of Lt. Col. Margaret Rose. It consists of both Police and Security Officers.

One of the functions of the Police Department is to support non-academic events which supply fun, recreation and learning opportunities for University students, faculty, staff and visitors.

These “special events” often have Police and Security Officers assigned to work them to provide a safe, lawful event. A special event can be defined as a comedy show, concert, dance, football game, or cook-out. In other words, a special event can be considered as any type of function on campus that is not considered part of the academic programs.

If you wish to have an event that will require security, please visit www.uc.edu/pubsafety for much of the information you will need to know.

Who decides if security is needed for an event?
Guidelines for security were developed by the Use of Facility Committee with representation from areas of Campus Life. However, the final decision resides with Public Safety based upon the type of event being planned.

What determines if security is needed?
The criteria most frequently used are:

- Type of event
- Size of audience
- Is the event open to the public?
- Will alcohol be present?
- Will money be collected/items sold?
- Is the event/speaker controversial?
- Have any threats been received?

Where can I get an estimate for security costs?
For those groups that are budget planning for an event, an estimate can be calculated on the cost estimate form at the following link: http://www.uc.edu/pubsafety/forms/event.html.
FREQUENTLY ASKED QUESTIONS FOR STUDENT ORGANIZATIONS

What is Conference & Event Services?
Conference & Event Services, a department of MainStreet Operations, is responsible for scheduling space for all non-academic events on campus and is available to help you make your event a success.

Why do I have to schedule my event through Conference & Event Services? Can we simply show up at a location?
You must schedule all non-academic events occurring on university property through Conference & Event Services. Failure to do so may result in fees being assessed and/or your event being interrupted or terminated by UC Public Safety.

Organizations may not simply show up at a location. Before any event takes place, you must schedule your event with Conference & Event Services.

What space or spaces does Conference & Event Services schedule?
Conference & Event Services schedules all outdoor and indoor spaces, excluding spaces controlled by:

<table>
<thead>
<tr>
<th>The African American Cultural Research Center (AACRC)</th>
<th>The German Cultural Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Alumni Center</td>
<td>The College of Law</td>
</tr>
<tr>
<td>Athletics</td>
<td>The Medical College (MSB)</td>
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<tr>
<td>The College of Business (CBA)</td>
<td>All resident halls</td>
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<tr>
<td>The College-Conservatory of Music (CCM)</td>
<td>University Hall</td>
</tr>
<tr>
<td>The College of Design, Art, Architecture, and Planning (DAAP)</td>
<td>University Pavilion</td>
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<tr>
<td>The Engineering Research Center (ERC)</td>
<td>The Vontz Center.</td>
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<td>French Hall</td>
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</tbody>
</table>

How do I schedule an event and/or reserve a space?
To schedule an event, complete and submit the online application form and follow these steps:
1. Go to [www.uc.edu/MainStreet](http://www.uc.edu/MainStreet).
2. Select the “Need Meeting or Event Space” link located on the left side of the screen.
3. Login using your UC username and password.
4. Select the “Create a new event.”
5. Fill in the required information regarding the character and nature of your event.

**How far in advance must my application be submitted?**

All event applications must be submitted no less than five business days prior to the event. Our online application will not accept requests without the minimum five days notice. Failure to submit a request in advance may result in denial or a $50 late reservation fee, if the request is approved. Keep in mind most outdoor events that require Security, Electric, and Grounds require 15 days notice.

**How will I know if my space request application was approved?**

Once an event application is processed by Conference & Event Services, an email will be sent notifying the requestor whether the event was approved or denied. This email will include event details.

**How do I check the status of my application?**

An email will be sent to the requestor of an event once it has been submitted. This includes an event reference number. Phone calls and emails to Conference & Event Services regarding the status of an application will only slow processing time. Please limit questions regarding the status of an event to urgent and emergency circumstances.

**How do I know if a space is available for the time of my event?**

The online application form only displays spaces which are available on the date/dates and time of your event. If a space is not available on all of the dates, it will not be displayed as an option from which to choose.

**How much does it cost to reserve a space?**

Costs associated with space reservations vary. Any costs associated with space reservations, if any, will be noted in the confirmation email and organizations will be sent an invoice.

**How do I make modifications to my application once it has been submitted or approved?**

If your application has been submitted but not approved, (an event has been approved if an email has been sent notifying the requestor):

1. Go to [www.uc.edu/MainStreet](http://www.uc.edu/MainStreet).
2. Select the “Need Meeting or Event Space” link located on the left-hand side of the screen.
3. Login using your UC username and password.
4. Select the “View your events” link.
5. Select the “View Details” link next to the event you wish to modify.
6. Start from the beginning of the application confirming event details and making modifications as needed.

If your application has been approved, please email Conference & Event Services at campusscheduling@uc.edu noting the modifications that you would like to make to your event. Please include your event’s reference number within your email.

**How do I cancel an event that has been submitted or approved?**
To cancel an event that has been submitted or approved, please send an email to Conference & Event Services at campusscheduling@uc.edu requesting the cancellation. Please include your event’s reference number within your email. Phone calls are not accepted for cancellations.

Also note on your confirmation there are time restrictions and fees associated with late and non-cancellations for rooms in Tangeman University Center.

**What if my organization’s name does not appear as an option while applying for a space?**
Please confirm with Student Activities and Leadership Development (SALD) that you are a registered student organization.

If you are a registered student organization, please inform Conference & Event Services by email at campusscheduling@uc.edu or by phone at (513) 556-2442, and we will make sure your organization is added.

**What if the space I want to request does not appear as an option?**
The online application form will only display spaces which are available on the date or dates and time of your event. If a space is not available, it will not be displayed as an option from which to choose.

The online application form may not display your space preference due to the capacity indicated for you event. If the capacity indicated exceeds the limit of the space you need, the online application form may not display it as an option.

**What if I want food at my event?**
Food is not permitted at any event taking place in a classroom.
For your catering needs in and around Tangeman University Center and the Faculty Club (Lindner Center 850), please contact Classic Fair Catering at (513) 556-3135.

Food is permitted for all other outdoor events. (Please see “What if my event includes a grill?”)

**What if admission is charged, items are for sale, or conference fees are associated with my event?**
If admission is charged, items are for sale, or conference fees are associated with your event, you will be charged room rental. Outdoor events will not be charged additional reservation fees, however, security may be assigned and security fees may be assessed, as well as possible Grounds fees.

**What if security is required for or assigned to my event?**
If security is required for or assigned to your event, Campus Scheduling will notify Public Safety. Public Safety will then bill the sponsoring organization based on the specific needs of your event.

**Does the University of Cincinnati provide any equipment for my event?**
If reserving the Tangeman University Center, requested equipment may be provided assuming it is available at the time of the event. The type of equipment is listed in the online application form. Any unlisted or unavailable equipment must be provided by the requesting organization.

Classroom events will be provided with equipment already within the classroom. Please contact Electronic Classroom Support Services at (513) 556-1977, if use of any equipment is expected.

**OUTDOOR EVENT FREQUENTLY ASKED QUESTIONS**

**What if my event includes a grill?**
Groups are allowed to use grills on campus for outdoor events, as long as they obtain a grill permit in advance from the Department of Fire Prevention by calling (513) 556-4992. Once your application has been confirmed a copy will be emailed to Fire Prevention for review at the same time you receive your confirmation. Please do not contact Fire Prevention prior to your event being confirmed.

**What if my event includes loud music or noise?**
Please refer to page 47 of the University of Cincinnati Use of Facilities and Policy Manual.
What if my event requires electricity?
If electricity is needed at an event the organization is responsible to place a work order indicating your needs. To do this, the organization must contact (513) 556-6404.

What if my event includes a tent?
If a tent is being used, the organization is responsible to obtain a tent permit from Fire Prevention at (513) 556-4992. The details for a tent permit will be attached to your confirmation. Groups are also responsible to coordinate placement of the tent with Mark McKee in Facilities-Grounds Moving and Transportation. He can be reached at (513) 556-3603.

If the tent is not coordinated in advance, and damage occurs as a result of your event, the organization sponsoring the event will be charged for repairs. In addition, you may receive a citation along with a fine from the State of Ohio.

Please note: if tents are being used, we request that they not be staked into the ground if at all possible.

Is my organization responsible for the clean up of an event?
Organizations hosting outdoor events are responsible for all clean up.

Groups will receive an estimate prior to their event taking place indicating any fees associated with their event for trash removal. This estimate must be signed and returned back to Facilities-Grounds Moving and Transportation prior to your event taking place indicating your form of payment. Failure to do so may result in the cancellation of your event.

Failure to bag your trash and clean up the area after your event may result in additional fees.

PROMOTING YOUR EVENT ON MAINSTREET

MainStreet recognizes the need for student organizations to disseminate and share campus information. There are a variety of ways to promote your event on MainStreet including posting signs; using the TUC messaging screens or the SSLC electronic sign; chalking; placing table tents in the TUC Food Court; placing a slide in the MainStreet Cinema preview slide show, and hanging banners at TUC. The proper procedures are outlined below. All are subject to change, and some require pre-approval. MainStreet staff reserves the right to refuse any material that does not support the goals and objectives of the university community.

POSTERS AND FLYERS DO’S

- Seek approval before posting. Most buildings require approval.
- Only post in designated areas.
- When posting in TUC, posters and flyers must be approved and stamped at the MainStreet Connection Center (MSCC) desk located on the Third level of TUC. Approved posters and flyers 11” x 17” or smaller may be posted on the bulletin boards in TUC and on the metal MainStreet sign structures.
- Posters and flyers must be of general interest to the campus community, sponsored by a registered university organization or non-profit organization, and in good taste.
- Posters and flyers must include the sponsor’s name and contact information and the date of the event or program.
- Once approved and stamped, the MSCC will provide pushpins or thumbtacks for the bulletin boards. Tape is to be used for outside posting on the metal MainStreet sign structures. Organization representatives are responsible for posting the posters and flyers on the bulletin boards and the outdoor metal sign structures.
- Posters and flyers may be posted for only 10 days prior to the event or program.
- Small flyers or handbills may be left at the MainStreet Connection Center for distribution after they are approved.
- If you wish to put flyers in the student organization mailboxes on the 4th floor of SSLC and on the bulletin boards in SSLC, contact the Office of Student Activities and Leadership Development for approval.
- Be tasteful and appropriate with what is posted.

POSTERS AND FLYERS DON'TS

- Alcohol cannot be advertised.
- Personal items for sale, roommate searches, apartment searches, and local bar ads may not be posted anywhere on MainStreet.
- Off-campus, for-profit organizations are prohibited to distribute posters and flyers in TUC and SSLC.
- Posters and flyers may not be posted on walls (outside and inside), doors, windows, or any painted surface. Organizations that post posters/flyers on walls, doors, or windows will be subject to a removal fee.
- Do not post more than three posters/handbills in one area.
- Anything taped or stapled to inside bulletin boards will be removed.
- Anything posted on the outdoor metal MainStreet sign structures without a MainStreet stamp will be removed.
- MainStreet Operations has the sole responsibility for the removal of all outdated and unapproved postings.

POSTING VIOLATIONS ENFORCED BY THE STUDENT ACTIVITIES BOARD (SAB)

First offense: A written warning will be issued.
Second offense: Ineligible for approval of UFB event funds for two academic weeks. Non-UFB groups will lose university recognition for two academic weeks.

Third offense: Ineligible for approval of UFB event funds for five academic weeks. Non-UFB groups will lose university recognition for five academic weeks.

Subsequent offenses will be reviewed by the Student Activities Board with a maximum penalty of suspension for the remainder of the academic year.

Any sanction enacted by the SAB will carry over into the next academic quarter if the full term of the penalty has not elapsed by the end of the current academic quarter.

**TUC MESSAGING SCREENS AND CINEMA PREVIEW SLIDESHOW**

- TUC messaging screens run continuously on the televisions throughout the building. The cinema preview slideshow runs before every movie.
- The system requires graphics in jpg format with resolution of 800x600. BOLD/Black non-contrasting colors look best.
- To request a posting on either system, an organization representative sends an email to mainstreet@uc.edu that includes requested starting and ending dates and a jpg attachment.
- Requests must be submitted at least two weeks prior to the event.
- Once approved, the information provided will run during the specified dates.
- TUC Messaging Screen system is a free service.
- Cinema Preview Slides are $25 for the week for registered student groups.

**STEGER STUDENT LIFE CENTER ELECTRONIC SIGN**

- The SSLC electronic sign is a text message system that is displayed outside at the eastern corner of the SSLC building (above Starbucks). There is a 75 character limit (including spaces) and a message should include: date and time, name of event, location, and if possible, a contact phone number or website.
- On-campus events open to the entire university community may be posted on the SSLC electronic sign.
- To request a posting on the electronic sign, an organization representative completes a SSLC electronic sign request form at the MainStreet Connection Center desk (Level 3, TUC) 2 weeks prior to the event or program.
- Other general interest events scheduled to occur on MainStreet may also be displayed at the discretion of the Director of MainStreet Operations.
STEGER STUDENT LIFE CENTER WINDOW PAINTING

- The windows on the the 4th floor level of Steger Student Life Center can be reserved for painting.
- Student organizations must supply NON-PERMANENT craft paint and paint brushes.
- To reserve the window for advertisement, email Patty Speed (patty.speed@ue.edu) with the following information:
  - Student Organization name
  - Student Organization contact name and e-mail address
  - Dates desired for reservation
  - Desired message to paint on window.
- Students are required to remove the painted advertisement 24 hours after the event ends.
- Once approve, the painting will be permitted to stay up during the requested starting and ending dates.

CHALKING

- To obtain approval for chalking, an organization representative must request space online at [www.uc.edu/mainstreet](http://www.uc.edu/mainstreet). Click on Need meeting or event space and then login to the UC Central Login system to complete the online form.
- Chalking by a registered university group is permitted ONLY on the McMicken Commons’ concrete sidewalks.
- Chalking without a reservation and/or chalking anywhere else on campus are prohibited and the individual or sponsoring organization will incur cleanup fees.
- Offensive chalking is prohibited and the individual or sponsor organization will incur cleanup fees.
- Only water-soluble chalk may be used.

TABLE TENTS IN TUC FOOD COURT

- Card stock table tents that are folded are permitted on tables in the TUC Food Court.
- Table tent reservations for the TUC Food Court are scheduled with MainStreet Operations. Table tent content and mock-up must be pre-approved by emailing mainstreet@uc.edu.
- All segments of the UC community may use the table tent space.
- Posting table tents is FREE for registered student organizations.
- Organizations may reserve TUC Food Court tables for table tents for a maximum of 5 days at a time.
To obtain pre-approval for table tent content, an organization representative must submit the following information to mainstreet@uc.edu:

- A jpeg mock-up of the table tent that includes name and contact information for the sponsoring organization, date(s), time, event name, location of event, University of Cincinnati logo, dates to reserve
- Allow 5 business days to receive a confirmation email. **Do not print your table tents until you have secured content approval via email.**

Once approved, the sponsoring student organization or department is responsible for placing and removing table tents on TUC Food Court tables.

Any unapproved table tents or flyers on TUC Food Court tables will be removed immediately. The organization will be subject to a removal fee.

**BANNERS**

- Reservations to post banners in TUC are scheduled with Campus Scheduling using the online form at least 4 weeks prior to the desired posting date(s).
- Content must be attractive, in good taste, and of general interest to the UC community. For specific activities, it must include the name, date, time, place, and sponsor of event.
- Banners may be posted at the following locations in TUC:
  - MainStreet Cinema entrance space on the designated wall (near computers)
  - TUC Food Court restaurant wall (above microwave counter)
- Banners are to be 3 ft x 6 ft, horizontal, and made of vinyl or canvas. Paper banners are NOT permitted. Grommets are required to hang on 3 wall hooks, left, center, and right positioned.
- Banners may also be hung on the breezeway between CBA and Langsam Library. These locations need to be scheduled through Campus Scheduling, but their content does not need to be approved, provided it follows general UC banner policies. The banner must be 4 ft x 10 ft and horizontal.
- Banners can hang for a maximum of two weeks.

MainStreet is your on-campus neighborhood – the place to live, learn, work, and play.

The MainStreet Operations staff is here to help.

Please feel free to contact our office with questions or for assistance at mainstreet@uc.edu or (513) 556-0502.
<table>
<thead>
<tr>
<th>Method</th>
<th>Lead Time</th>
<th>Info Needed</th>
<th>Format</th>
<th>Where to submit request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posters/Flyers</td>
<td>2 weeks prior to event</td>
<td>Event information, including sponsor’s name and contact information</td>
<td>11” x 17” or smaller paper</td>
<td>MainStreet Connection Center</td>
</tr>
<tr>
<td>TUC Messaging Screens</td>
<td>2 weeks prior to event</td>
<td>Same as above</td>
<td>Jpg slide at 800 x 600 resolution</td>
<td><a href="mailto:Mainstreet@uc.edu">Mainstreet@uc.edu</a></td>
</tr>
<tr>
<td>SSLC Electronic Sign</td>
<td>2 weeks prior to event</td>
<td>Basic event information</td>
<td>75 character limit text either email or Word Document</td>
<td>MainStreet Connection Center</td>
</tr>
<tr>
<td>MainStreet Cinema Preview Slide</td>
<td>2 weeks prior to event</td>
<td>Basic event information</td>
<td>Power Point Slide</td>
<td><a href="mailto:Mainstreet@uc.edu">Mainstreet@uc.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td>8 weeks prior to event</td>
<td>Full description of event and logos, pictures if available</td>
<td>Word Document</td>
<td><a href="mailto:Mainstreet@uc.edu">Mainstreet@uc.edu</a></td>
</tr>
<tr>
<td>Chalking</td>
<td>1 week prior</td>
<td>Basic event information</td>
<td>Water soluble chalk only</td>
<td>Online Space Request Form</td>
</tr>
<tr>
<td>Table signs (TUC Food Court, CenterCourt, MarketPointe)</td>
<td>5-10 business days prior</td>
<td>Event information, including sponsor’s name, contact information, and University of Cincinnati logo</td>
<td>For TUC Food Court: card stock, folded For CC/MP: flat card</td>
<td><a href="mailto:Mainstreet@uc.edu">Mainstreet@uc.edu</a></td>
</tr>
<tr>
<td>Banners</td>
<td>4 weeks prior to event</td>
<td>Basic event information, and University of Cincinnati Logo</td>
<td>3’ x 6’ horizontal, vinyl or canvas material with grommets</td>
<td>Online Space Request Form</td>
</tr>
</tbody>
</table>
The Programs and Activities Council (PAC) is the premier student organization that provides campus-wide programming. Their goal is to sponsor speakers, concerts, comedians, films, and novelty activities that will enhance the UC community. PAC programs are sponsored by the students for the students. They also serve by assisting other registered student organizations and university departments to bring programs of special interest to the campus community to enhance student lives and promote diversity. They can help your student group by providing logistical support and advice for student groups planning smaller events. Visit the PAC website at www.uc.edu/groups/pac or call 556-6115 for more information, how to become a member of PAC, and who to contact for programming assistance.

SIGNING CONTRACTS

Students, faculty and staff are not permitted to sign contracts on behalf of student organizations. Contracts can only be signed by General Counsel, after being approved by the organizations advisor, Dean of Students, and University Purchasing. Please see the information below or contact Student Activities for more information: 556-6115.

A. No contract, agreement, promise, bank account, or other undertaking in the name of the university of Cincinnati or purporting to be made for, or on behalf of any college, school, department, division or other part of the university of Cincinnati, shall be made by any of its officers, agents, or employees or by any student, faculty, or alumni organization, enterprise, or association whatever, unless the same shall have been first authorized by the board of trustees of the university or in pursuance of authority conferred by the university rules.

B. Whenever the board of trustees shall have authorized or ratified the making of any contract or the execution of a written instrument of any kind involving a sum or sums in excess of one million nine hundred ninety-six thousand five hundred dollars, the chairperson or in his/her absence a vice chairperson, and in his/her absence the chairperson of the finance and administration committee, shall, without special authorization by the board, execute and deliver such documents as may be necessary or proper for the performance of the university's obligations thereunder. The signature of a vice chairperson to any such writing shall, when attested and authenticated, as provided in these bylaws, be conclusive as to the absence of the chairperson, and the signature of the chairperson of the finance and administration committee to any such writing shall, when attested and authenticated, as provided in these bylaws, be conclusive as to the absence of the chairperson and a vice chairperson. All instruments executed by the chairperson, vice chairperson or chairperson of the finance and administration committee shall be reported by the secretary at the next regular meeting of the board.

C. Contracts involving the purchase or sale of operating real estate must be approved by the board of trustees, regardless of amount. Other contracts involving sums of one
million nine hundred ninety-six thousand five hundred dollars or less may be executed as follows:

1. Unless otherwise delegated to the president, all non-sponsored contracts, purchase orders, and modifications thereof which require the expenditure of funds by the university of amounts greater than one million nine hundred ninety-six thousand five hundred dollars shall require prior approval of the board of trustees, after which they shall be executed by the chairperson, vice chairperson or chairperson of the finance and administration committee as authorized in paragraph (B) of this rule, without further approval.

2. Without board of trustees' approval, the president or his/her designee shall have the authority to:
   a. Approve all budget transfers in undesignated general or auxiliary funds and all additional appropriations of undesignated general, auxiliary or plant funds in amounts of six hundred sixty-five thousand five hundred dollars or less. The authority described in this paragraph may be delegated to the vice president for finance. When delegated, the vice president for finance shall report all such transfers and appropriations approved to the president on a monthly basis.
   b. Approve all budget transfers in undesignated general or auxiliary funds, and all additional appropriations of undesignated general, auxiliary or plant funds in amounts greater than six hundred sixty-five thousand five hundred dollars but not in excess of one million three hundred thirty-one thousand dollars. The one million three hundred thirty-one thousand dollar limit may be increased to one million nine hundred ninety-six thousand dollars with the verbal or written consent of the chairperson of the finance and administration committee or in his/her absence the vice chairperson of the finance and administration committee, which consent when given by the vice chairperson of the finance and administration committee shall, when attested, be conclusively presumed to have been given in the absence of the chairperson of the finance and administration committee. Under normal conditions written approval shall be preferred. The president shall report all such approvals to the board for information at its next regular meeting.
   c. Approve and execute
      i. Contracts (including term contracts which are the result of ordinary competitive bidding procedure), purchase orders and modifications thereof which require the expenditure of funds by the university of amounts not in excess of one million three hundred thirty-one thousand dollars; provided that the one million three hundred thirty-one thousand dollar limit may be increased to one million nine hundred ninety-six thousand dollars with the verbal or written consent of the chairperson of the finance and administration committee or in
his/her absence the vice chairperson of the finance and administration committee, which consent when given by the vice chairperson of the finance and administration committee and attested as provided in these bylaws shall be conclusively presumed to have been given in the absence of the chairperson of the finance and administration committee. Under normal conditions written approval is preferred.

ii. Grants, sponsored contracts and other contracts which do not require the expenditure of funds by the university (other than as an incident of performance of the contract), and modifications thereof, in any amount.

The president shall report all such approved and executed contracts, purchase orders, grants or modifications to the board for information at its next regular meeting or at such intervals as the board of trustees shall direct. Such report may be in summary form showing aggregated information for multiple contracts.

3. Contracting and assistant contracting officers.

The board of trustees shall designate the university's contracting and assistant contracting officers.

a. Without board of trustees' approval the contracting officer shall have the authority to execute

i. Non-sponsored contracts, purchase orders, and modifications and amendments thereto on behalf of the university which require the expenditure of funds by the university of six hundred sixty-five thousand five hundred dollars or less and sponsored grants, contracts, and modifications thereof in amounts of six hundred sixty-five thousand five hundred dollars or less;

ii. Leases of real estate, and modifications and amendments thereto, with the approval of the office managing university investment real estate;

iii. Contracts for the sale of investment real estate, and modifications and amendments thereto, together with such deeds, certificates, instruments and other documents as may be necessary or advisable to consummate such transactions and perform the obligations created thereby, with the approval of the administrative investments committee;

iv. Contracts relating to the licensing, sale, assignment, transfer or other disposition of the university's intellectual property rights in inventions, discoveries, patents, and copyrights, with the approval of the vice president for research, and in trademarks, with the approval of the director of licensing; and

v. Consents, applications, approvals, releases, affidavits, financing statements, certifications, waivers, powers of attorney and other actions of the university as may be necessary in the conduct of
the ordinary course of the university’s business, with the approval of the president or the appropriate vice president. The signature of the contracting officer to any of the foregoing documents shall be conclusive evidence of his or her authority to execute the same by and on behalf of the board of trustees.

b. The assistant contracting officers shall have the power to exercise any or all of the authority of the contracting officer upon the proper delegation of that authority by the contracting officer.

c. The contracting officer may delegate to other officers of the university the authority to carry out specific functions of the contracting officer, under the continuing supervision of the contracting officer.

d. The contracting officer may appoint attorneys or other agents to attend the closing of real estate transactions and to execute closing documents on behalf of the board of trustees, to act on behalf of the university in prosecuting patent, copyright and other applications, to act on behalf of the university in clearing shipments through customs, and to act on behalf of the university in performing other representative functions; and the signature of any such duly appointed attorney or agent shall be conclusive evidence of his or her authority to execute the same on behalf of the board of trustees.

4. Without special authorization of the board, the secretary of the board shall have authority to amend this rule every three years, on July first, to reflect a ten percent increase in the signing authority granted in the foregoing paragraphs of this rule.

5. Vice president for finance.
Without board of trustees’ approval, the vice president for finance shall have authority to execute contracts and change orders for construction projects within the limit of funds appropriated by the board for each project. Contracts and change orders executed by the vice president for finance shall be filed immediately with the contracting officer and/or the office of the board of trustees, as appropriate.

6. The senior vice president for administration and finance
The senior vice president for administration and finance shall have the same authority to execute instruments as that granted to the contracting officer by paragraph (C)(3) of this rule.

USE OF STUDENT ORGANIZATION NAME AND OTHER UC TRADEMARKS OR UC INSIGNIA ITEMS

Branding Guidelines
Any use of the words “University of Cincinnati” or its trademarks (“C” Paw, Interlocking UC, etc) must be approved by Martin Ludwig at martin.ludwig@uc.edu. The UC Licensing Guidelines are available at: http://www.uc.edu/licensing/default.html. Not only are there severe
consequences for companies that use the University’s marks in an unauthorized fashion, the
University is developing financial sanctions for the misuse of its marks and will hold ANYONE
that misuses them accountable.

Purchasing Items with UC Logos for Your Student Organization?
If you purchase pens, pocket folders, and the usual or atypical tchotchke printed with a UC logo
for your student organization, then you’ll need to complete an internal request form and
submit it to the office of Trademarks and Licensing for review and approval. Student
organizations should plan early, because not all uses are exempt from royalties and may require
the use of a standard licensee as opposed to one of the approved vendors for internal
consumption. The offices of Trademarks and Licensing and Central Purchasing together
manage licenses to companies that produce promotional products student group use.

This policy applies to all student groups. In order to use a university logo, you are required to
submit a completed internal request form to Trademarks and Licensing before using a P-Card or
processing a purchase order through Purchasing. Submitting the request form and artwork for
the products to Trademarks and Licensing will ensure that designs are approved and
appropriate vendors are used. You can access the request form under the guidelines section of
the Trademarks and Licensing website or by using the following link (http://www.uc.edu/licensing/documents/UC_Licensing_Internal_Request_Form.pdf).

Licensees are not authorized to produce items without approval from Trademarks and
Licensing, so planning early and submitting the request form and design in advance will help
prevent any confusion or delays with your orders.

University of Cincinnati Approved Vendor List for Promotional Products:

Associated Premium Corp.
1870 Summit Rd.
Cincinnati, Ohio 45237
Contact: Ms. Lori Heiney
Phone: (513) 679-4444
Fax: (513) 679-4447
e-mail: lheiney@associatedpremium.com

Proforma Albrecht & Co.
3975 Port Union Blvd.
Fairfield, Ohio 45014
Contact: Mrs. Kate Gottschalk
Phone: (513) 543-5409
e-mail: kgotts@albrechtco.com

Touchstone Marketing Group
7200 Industrial Row Road
Mason, Ohio 45040
Contact: Justin Warren
Phone: (513) 383-2631
BLACKBOARD AND WEBSITE ACCOUNT INFORMATION

Blackboard Account Access for Student Organizations

Requests for student organizations on Blackboard must be submitted to Terri Hurdle (hurdlet@ucmail.uc.edu), Program Coordinator. All requests must include the following information:

1) The full name and email address of the person who will manage the student organization (the manager assumes responsibility for the content and integrity of the organization site);

2) A description of how the organization will help communications, education and/or research within the student organization; and

3) The total number of members that will be enrolled in the organization.

Approval for a student organization on Blackboard is based on the same criteria required for approval of any official university student organization. It must be registered in that office to receive the full rights and privileges of a campus based club or organization. Please review the Blackboard Organizations Operating Guidelines that can be found in FAQ#15 on our Blackboard Support Site at http://blackboard.uc.edu/support/.

If your organization is approved by Student Activities and Leadership Development, you will receive an email confirmation with instructions on how to proceed with having your organization created on Blackboard.
NOTE: Student organizations at Clermont College and Raymond Walters College must show proof of registration with the college before account creation for a website and/or Blackboard is authorized.

Should you have additional questions regarding student organization accounts for Blackboard or web sites, contact the Leadership and Student Organizations Program Coordinator.

Web Site Account Information

Student Activities and Leadership Development has been in conversations with the University webmaster to develop procedures and guidelines for student groups to have Web access. A new set of procedures and guidelines had to be established because administration and maintenance of the student group server is now with UCit.

Here is the procedure for student groups to gain access to their old website (or to establish a new account for those who do not have a Web presence):

1. Renew your Registered Student Group status with Student Activities and Leadership Development for the current academic year. All information must be submitted online at the following link: https://www.uc.edu/sald/studentlogin.aspx
2. Submit a web registration form annually or whenever there is a new webmaster designated by the student organization. Please read the attachment and have the respective officers complete the form (including your faculty advisor). Please note that your UC e-mail address is required (also known as your 6-plus-2 user name).
3. Accounts will be established when your student group's Registration Form and Web Registration Form are received by Student Activities and Leadership Development.
FINANCIAL MANAGEMENT

Available Event Funding

Funding for events hosted by student and other non-selective university organizations is available from the University Funding Board (UFB). The UFB’s purpose is to allocate general fee money to student and other university groups who promote interaction and awareness through programs that serve to directly benefit the entire student body. UFB funding is available for all recognized student groups and other university organizations. Groups can apply for up to $7,000.00 per year. Monthly Treasurer’s Workshops are available to all student and other university organizations. For more information, contact:

Gila Johnson
Undergraduate Funding Board Administrative Advisor
Room 655 Steger Student Life Center
(513) 556-6107
gila.johnson@uc.edu

Organizations must complete and deliver a UFB funding request form signed by the organization advisor no later than Noon two Thursdays prior to the event to the UFB mailbox in 655 SSLC. The UFB meets every Thursday at 6:00 PM in Room 405 Engineering Research Center (ERC).

Organizations are encouraged to attend the meeting where their budget will be heard. Otherwise, organizations will find out through written communication if requested funding was approved. If you are unable to make the meeting, you can check the decisions for funding at www.uc.edu/sald (click on Student Government, then UFB) by Friday afternoon or check in the UFB office the following day.

Security, grounds, and electric costs are billed directly to the student organization from Public Safety and Grounds for all public events. Quotes for your event may be requested.

Student Group Training Workshops

Each year all student groups regardless of organizational type are required to attend student group training. Training sessions provide student leaders and advisors with an opportunity to learn about requirements, responsibilities, and the benefits of being a registered and active student group. The workshop agenda consists of the following information: university policies, funding information, and room reservation procedures.
Below is the 2011-2012 schedule for the workshops. Presidents and Treasurers must attend training each year, while Advisors must complete training every two years. Attendance for the full session length is required for credit.

Please note that **all returning student groups must register by December 8, 2011** in order for them to be recognized as a registered group for current school year. Those who fail to adhere to the deadline will lose their organizational privileges for the 2011-2012 academic year.

The student group registration process includes the following: attendance at the Student Group Training workshop, submission and completion of the verification form (attendees will receive this form at the training session), updated online officer’s information, and roster.

Below is the schedule for the Student Group Training Workshops. Please note that after December 1, 2011, workshops will only be available to newly approved student organizations (September 2011-April 2012).

### September 2011
- 22 5:00 p.m. 427 TUC
- 26, 5:30 p.m. 427 TUC
- 27 12:00 Noon 427 TUC
- 28 9:30 a.m. 427 TUC
- 29 4:00 p.m. 3220 CRC

### October 2011
- 10 6:00 p.m. 3220 CRC
- 20 4:00 p.m. 3220 CRC
- 24 4:00 p.m. 3220 CRC

### Monthly Workshops
- November 3, 2012
- December 1, 2012
- January 5, 2012
- February 2, 2012
- March 1, 2012
- April 5, 2012

Please note that after October 24, 2011 all workshops will be held monthly the first Thursday of each month in room 655 Steger Student Life Center starting at 4:00 p.m.

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**TAX EXEMPT STATUS**

The University of Cincinnati is generally exempt from paying Ohio Sales Tax on our purchases. Vendors may often request a copy of our exemption certificate, which verifies our exempt status.

[Download UC’s Ohio Sales Tax Exemption Certificate here](#). (PDF)
Vendors may download a copy of UC’s Ohio Sales Tax Exemption Certificate by selecting the link above. This copy does not contain any mailing address, because UC has many departments with many different mailing addresses. Vendors are permitted to enter their own business name on the line provided, but should not make any other entries on this document.

UC employees may download our Ohio Sales Tax Exemption Certificate by selecting the link above, and have the option of entering their departmental address on the appropriate lines near the signature. UC employees may then choose to save a copy of that form onto their own computer for future use. UC employees should always enter the vendor’s name on the line at the top, when supplying them with this form.

NON-UC RELATED BANK ACCOUNTS

Student Organizations are permitted to open bank accounts at area banks to hold funds such as fundraising dollars, donations and other cash.

A letter from Student Activities and Leadership Development must be given to the bank verifying the group’s status on campus. Please contact 556-6115 to talk with a representative of our office about obtaining this letter. Only currently registered student organizations in good standing can open bank accounts with non-UC affiliated banks. We recommend Cinco because of the close relationship they have with the University and the easy access to its closet branch, located in the Tangeman University Center.

Once the account is established, three signatures are required: the organization president, treasurer and faculty/staff adviser. The bank will work with the student organization to establish what signatures are required for receiving funds.

All banks notify Student Activities and Leadership Development of insufficient funds and suspicious activity. If a student organization has insufficient funds, it will be suspended until this situation is cleared with the bank. Please note: any illegal or fraudulent activity on behalf of a student group or one of its members will result in consequences by Ohio state law and the Office of Judicial Affairs.

PLANNING FOR THE FISCAL YEAR

UC’s fiscal Year is the period July 1 through June 30. The officers of each student organization must plan to have all finances for the organization wrapped up in accordance to the UC schedule. The last day for student groups to spend operating funds is April 15.

PERIODIC REPORTING

Periodic Reporting: Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses. Depending on the
complexity of your student organization, the Treasurer should make no less than one formal report each quarter to the other officers of the organization (and/or members, depending on the organization’s constitution). The report must be reviewed and approved by the officers. All officers should give signed approval of these reports. (Please note that officers will be held responsible whether or not these approvals are made.) The lack of attention and accountability of financial matters is viewed by the Office of Student Activities and Leadership Development as neglect by all officers of the organization.

MAJOR FINANCIAL FUNCTIONS

- Budgeting
- Collecting Income
- Paying Bills
- Financial Reporting

Budgeting
At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year. Be certain to document the key assumptions you have made in creating your budget, including ticket price, projected number of sales, etc.

The document should include:
- Last year’s actual expenses and income.
- The present year’s budget (projected expenses and expected income).
- The present year’s actual year-to-date-total expenses and income.
- The variance between budgeted and actual expenses and income.

Collecting Income
Cash receipts include all revenue collected by your organization as cash or checks. Whenever possible, it is important that actual cash not be used by your organization—using cash for transactions prevents accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a check or cashier check, made payable to your organization. All revenue should be deposited in the organization’s bank account and recorded in the organization’s Cash Receipts Log Sheet (see below) immediately upon receipt. Checks should be deposited frequently (at least weekly).

CASH RECEIPTS LOG SHEET

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Description</th>
<th>Cash/Check #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/09</td>
<td>Joe Bearcat</td>
<td>2 dance tickets</td>
<td>Cash</td>
<td>$20.00</td>
</tr>
<tr>
<td>10/25/09</td>
<td>Alice Bearcat</td>
<td>1 ticket</td>
<td>#426</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Tickets to events are like cash. It is important for individual members selling tickets to understand that they are responsible for the tickets in their possession and for the income generated by the sale of those tickets. Similarly, they are responsible for the cost of these tickets if they are returned or not sold. **Tickets should have consecutive numbers pre-printed on them as a means of monitoring the number of tickets sold.** The Treasurer should record the run of numbers distributed to each individual ticket seller. The seller is then responsible for those tickets or the income generated by their sale. A Cash Receipts Log Sheet (*see above*) can help individuals selling tickets maintain clear records of their total sales. The seller should reconcile the Cash Receipts Log Sheet with any unsold tickets and return the log sheet, income, and the remaining unsold tickets to the Treasurer. The Treasurer should review any discrepancies.

**Individuals responsible for selling items should:**

- Immediately record all cash and checks received on a log sheet. Cash and individual checks should be entered separately. Checks must be made out to the organization.
- Endorse all checks immediately in the name of the organization. (Your organization should obtain a rubber stamp that reads: “For deposit only, {name of organization}”.
- Secure all cash and checks. All receipts should be kept in a locked box or drawer.
- Observe the principle of checks and balances when tallying and depositing the receipts through the separation of duties.

A. Individuals responsible for tallying receipts should maintain a copy of the log sheet and provide the original copy, with all cash and checks, to the second signatory, not the Treasurer, to be deposited. Both the second signatory and the individual should be present when the final count and transfer occurs.

B. The second signatory should deposit the receipt immediately. The log sheet should be filed with the month’s documentation for reconciliation.

**Paying Bills**

Cash disbursement (or “accounts payable”) is the process of paying the expenses of your organization and entering those payments in your financial record. (Organizations might wish to consider purchasing financial management software to simplify record keeping and reconciliations.) Payments or reimbursements should only be used for expenses that are for the purpose of the organization, as the organization has defined its mission in its constitution. In other words, student organizations are not permitted to use the organization’s bank accounts for individuals’ expenses. By following some simple guidelines, your organization will be well on the way to good financial management.

**DO**

- Pay bills with checks, not cash.
- Require two signatures to make a check valid.
- Keep good documentation of bills received and paid.
- Pay within the vendor’s terms and avoid interest charges.
• Stamp invoices “paid” to avoid double payments.
• Reconcile checkbook register and bank statement balances monthly. The President of the organization should sign the reconciliation documenting their review.

DON’T
• Pay for personal expenses with organizational funds.
• Pay bills twice (always mark invoices PAID once payment is sent).
• Pre-sign blank checks.
• Write checks payable to cash.

Year-To-Date Financial Reports:
The Treasurer should prepare a financial report at least each quarter and at the end of the term of office. The financial report provides information about that period’s financial activity and a year-to-date summary.

The financial report should include the following:
• Balance sheet as of the end of the previous month.
• Statement of income and expenses for the entire fiscal year or fiscal year-to-date.
• Comparison of budget and actual income and expenses.

TRANSITION OF OFFICERS
The outgoing Treasurer should complete the following checklist prior to leaving office:
• File all financial records for the past year (receipts, monthly statements, etc.). Student organization records should be kept a minimum of five years.
• Complete a financial report.
• Review the financial report with the new Treasurer.
• Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.
• Change co-signers on the organization’s bank accounts.
• Deliver all bank statements, checkbooks, and other financial information to the new Treasurer.

One of the most important ways of supporting an organization is through the maintenance of good financial records. Clear financial records and procedures help to ensure that the funds are used in accordance with the goals of the organization and ensure that officers of your organization prioritize the activities for the year. The documents can also act as historical records, providing information on which past events were successful, which vendors had the best prices, and when activities took place.

STUDENT ORGANIZATION MAILBOXES
Each officially recognized student organization is assigned a mailbox on the 4th floor of the Steger Student Life Center in order to receive mail and packages. Student organizations are
required to check their mailboxes. Failure to do so can result in the loss of your mailbox. To ensure timely and proper delivery of all mail pieces, each organization should have mail/packages addressed as follows:

Organization Name
455 Steger Student Life Center
PO Box 21036
University of Cincinnati
Cincinnati, Ohio 45221

**STEGER STUDENT LIFE CENTER (SSLC)**

The 600 level of Steger Student Life Center contains the following:

- Desk space for student organization use
- Lockers and cabinet drawers for storage. Requests for lockers can be made in Room 455 SSLC

A conference room is available to schedule for meeting space as well as the lounge space on the 600 level. Reservations for these spaces can be made in Room 455 SSLC.