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2012-2013 Student Organization Leader Guide
Dear Student Leader:

Welcome! This Leader’s Guide/UW-L Student Organizations Handbook you have received was developed to assist you if you are:

- Trying to start a new organization
- Building leadership skills
- Looking for suggestions to help your organization function more effectively
- Preparing to take on a major event, program, or service project
- Looking for resources available at UW-La Crosse

If you need information about organization or leadership issues, please visit 212 Cartwright Center. Our staff members are working together to provide an outstanding UW-L leadership and involvement experience for you and your organization.

We hope that you will learn from your leadership experience as well as leave a solid legacy for leaders who follow you. Have a fun, fulfilling, and challenging year.

Sincerely,

University Centers Staff
212 Cartwright Center
785-8888
stuactivts@uwlax.edu

Please Note: While The Leader’s Guide/UW-L Student Organizations Handbook is intended to be a summary of certain matters of interest to student organizations and their advisers, its readers should be aware that:

- It is not a complete statement of all procedures, rules, and regulations of the University of Wisconsin-La Crosse.

- The University reserves the right to change without notice any procedure, policy, and/or program which appears in The Leader’s Guide/UW-L Student Organizations Handbook.

- Divisions and departments may have their own procedures and policies that apply to student organizations.

Policies can be found online at: www.uwlax.edu/uc
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Starting a New Club or Organization

A list of current registered organizations can be found at UWL MyOrgs (uwlmyorgs.collegiatelink.net. If you have looked through the list of clubs, but did not see quite what you were looking for, why not start your own? Official recognition allows a group of students to join together for a common interest and to express their ideas as an organized body. The UW-L Student Association and the Student Organizations Committee grant recognition.

WHY GET RECOGNIZED?

Officially, recognized student organizations have certain rights and benefits. These include:

- Reserving and using non-instructional university facilities in Cartwright Center and elsewhere on campus.
- Applying for organizational grant money to support campus programming.
- Accessing services and programs developed for recognized student organizations, such as utilizing a first-class mailbox or storage space, and receiving program planning assistance.
- Listed on UWL MyOrgs, the official recognized student organization website.
- Using the UW-La Crosse name when identifying the group’s affiliation.
- Participating in services or events in university facilities that are announced as open to all recognized student organizations.

There are two types of organizational recognition -- Provisional Recognition and Official Recognition. An organization needs to be granted provisional recognition before official recognition is considered.

RECOGNITION PROCEDURES FOR STUDENT ORGANIZATIONS

For recognition, student groups must submit all of the following materials to University Centers, 212 Cartwright Center, 785-8866. These materials will be forwarded to the Student Organizations Committee Chair:

1. A “Letter of Intent to Organize” which includes:
   - Name of organization
   - Purpose and objective of the group
   - Statement of need for the group to exist on campus
   - Names, addresses, and phone numbers of officers and faculty/staff adviser(s)
   - Names of at least 4 members (required to be officially recognized)

2. Two copies of a constitution or bylaws (see attached “sample” copy).

3. All student organization constitutions must include the following statement:

4. A 3/4 majority of the membership will be UW-L students; however, no person will be restricted because of age, race, creed, color, gender, sexual orientation, disabilities, gender identity or expression, national origin, ancestry, marital status, arrest record, or conviction record. The constitution/bylaws must also state that the president of the organization is enrolled a minimum of at least half time or 6 credits
5. A national constitution if the organization has this type of affiliation.

6. A completed Organization Registration Form.
   (Available in the University Centers Office, 212 CC)

7. A report of the organization's member selection process, if the organization is selective (usually recorded in bylaws).

Once these items are received, the organization has provisional recognition. The organization can then reserve rooms in Cartwright Center ONLY for establishing and organizing their clubs. No other activities may be held prior to the granting of full recognition. **Fundraisers and events cannot be held until Student Senate grants the organization full recognition.**

**STUDENT ORGANIZATION COMMITTEE**

The University Centers Office will forward all recognition materials to the Student Organizations Committee. To receive full recognition, the Student Organizations Committee must make a recommendation for approval to the Student Senate. Student Senate grants final approval for full recognition.

Representatives of the new organization may be asked to attend the Student Organizations Committee meeting and introduce their organization to the committee. Committee members will review the requesting organization's constitution and other materials and will forward its recommendation for official recognition to Student Senate for a final vote. Once Student Senate grants official recognition, the University Centers Office will send notification of full recognitions status to the new organization.

**Important:** Included with this notification will be further procedures how to access UWL MyOrgs.

For additional information, please visit University Centers, 212 Cartwright Center
Officer Responsibilities

1. **PRESIDING OFFICER (President or Vice President)***
   - Helps the group get acquainted.
   - Establishes and maintains an informal atmosphere.
   - States the problem or helps group state it.
   - Stimulates and directs the discussion toward the solution of the issue; keeps it moving.
   - Promotes participation by all members (ice breakers).
   - Stimulates thinking; sees that all sides of the issue are heard.
   - Summarizes when necessary.

2. **SECRETARY***
   - Keeps a record of the main issues, facts, and decisions brought in the discussions.
   - Summarizes and reports at the end of the meeting or beginning of the next meeting.
   - Prepares minutes and sees that the appropriate people receive them. The officers and adviser(s) of the organization should get a copy of the minutes.

3. **GROUP MEMBER***
   - Supplies information and facts at the request of the president.
   - Assumes various leadership roles as the need arises.
   - Gives each individual member the benefit of his or her experience.
   - Listens to what others have to say and respects their contributions.
   - Avoids monopolizing the discussion or the other extreme of saying nothing.
   - Cooperates with the group to plan and carry out activities.
   - Keeps own prejudices and own personal aims from influencing the group.
   - Works with other members to help the group progress and become a working unit.

4. **ADVISER***
   - Maintains an awareness of the activities and programs sponsored by the organization.
   - Meets on a regular basis with the leaders of the student organization to discuss upcoming meeting, long range plans, goals, and problems of the organization.
   - Attends regular meetings and executive board meetings as often as schedule allows.
   - Assists in the orientation of new officers.
   - Explains and clarifies to the student organization campus policies and procedures that apply to the organization.
   - Maintains contact with University Centers.
   - Provides direction in the area of parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
   - Assists the organization treasurer in monitoring expenditures, fund-raising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
   - Assists in the formulation of UW-L Student Association organizational grants and one-shot requests.
   - Informs organization members of those factors that constitute unacceptable behavior on the part of the organization members and the possible consequences of said behaviors.
   - Discusses with organization members the liability issues and appropriateness of activities/events.
   - Reports any criminal offenses and any violations of state, local, and university policies.
Helpful Hints for Presidents

1. GO EASY ON THE VITAMIN “I.”
Your opinion does count, but it counts equally as much as anyone else’s opinion in your group. If you express an opinion that is not jiving in the group, encourage everyone to give their thoughts on the subject in order to get positive criticisms working for you.

2. HAVE SOMEONE KEEP MINUTES OF EVERY MEETING.
Memory is too weak to lean on. Have someone take minutes of every meeting and get copies to all the committee members and adviser(s) (or post in a regular location). Keep the original in your file.

3. HAVE SOMEONE KEEP ACCURATE EVENT REPORTS.
Here again you cannot rely on memory about an event six months later. Keep reports of all events, information collected, and who sponsored or helped. This is also a good way to document the good things your group is accomplishing.

4. KEEP YOUR FINANCIAL REPORTS ACCURATE AND UP-TO-DATE.
You cannot do a good job unless you know how much money has been spent and how much you have left in your budget. You should keep a record of all expenditures. When in doubt, don’t be afraid to visit University Centers and ask for help.

5. KEEP A FILE OF SOURCE MATERIAL.
A lot of material from various sources will be routed to each committee chairperson. Clip and keep anything of interest to your committee to build a large database of information available to your group. During the quiet months (break and summer) collecting ideas from other schools may help. Informed groups are productive groups!

6. EVALUATE YOUR WORK AT REGULAR INTERVALS.
You learn from mistakes. You and your committee members should honestly evaluate every activity you plan and carry out. Also, about twice a year go back to your basic mission statement and see if you are still on track.

7. SHOW YOUR APPRECIATION.
In order to build more satisfying relationships with the members of your organization, make a conscious effort to express more gratitude, appreciation, delight, affirmation, and encouragement. Appreciation rewards your members and lets them know that their many contributions are noticed. No matter how routine an action might be, saying “Thanks” helps members feel their contribution was worth the effort. It takes an active awareness to continue giving appreciation.
Questions Presidents Should Consider

There are many varied aspects connected with assuming the role of President of any student organization. It is with this thought in mind twenty-three questions have been prepared. It is sincerely hoped that this self-study sheet will help you in assuming your responsibilities as President. You may want to ask yourself each of these questions:

1. Do I know the purpose of the organization?
2. Do I know where to find the constitution?
3. Have I read the organization’s constitution?
4. Have I thought of my responsibilities as an officer of a student organization?
5. Have I discussed my role as an officer with my faculty adviser(s)?
6. Have I discussed my role as an officer with other organizations presidents or with the officers of my organization?
7. Have I discussed with the officers, individually and collectively, chief objectives and goals for the organization?
8. Do I generate the officers and members interests in the organization?
9. Do the majority of the members in the organization participate in committees and at meetings?
10. Is group participation distributed broadly or limited to only a few volunteers?
11. Do I have informal contacts with the students of the organization or my faculty adviser?
12. Do I know personally the members of the organization and do they know me?
13. Do I involve non-students, alumni, or faculty in my organization? If so, to what capacity?
14. Do I try to involve my adviser in the organization’s activities as much as possible?
15. Do I meet with my faculty adviser very often or as little as possible?
16. Are my organization’s projects and activities evaluated annually for their value to the organization and others?
17. Does my faculty adviser offer assistance freely or grudgingly?
18. Are meetings and activities announced effectively so that everyone can plan to be present?
19. Do I meet with my faculty adviser on a regular basis?
20. How much do I involve myself with other organizations in joint projects?
21. Does my organization make use of the assistance and facilities available?
22. Have I discussed with the Office of University Centers the facilities and assistance available to the student organizations on my campus?
23. Am I familiar with the Student Association constitution and the sections pertaining to student organizations?
"LEADERSHIP IS IN THE EYE OF THE FOLLOWER."
In order to be an effective leader, you should encompass the following:

WHAT DO EFFECTIVE LEADERS DO?
- They make others feel important
- They don’t impress people with their own importance
- They set realistic goals for themselves
- They are pro-active in their behavior
- They create positive conditions in which to work
- They have a sense of humor
- They make every act congruent
- They must have a high tolerance for risk
- They reflect the vision/direction of the organization
- They recognize the importance of delegation
- They collaborate with other organizations
- They motivate and energize the teams

LEADERSHIP/GROUP/CONSTITUENT INTERACTIONS
What do my Group/Followers/Constituents expect from me?
- Responsive to conflicting demands
- Multi-level dialogue of ideas & symbols
- Develop perception and reality of the leadership style
- Be a shaper and be shaped
- Clarify the role of followers
- Structure and control work/efforts
- Two-way communication
- Facilitate pluralistic pressures
- Inspire trust
- Charismatic leadership
- Support the personal strengthening of followers

ATTRIBUTES OF A LEADER- WHAT MUST I EXPECT FROM MYSELF?
- Physical Vitality & Stamina
- Search for Opportunities
- Intelligence & Good Judgment
- Take Risks
- Willingness
- Envision the Future
- Task Competence
- Skill in Dealing with People
- Recognize Individual Contributions
- Confidence
- Capacity to Manage, Decide, Set Priorities
- Celebrate Accomplishments
- Ascendance, Dominance, Assertiveness
- Adaptability & Flexibility of Approach
The Committee Chairperson

COMMITTEE CHAIRPERSON'S WORK IN A NUTSHELL

Analyzes tasks
States purpose clearly
Surveys past plans in light of proposed plan or alternate method
Considers time and work budgets
Clarifies tie-in plan or alternate method Clarifies tie-in with total organization
Evaluates work before and after, as well as step by step
Makes notes and leaves a report for their successor

A Committee Chairperson Also:

1. Establishes the objective. Be sure your committee also has it clearly in mind.

2. Unifies the committee. Allows each member to share the responsibility and join forces.

3. Does his/her work efficiently- and “NOW.” Starts meetings on time, uses a planned agenda, a secretary, and adjourns and finishes meetings briskly.

4. Constantly defines and clarifies the division of responsibilities with the co-chair.

5. Isn’t concerned if someone does a job in a method slightly different than him/her. Rather he or she sees it as an opportunity to learn a new way to do something.

6. Checks with the committee members as a chair should. Doesn’t constantly harass the committee but tactfully checks to see if everything is going according to schedule.

7. Uses more experienced committee members to train the inexperienced members by letting them work together.

8. Makes every member of the committee feel important—lets them feel that they are vitally necessary to the functioning of the committee.

9. Helps each member have the feeling of shared responsibility. Allows them to help make decisions, and if he/she has an idea, presents it in such a way that the committee feels they helped originate it.
Six Types of Difficult Behavior & Tips to Effectively Work with Them

HOSTILE AGGRESSIVE: People who bully and overwhelm by bombarding others with cutting remarks.

**Tips:** Stand up for yourself. Give them time to run down. Look directly at them and wait. Get into the conversation and get their attention. Make sure they are seated and not standing over you. Don’t argue or try to cut them down.

COMPLAiners: People who gripe without ceasing, but never try to do anything about what they complain about.

**Tips:** Listen to them, and acknowledge them by paraphrasing their concerns. Don’t agree with or apologize for their allegations. State and acknowledge facts without comment. Ask "How do you want to improve this situation?” and "What are you willing to do to remedy this situation?"

NEGATIVISTS: People who never expect anything to work and never have anything positive or nice to say about anyone.

**Tips:** Be alert to avoid being pulled down into their despair. Don’t try to argue them out of their pessimism, but try to find the problem at the source of their pessimism. Play “devil’s advocate” by thinking of the negative alternatives and how to combat them.

SILENT UNRESPONSIVE: People who answer, when they answer at all, with grunts or yes/no response.

**Tips:** Don’t interrupt silence; give them time to open up. Ask open-ended questions. If you get no comments, comment on what’s happening. Listen attentively if they open up, but don’t gush. If they don’t open up, end the meeting and set up another appointment. Try to find out what motivates them and give them tasks that match their skills and

SUPER AGREEABLES: Very personable, funny people who never act the way they say they will or how you thought they would.

**Tips:** Let them know you value them as a person. Ask them to be honest with you. Carefully point out the inconsistencies in their behavior, listen to their humor, as there may be hidden messages in their comments.
**KNOW - IT - ALL EXPERTS:** Condescending, pompous people who claim to know everyone and everything.

**Tips:** Know what you are talking about when you converse with them. Listen attentively to them, then paraphrase the main points they made. Question firmly about inaccurate facts or inconsistencies, but do not confront them in a group situation.

“In organizations, real power and energy is generated through relationships. The patterns of relationships and the capacities to form them are more important than tasks, functions, roles, and positions.” ~ Margaret Wheatley

### Managing Difficult Members

Difficult people are found in every organization. It’s important that the leader learn to work effectively with these individuals and ensure that their behaviors and attitudes do not adversely affect the group.

**BE PROACTIVE!**

- Difficult members are much more of a problem when an organization is not a strong team. Be sure to include team building activities in your organization's retreats and workshops. Many team building exercises are available ... Always remember **People Support What They Help Create!** Involve members in all aspects of the organization and they tend to be more supportive.
- Do some activities that help identify what motivates different people, and assign tasks accordingly.
- Find out what people expect from the organization and what they hope to gain through involvement. It could be that their vision for the organization differs from yours. Having the whole group write a mission statement could help clarify to everyone what the group’s purpose is and should be.

Sometimes nothing will work and you will not be able to help change his/her attitude. It may be helpful to ask your adviser or someone who knows the member better than you for some assistance. For additional information, visit University Centers, 212 Cartwright Center.
THE SEVEN C'S OF DEALING WITH DIFFICULT BEHAVIOR

1. COMPLIMENT - Difficult people need praise too.
2. CONCERN - Genuine caring for the welfare of another will help build a strong relationship.
3. CONGRATULATIONS - Helping people who see themselves as losers to feel like winners can eliminate some problems.
4. CHOICE - Given a choice, a person may feel important and respond in a positive way.
5. CHALLENGE - Boredom can cause people to act out and create problems.
6. CONFIDENCE - Expressing confidence in someone is often all he/she needs to have confidence.
7. COMPROMISE - Attempting to give in some may soften a hard person.

Being Assertive

BEING ASSERTIVE MEANS...

Being your real self * Using open and honest statements * Describing specific behaviors * Not backing down * Not name calling * Security through honesty * Standing up for yourself in a creative way * Being able to label your feelings * Showing sensitivity to others * Breaking down your own and others’ defenses * Acknowledging your weaknesses but relying on your strengths * Dealing with conflict * A two-way communication process * Following through on a decision to deal with a person or situation * Not aggressive or threatening * Both verbal and non-verbal

- NON-ASSERTIVE BEHAVIOR: Failing to stand up for one's rights either by failing to express feelings or preferences or by allowing another person to infringe upon one's rights.
- ASSERTIVE BEHAVIOR: Standing up for one's rights by expressing one's thoughts and feelings directly, honestly, and appropriately without denying the rights of others.
- AGGRESSIVE BEHAVIOR: Standing up for one's rights in such a way that violates the rights of others or deems the other person.
LEVELS OF ASSERTION

- SIMPLE: An uncomplicated statement of what you want: "I’d rather go out to eat than cook tonight."
- EMPATHIC: Including a statement about the other's situation: "I know you're busy, but I need to talk with you."
- CONFRONTIVE: Pointing out discrepancies in the other’s behavior: "We agreed to study, but you went to play basketball."
- SOFT: Expressing positive sentiment without embarrassment: "I really appreciate what you're doing."
- ANGER: A constructive expression of anger against a person’s actions: "I get angry when you borrow my clothes without asking because then I can’t wear them when I want to. I would rather you ask before you borrow them."

TIPS ON HOW TO BE ASSERTIVE

- Assertiveness is a skill that is developed with practice.
- Demonstrate assertive body language which includes:
  - Direct eye contact
  - Erect body posture
  - Clear and audible speech
  - Gestures and facial expressions for emphasis
- Use descriptive words to point out the behavior of others. Avoid labeling.
  - "You have been borrowing my clothes without my permission," rather than "You clothes-stealer!"
- Express your feelings and experiences caused by the behavior.
  - "I feel angry when you wear my clothes without asking me because I can’t wear them when I want to."
- Give an alternative behavior.
  - "I would like for you to ask me before you borrow my clothes."

EACH SITUATION IS UNIQUE. ASK YOURSELF:

- What would I like to happen? How possible is this goal?
- What rights does the other person have in this situation?
- What obstacles are there to the person making the behavior change?
- Am I comfortable with my rights to deal with this situation assertively?
Delegation

DELEGATING, AUTHORITY, AND WORK

Delegation is the key to a successful organization. It helps people in your organization prepare for future leadership roles and frees up more time so you can do other things. Sharing responsibilities and delegating authority keeps members interested and enthusiastic about the group. You might be reluctant to delegate because you want to make sure the job is done right (your way), but lack of delegation can create apathetic and uninterested membership. All the members share in the responsibility of making the organization a success. Here are several reasons to delegate:

FIVE STEPS IN THE PROCESS OF SUCCESSFUL DELEGATION

1. Policy guidelines must be clearly stated.
2. Jobs must be defined.
3. Members set and agree on the goals. "People support what they help to create."
4. Establish two-way communication between the leader and the member.
5. Create feedback systems through effective meetings.

FIVE WAYS TO DELEGATE

1. Appoint someone.
2. Assign it to a committee.
3. Ask for volunteers.
4. Break up the job into parts and spread the work to a few people.
5. Find out members’ interests/skills/time commitment, and then find a task to suit them.

FOUR LEADERSHIP ATTRIBUTES NEEDED FOR DELEGATION

1. A leader must be receptive to other people's ideas.
2. A leader must accept mistakes as part of the learning process.
3. A leader must forego the luxury of losing his/her temper.
BENEFITS OF DELEGATION

**FOR LEADERS:**
- Allows time for planning and organizing.
- Allows time for non-organizational pursuits.
- Provides insights for how to work with and develop others.
- Builds trust.
- Enables leader to work smart and not hard.
- Encourages open communication.
- Motivates members to get involved.
- Builds self-esteem in the leader and in members.
- Encourages creative problem solving.
- Stimulates initiative.
- Trains future leaders.
- Builds morale.
- Facilitates communication.
- Stimulates creativity.
- Allows all members to contribute significantly.

**FOR THE GROUP:**
- Members become more involved and committed.
- A greater chance that projects will be completed.
- More projects and activities are undertaken.
- Increased opportunities for members to develop leadership skills.
- Organization operates more smoothly.

**FOR THE ORGANIZATION**
- Builds team enthusiasm.
- Opens new avenues of creativity.
- Helps increase productivity.
- Improves overall efficiency and effectiveness.
- Makes members feel like they are active participants.

**REMEMBER**
- You have the right to judge your own behavior, thoughts, and emotions, and to take the responsibility for their initiation and consequences upon yourself.
- You have the right to offer no reasons or excuses for justifying your behavior.
- You have the right to judge if you are responsible for finding solutions to other people's problems.
- You have the right to change your mind.
- You have the right to make mistakes -- and be responsible for them.
- You have the right to say, "I don't know."
- You have the right to be illogical in making decisions.
Constitutions

WHAT IS A CONSTITUTION?
A constitution is a document that describes the organization and how it operates.

WHAT ARE BYLAWS?
Bylaws are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine them.

QUORUM
A quorum is the minimum number of voting members who must be present in order to conduct business legally, and usually consists of the average attendance at meetings. It can also be a specific number, i.e., two-thirds of voting members. The quorum should be stated in the bylaws.

MEMBERSHIP
UW-L student organizations may not discriminate based upon age, race, creed, color, gender, sexual orientation, disabilities, gender identity or expression, national origin, ancestry, marital status, arrest record or conviction record unless it is per an exception recognized by law. Selective organizations must identify selection procedures in their constitution/by-laws.

OFFICER DUTIES
Officer duties can be self-explanatory: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. Other officers can be appointed to suit the needs of the group. Vice presidents can handle membership, recruiting, and publicity. A good constitution provides an outline of what the organizations’ expectations are for their officers.

ELECTING OFFICERS
Interested and capable members running for officer positions are key to the continued success of the organization. Encouragement from current officers can motivate people to come forward and run for office. Plan to allow all candidates to address the group before voting.

OFFICER TRANSITION
Officers elected in the spring for the following fall semester allow time transition with outgoing officers and advisers. Electing officers during spring semester ensures group continuity and provides more accurate contact information for the University Centers Office. Regardless of when elections are held, all changes in leadership must be updated on UWL MyOrgs to keep the office of University Centers informed of the current primary representative and adviser.

REMOVAL OF OFFICERS
The following scenarios can be difficult: officers regularly skip meetings; officers have misspent the group’s funds; etc. Organizations need to have a way to remove incompetent officers, and such procedures should be included the constitution. The University Centers Office can help you create a procedure for your organization.

ADVISER
Each student organization and club at UW-L must have a faculty/staff adviser. It is wise to include this adviser in your plans and events.
The following planning guide has been developed to assist your organization in establishing goals for the year. It includes both tasks and items to remember. **NOTE:** This planner is not intended to be an inclusive calendar of events. Use UWL MyOrgs (uwlmyorgs.collegiatelink.net) for upcoming news, events, and fundraisers.

### SEPTEMBER

**TASKS**
- Set goals for semester/year
- Update information on My Orgs
- Attend the All Student Organization meeting
- Plan events for year
- Develop fundraisers
- Update paperwork (i.e. budget, bylaws, member list)
- Hold an officers and advisers meeting
- Reserve rooms for meetings/events
- Review bylaws & make changes as needed
- Discuss how to work with services on campus (i.e. food service, graphics, etc.)

**REMEMBER**
- Recruit new members
- Orient new members
- Officers are learning new roles
- Need team development activities to acquaint new members
- Plan a retreat
- Develop relationship with adviser
- Educate members & clarify organization’s purpose
- Pick up grant application at the All Student Organization meeting
- Participate in university events (i.e. Involvement Fest, Make a Difference Day)

### OCTOBER

**TASKS**
- Start following through with plans
- Decide which fall university events to attend
- Continue to recruit members
- Delegate responsibilities
- Communicate with adviser
- Develop a budget
- Attend campus events
- Discuss leadership issues within your group

**REMEMBER**
- Keep members involved
- Conflict may arise between members
- Need conflict resolution strategies
- Members may be stress about midterms
- May lose members due to time limitations
- Participate in university events such as Friends, Family, and Alumni

### NOVEMBER

**TASKS**
- Plan holiday party or end of semester activities
- Transition issues with graduating members
- Maintain relationship with adviser
- Elect new officers (if needed)
- Being planning for 2nd semester
- Participate in university events (i.e. Blood Drive)

**REMEMBER**
- Members are ready for Thanksgiving break
- Members are stressed & busy
- Evaluate accomplishments & goals
- Cold weather may affect attitudes
- Work to become involved on spring event planning committees
### JANUARY/FEBRUARY

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<th><strong>TASKS</strong></th>
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| - Keep MyOrgs information current  
- Recruit new members  
- Plan events for spring  
- Set new goals for new semester  
- Re-establish contact with members  
- Meet with adviser  
- Organize budget or plan fundraisers  
- Hold elections (if needed) | - Academic commitments may cause loss of members  
- Welcome & orient new members  
- Motivate members  
- Recruit transfer students & 2nd semester freshmen  
- Participate in university events  
  (i.e. Involvement Fest II & Random Acts of Kindness) |

### MARCH

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| - Work with scheduling office (223CC) to reserve rooms/space for next fall’s events  
- Plan and participate in multicultural events  
- Transition leadership to younger members  
- Start recruiting new officers  
- Develop plans for new publications | - Seniors are preoccupied with graduation, finding a job, next steps, etc.  
- Midterms  
- Short month due to spring break  
- Participate in university events  
  (i.e. Oxfam Hunger Banquet) |

### APRIL

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<th><strong>TASKS</strong></th>
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| - Hold elections for next year  
- Write End-of-the-Year report  
- Organize files & prepare for transition  
- Establish summer contacts & address lists  
- Delegate responsibility for unfinished business  
- Meet with new officers  
- Update MyOrgs with summer contact information  
- Assign summer responsibilities (if needed)  
- Submit an End-of-Year summary & Descriptive Statement form  
- Attend Celebration of Involvement  
- Prepare for next year’s events & reserve space/room | - Academic pressure is mounting  
- Plan end-of-the-year banquets  
- Closure with adviser  
- Recognize the adviser’s work  
- Recognize graduating members  
- Plan a good-bye activity for group  
- Participate in university events  
  (i.e. International Student Banquet, Intertribal Pow-Wow, Celebration of Involvement and Leadership) |
Keys to Conducting Meetings

1. **ALWAYS** have an agenda. Send agenda out to members a week before the meeting and also have copies on hand the day of the meeting.

2. Summarize frequently to keep the discussion on relevant points. This will help meetings run more efficiently and ensures that members understand key points.

3. Call repeatedly for alternative and opposing views. Call on your low-powered speakers first. This will help bring out your silent members.

4. Be sure that the organizational make-up encourages wide-spread participation. The executive committee should not try to run the entire organization itself. Use a variety of committees, rotate chairperson, and assign definite responsibility to many different people. **USE** your members or **LOSE** them.

5. Avoid talking to individuals without talking to the group – no side conversations.

6. Stop aimless discussions by recommending committee study.

7. Don't argue with the speaker. **REMAIN NEUTRAL** – Let the group decide.

8. Ask for the floor, as a participant, if you have a comment.

9. Begin and end meetings on time and if possible, avoid having the meetings go too long.

10. Establish an atmosphere which will encourage frankness and willingness to state ideas and convictions.

11. When you have two or more ideas included in one contribution, distinguish the two ideas and propose separate considerations.

12. Be sure that fact and opinion are clearly differentiated.

13. By all means **KNOW** parliamentary procedure.

14. See to the physical comfort of all participants.

15. Hold frequent meetings for self-evaluation.
I. Usual Order of Business
   A. Call to Order
   B. Roll Call
   C. Minutes – read, correct, motion to approve
   D. Committee Reports
      1. Standing Committees
      2. Special Committees
   E. Unfinished (old) Business
   F. New Business
   G. Announcements
   H. Adjournment

II. Proper Procedure for Handling a Motion
   A. Member addresses chairperson
   B. Chairperson recognizes member
   C. Member states motion ("I move...")
   D. Another member offers a second to the motion
   E. Chairperson asks for discussion if it is a debatable motion
   F. When discussion ceases, a member calls for the “question”
   G. The chairperson restates the motion and asks for a vote
   H. Chairperson and secretary both count votes; chairperson gives the result of the vote and declares the motion passed or failed.
Brainstorming and Goal Setting

The purpose of brainstorming is to encourage greater involvement of members in the organization by allowing them to help create the ideas used in a group. Using the method below allows the organization to get input from all members rather than from just the dominating members that speak up. Since all members participate in the formation of the goals, they are more likely to be invested in the action plans developed to accomplish each goal. When brainstorming, always begin by establishing the purpose of the activity and acceptable behavior guidelines.

THE BLUE DOT/RED DOT ACTIVITY

1. Divide members into groups of 3 to 5 (depending on the size of the organization) and give each group 5 sheets of paper and a marker.

2. Give the groups 20-30 minutes to generate goals for the organization. Instruct them to only write one goal per sheet of paper.

3. Have each group, one at a time, explain and hang on the wall each of their goals. Put similar goals near or on the top of each other on the wall.

4. Give everyone 3 blue dots and 3 red dots (stickers).

5. First, the blue dots: blue dots indicate priority. Instruct everyone to stick the blue dots on a goal they feel particularly strong about or spread them out among their top three choices. Give everyone time to distribute his or her blue dots.

6. Note the red dots, red dots indicate energy. Instruct everyone to stick the red dots on goals which they feel they have the energy to accomplish or on the goal which they feel the combined organization has energy to accomplish (may or may not be the same goals selected for the blue dots).

7. Examine the goals that received a high number of blue dots and red dots. These should be the goals your organization focuses on for the upcoming year.

8. At this point, form committees to look at each goal and write objectives for each goal. Remind members that objectives should indicate a plan for action and a time line for accomplishment.

9. At future meetings, ask the committees to report their progress. Committees should feel comfortable enlisting other organization member's help since all members agreed to the importance of selected goals.
Making Meetings Exciting

Finding a way to make your meetings more exciting will be critical to retaining your members and keeping them interested. The energy you create in the meetings will flow over into your programs and affect members’ enthusiasm. Have fun! (Don’t take yourselves too seriously!)

- Start each meeting with some sort of ice breaker. This helps members to get to know each other better and energized at the start of the meeting.
- Introduce any new members at the start. If a member brought them, recognize the member for outstanding recruitment.
- Have an agenda printed or written on a chalkboard or flipchart. Members can “follow along,” and tell there is a flow to meetings.
- Switch meeting locations every now and then, with plenty of warning, of course!
- Vary the set-up from week to week. Never sit in the same seat twice and encourage people to sit by others that they don’t normally sit next to.
- Have a surprise social event in lieu of a meeting. Those who didn’t show up might be sorry they missed it.
- Give out prizes for “five meetings in a row.” Encourage members not to break their streak.
- Take time at the end of each meeting for recognizing members. Have a traveling award for the hardest worker, most embarrassing moment of the week, or to just say thank you.
- Stick to your time limit.
- Try to keep the meeting as interactive as possible, with the “reporting” that needs to be done kept as brief as possible. People join an organization to participate, not just to listen to others talk. Never let anyone (including yourself) talk for more than a couple of minutes.
- When members seem apathetic, have an open forum on “why you joined this group” and encourage people to share. Ask if people “are getting what they want out of the group, and if not, what can be done to change things.”
- To encourage and reward participation, give candy or other little rewards when someone contributes to the meeting.
- Form committees by playing musical chairs. This mixes up teams and gets everyone involved in different topics.
- Have everyone pick a favorite animal noise. Then, pick a “word of the day” and every time someone says that word, everyone makes their noise.
- Remember that the end of the meeting is as important as the beginning. Do another icebreaker.
MEETING MINUTES

Although it is natural to think only in terms of the “here and now,” the decisions you make today may have significant impact on the organization in the future years. Therefore, it is important that a thorough and accurate summary of all organization meetings be maintained. “Minutes” are a record of what is done and not of what is said. Generally, personal opinion of members and other discussion should be avoided. Minutes should normally contain the following information:

A. Name of the organization;
B. Nature of the meeting (regular or special);
C. Date and place of the meeting;
D. Presiding officer and secretary;
E. Approval of minutes of previous meeting;
F. Reports and action taken;
G. Main motions carried or lost with the vote count where needed;
H. Other motions carried which contain information necessary to subsequent meetings;
I. Adjournment.

Motivating Groups Self Check List

1. Do you know at least a little bit about the interest of each person in your group?
2. Are you generally cheerful?
3. Do you manage to keep calm and even-tempered under the inevitable pressures and strains of getting the group to cooperate?
4. Do you make promises only when you know you can keep them?
5. Do you tend to be impatient?
6. Are you apt to violate personal confidence?
7. Do you make an effort to be a good listener?
8. Do you give credit where credit is due?
9. Do you ignore complaints that appear insignificant to you?
10. Are you strict with some members and lenient with others?
11. Do you believe in the practice of being “one of the gang” with the group after hours?
12. Do you praise good work as well as criticize poor work?
13. Do you freely delegate responsibility to others?
14. Do you cooperate and get along well with other groups?
15. Can you refuse a members request without making them feel antagonistic toward you?
   Do you try to see the other person’s point of view?
16. Are you effective in giving orders?
17. Do you ask people to do personal chores for you?
18. Do you ever ask for opinions from a member on how to improve the group?
19. Do you explain reasons for changes in policies and procedures?
20. Do you refrain from making sarcastic remarks and from speaking in a loud and commanding voice?
21. Does the group respond when you talk to them about doing?
The Student Association has adopted the following policy on the standards and procedures for recognized student organizations at the University of Wisconsin-La Crosse (spring, 1995). This policy includes procedures for registration, conduct, and discipline. The policy acknowledges the need to preserve the orderly processes of the university with regard to its teaching, research, and public service mission, as well as the need to observe the students' and recognized student organizations' procedural and substantive rights. The Student Association, via the Student Organizations Committee, subject to approval by the chancellor of the University of Wisconsin-La Crosse, shall be responsible for revisions of this policy. University Centers is responsible for distribution of updates. Current updates can be obtained at 212 Cartwright Center. The procedures in this policy for registering student organizations, the code of conduct, and the disciplinary procedures apply to all UW-La Crosse recognized student organizations. Social fraternities and sororities are also subject to the registration requirements and the conduct rules of their governance groups: Panhellenic Council and Interfraternity Council. Organizations that are suspected of violating any policy will face a Student Organization Hearing. For details, please visit our web page for hearing procedures.

### REGISTRATION PROCEDURES FOR RECOGNIZED ORGANIZATIONS

1. The procedures for registering a recognized student organization will be monitored and updated by the Student Organizations Committee, in consultation with the Director of University Centers.

2. Registration of forms will be accepted and maintained by the University Centers Office.

3. Registration forms will include a statement of understanding, that all primary contacts must sign, to the effect that the recognized student organization understands and agrees to abide by this Policy on the Registration, Conduct, and Discipline of Recognized Student Organizations; this shall include an assurance that the recognized student organization is in compliance with UW-System Chapters 14, 17, and 18. (To access the Eagle Eye, which lists these policies, go to www.uwlax.edu/studentlife/eagle_eye.htm on the internet, or stop by the Office of Student Life, 149 Graff Main Hall). Any organization that does discriminate must describe the nature of the discrimination, in writing, and the exception recognized by law that the organization claims allows this discrimination.

4. Registration forms must be completed in their entirety by October 1 of each fall semester and updated upon any revisions; when accepted by the Office of University Centers, the organization’s registration is complete. Organizations that do not register by October 1 will be unable to reserve University facilities.

5. The Student Organizations Committee will retain oversight of all recognized student organizations to assure compliance with these regulations.

6. The registration of recognized student organizations is an annual process, with the registration period being the current academic year, which is usually from September to August.

7. The registration of a recognized student organization will remain in effect until the first class day of the following academic year, unless the organization is subject to disciplinary sanction revoking such status.
RIGHTS OF RECOGNIZED STUDENT ORGANIZATION
As a University of Wisconsin-La Crosse recognized student organization, a student group may:

1. Use the name of the University of Wisconsin-La Crosse to identify the group’s affiliation. When using the name of the university, the student group must clearly identify itself as a recognized student organization.

2. Reserve and use university facilities in Cartwright Center and elsewhere that is available for non-instructional use.

3. Take advantage of services and programs developed for recognized student organizations by the University Centers Office, UW-La Crosse Student Association, etc.

4. Listed in MyOrgs, the student organization website program.

5. Sponsor fundraisers such as bake sales or selling t-shirts.

6. Participate in services/events in university facilities that are announced as open to all recognized student organizations.

REQUIREMENTS OF RECOGNIZED STUDENT ORGANIZATIONS

A. A recognized student organization may not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, developmental disability, national origin, ancestry, marital status, arrest record, or conviction record unless pursuant to an exception recognized by law.

B. A recognized student organization that violates federal, state, or local laws shall be liable in the appropriate courts and is not exempt from disciplinary action under this policy.

C. A recognized student organization can be liable for disciplinary action as a result of actions of individual members of the organization while representing the organization.

D. Recognized student organizations using university facilities must observe the provisions of any contract issued for use of a particular facility, and must follow university policies governing the use of its facilities.

E. A recognized student organization may use university facilities for events which are primarily for university students and employees. Publicity for such events must comply with campus publicity guidelines as listed on page 56 of this handbook. Copies of the campus publicity guidelines are available in the University Centers Office, 212 Cartwright Center.

F. A recognized student organization shall be responsible for all activities and/or damages at any event. A recognized student organization must exercise reasonable precaution to ensure that its events, and agents acting on its behalf, do not cause damage to the property of students, university employees, other organizations, or the university; do not harm or constitute a serious danger to the personal safety of students or university employees; do not obstruct or seriously impair university-run or university-authorized activities; and do not violate provisions of the University of Wisconsin System Administration Code, Chapter UWS 17, as printed in the academic year 2000-01 Eagle Eye, online at http://www.uwlax.edu/studentlife/eagle_eye.htm
G. A recognized student organization will be subject to disciplinary action if it organizes, sponsors, cosponsors, or in any way coordinates an event with any recognized student organization that has been prohibited from participating in that type of event or which has had its status revoked.

H. Recognized student organizations are accountable, through their primary contact, officers, faculty/staff adviser, and other designated representatives, to the university. Where an organization’s primary contact, officers, faculty/staff adviser, or other designated representatives makes a knowingly false statement, either orally or in writing, to any university employee or agent, including the Student Organizations Committee and Student Court or a person conducting an investigation under the provisions of this policy, on a matter relating to the activities of the organization or its members, the organization shall be subject to discipline.

I. Recognized student organizations shall be subject to disciplinary action for non-compliance with university alcohol beverage regulations, state statutes, and city ordinances regarding possession, consumption, and sale of alcohol beverages at any event, and also for verified instances of underage persons consuming or possessing an alcoholic beverage, or other violations of any of the above rules at any event.

J. Recognized student organizations can hold closed meetings for the purpose of peer counseling sessions or for other purposes if attendance is limited to current members. If such a meeting is publicized, it must be clearly labeled as limited to members only.

Safety and Risk Management

Increasing litigation involving institutions of higher education suggests the need for improved awareness of potential risks associated with programming, activities, and events. The University of Wisconsin System provides a number of policies and reports outlining risk management issues. These policies protect employees/advisers acting within the scope of their assigned position responsibilities. Employees that serve as advisers or sponsors are advised to review these policies, which are available through the UW-La Crosse Risk Management Officer, 785-8504. A risk management video is available for checkout from the Risk Management Office or from University Centers. Risk management information is also available on the internet at http://www.uwlax.edu/risk/

This policy recognizes that there is an element of risk in almost every organized program, activity or event. The policy is not intended to eliminate all risk nor cause unreasonable interference with advisers and sponsors in their attempts to create activities, programs, and events. Policy cannot adequately define the considerations of risk associated with all university programming, activities, and events. Reasonable consideration and planning to manage or avoid potential risks associated with programming, activities, and events is the intent of this policy. Consultation with risk management personnel and/or supervisors is encouraged.

STUDENT SAFETY AND APPROPRIATENESS STATEMENT

The University of Wisconsin-La Crosse is committed to fostering a campus environment that provides a wide variety of quality activities and programming for students. Colleges and universities have long recognized the positive contribution made by activities, events, and programming in creating a campus environment that retains students, promotes learning and critical thinking, and provides opportunity for personal and social development.

To guide the planning and delivery of quality programming, activities, and events at UW-La Crosse, involved faculty and staff should ensure consideration of the issues of safety and appropriateness.
Events and activities can be social, cultural, educational, or can be just for fun. University personnel have established some standards that they feel are important to all events. These standards are:

- The dignity of all individuals will be protected. No program or activity will in any way intentionally embarrass or chastise an individual so they lose their own and others respect or dignity. No events or activities shall be designed to devalue other individuals. Personal freedom will be respected. All students will have the freedom to choose to be involved in an activity or not to be involved in an activity without coercion.

- All activities/events shall be designed to provide for physical safety. Organization advisers and leaders will analyze the potential risks of the activities in the development of the activity. Advisers who direct safe events recognize that any activity can result in danger, and therefore risks are evaluated and discussed with the activity sponsors. Risks are minimized with proper orientation and safety instructions provided to activity participants.

- All activities/events must assure that participants have appropriate knowledge of the activity. Some events scheduled will need the participants to have an appropriate level of skill and ability. Event sponsors shall take steps to help orient all participants, familiarizing them with the activity in which they are participating.

- At times organizations may contract out for a program or service. When this occurs, references will be checked and the contractor shall have the appropriate training and certifications to ensure a successful and safe event.

- Activities fall within our educational mission which calls for the freedom of inquiry. Events and activities shall support the mission by developing heightened intellectual, cultural, and human sensitivities. All activities should be reviewed for their educational components. Some activities are designed as tension relievers from the day to day educational process. Therefore, these activities can be classified as fun events which serve as contributors to the campus life at UW-La Crosse.

**ADVISER/STUDENT RESPONSIBILITY**

Faculty and staff who serve in an advising and/or planning role to student organizations, or who engaged in the planning of events, activities, and programming are advised to ensure that their role is defined and/or endorsed by the university. Advisers to student groups or students leaders of organizations should encourage discussions regarding the learning or entertainment goals of the program/activity, and the issues of safety and appropriateness should be considered in the planning process. Predictable areas of risk should be proactively addressed and participants should be informed of risks, sign waiver forms, and receive instructions intended to reduce and manage risk as is reasonable. Advisers and program planners can reduce risk by being present at activities and encouraging adherence to planning considerations. Please be aware of university policy and regulations regarding the use of alcohol at recognized student organization events. The University of Wisconsin–La Crosse officially discourages the use of alcohol at all recognized student organization events. For information regarding special events insurance or other risk management concerns, contact Barry Miller, 785-8504.
ANTI-HAZING POLICY

We, the Student Organizations Committee of UW-L, hereby assert unequivocally our opposition to hazing and pre-initiation activities, which do not contribute to the positive development and welfare of organization members. We define hazing as any action taken or situation created intentionally, whether on or off university premises, with or without consent, to produce excessive physical fatigue, embarrassment, or public ridicule or possibly cause mental or physical harm or injury. Such activities and situations include paddling in any form; physical and psychological shocks; publicly wearing apparel which is not normally in good taste; engaging in public stunts or other activities which may be harmful to the image of the university and the club; morally degrading or humiliating activities, including eating and swallowing of any food or beverage or any activity that might violate any local, state, or federal law; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the organization’s bylaws, ritual, or policy, or the regulations and policies of the university. Violations of this policy will be dealt with judiciously by the respective governing bodies or the Student Organizations Committee when no other governing body exists. *(Adopted 9-17-68, revised 4-14-82).*

Filing Complaints & Disciplinary Procedures

1. A complaint that a recognized student organization has violated any provision(s) of student organization policies must be submitted in writing to the Director of University Centers, and must include a statement of the facts upon which the allegation is based. The written report shall be signed by the complainant(s) specifying the following:
   a. detailed description of the violation(s) including the date, time, place, circumstances, and the names of witnesses to the alleged incident;
   b. name(s) of the organization(s) involved in the alleged violation(s);
   c. name(s) of the individual(s) involved in the alleged violation(s); and
   d. name(s), address(es), and phone number(s) of the complainant(s).

2. The Director of University Centers will promptly forward a copy of the complaint to the chair of the Student Organizations Committee.

3. The chair of the Student Organizations Committee, in consultation with the Director of University Centers, shall file a formal complaint seeking discipline of the recognized student organization. The complaint shall be filed with the Student Organizations Committee.

   *Note:* The Student Organizations Committee shall serve as a hearing body to recommend to the Chancellor findings of fact, conclusions and disciplinary sanctions. The Student Organizations Committee shall adopt hearing procedures that provide the complainant(s), organization(s) subject to complaint, and the Student Court with opportunities to be heard.

4. The chair of the Student Organizations Committee, in consultation with the Director of University Centers, may at any time resolve a complaint by mutual agreement with the recognized student organization for the imposition of discipline; the agreement must be confirmed by the chancellor before it becomes effective.
Definitions of Sexual Assault

LEGAL DEFINITIONS OF SEXUAL ASSAULT IN THE STATE OF WISCONSIN

First Degree Sexual Assault: Whoever does ANY of the following is guilty of a Class B felony.
(a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person;
(b) Has another person use of a dangerous weapon or any article fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon;
(c) Is aided or abetted by one or more persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Second Degree Sexual Assault: Whoever does ANY of the following is guilty of a Class C felony.
(a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence;
(b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease, impairment of sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim;
(c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition;
(d) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent;
(e) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious;
(f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

Third Degree Sexual Assault is sexual intercourse with a person accomplished without the consent of that person. Third degree assault is a Class G felony.

Fourth Degree Sexual Assault is any sexual contact with a person without the consent of that person. Fourth degree sexual assault is a Class A misdemeanor.

LOCATION OF ASSAULT DEFINITIONS

On campus: (a) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (b) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus: (a) any building or property owned or controlled by a student organization recognized by the institution; and (b) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Other: Although it is not required by UW System to report those assaults that took place in any other geographic areas than those outlined above, the Office of Student Life would like to continue gathering statistics for any assault that is reported – please be as specific as possible regarding location.
Organization Financial Guide

This guide was prepared to assist and make easier for the treasurer to anticipate, provide for, and promptly meet all the organizations financial obligations in a businesslike manner. Each organization is required to submit an "End of the Year Summary" (which includes information on fundraising/financial status), to the University Centers Office spring semester each year.

BANKING POLICY FOR STUDENT ORGANIZATIONS

Student organizations receiving allocations from any state fund must bank those funds in a university account through the Office of Business Services, 125 Graff Main Hall. State fiscal rules and regulations will govern the financial transactions of these organizations, which are facilitated through the organization adviser. These student organization leaders should meet with their organization adviser for more information on this subject.

Organizations not receiving allocations from state funds must obtain banking service from the Office of Business Services, 125 Graff Main Hall. Call 785-8611 or visit 125 Graff Main Hall for specific information on opening a “Student/Faculty Organization Account.” Student organizations are not permitted to have bank accounts off campus due to state regulations. Student organizations can collect dues or conduct fund raisers to generate funds. (Student organizations soliciting donations of money or merchandise beyond the campus community must get approval from University Centers, and from the Foundation Office. See the Fundraising Guidelines for more information).

To Open a Student Faculty Organization Bank Account, obtain and complete a Student Faculty Organization (SFO) Authorization Form from Business Services. The authorization form must be completed by the faculty adviser and two student officers. Upon completion, the form is delivered to Business Services for review and approval. Once approved, an account number will be established and all authorized individuals will be notified.

When there is a change in fiscal school year, a change in authorized faculty, or a change in authorized student officers, a new SFO Authorization Form must be completed. The authorization form will be considered the signature card for the account; therefore, it must be current and up-to-date. When a new school year begins, often the student officers change; thus, a new SFO Authorization Form must be completed and filed with Business Services. If the authorized faculty changes, or if there is a change in authorized student officers, a new SFO Authorization Form must be completed (signed by all who will remain on the account and by the new faculty, or student, that is being added to the account) and filed with Business Services.

Deposits are made to your SFO bank account by completing a Student Faculty Organization (SFO) Deposit Form. Plastic deposit pouches are available at both the Business Services front desk and the Cashier’s Office for use in preparing your deposit. Deposits are made at the Cashier’s Office during regular business hours, or via the drop box located outside the Cashier’s Office. A receipt will be provided upon request. Procedures to complete the SFO deposit form and additional information on how to make a deposit are available on the Business Services website, Student Faculty Organizations http://www.uwlax.edu/budgetandfinance/SFO/index.html.
**Check requests** to pay bills or to withdraw money from the SFO bank account must be made by completing a *Student Faculty Organization (SFO) Account Check Requisition Form*. Completed check requisition forms are then submitted to Business Services. All requests will be reviewed by designated Business Services personnel and any inquiries must be clarified before the check will be processed. Procedures to complete the SFO check requisition form and additional information on how to request a check or make a withdrawal are available on the Business Services website, Student Faculty Organizations http://www.uwlax.edu/budgetandfinance/SFO/index.html.

All questions regarding SFO bank accounts should be directed to Business Services, 125 Graff Main Hall. Additional information regarding SFO accounts is available on the Business Services website, Student Faculty Organizations.

**TREASURER TIPS**

**BUDGET:** A budget listing anticipated receipts and expenditures should be prepared at the beginning of each school year. An example is provided for you below.

**RECORD KEEPING:** Follow these basic guidelines for simple & easy record keeping:
- $ Record every transaction on a ledger or balance sheet;
- $ Issue a receipt each time someone pays dues or gives money;
- $ Pay out money only on receipt of an itemized sales slip;
- $ Save original receipt for all transactions.

**LEDGER OR BALANCE SHEET:** All financial transactions should be recorded on a ledger or balance sheet for accurate and meaningful record keeping.

**RECEIPTS:** The treasurer should issue a receipt whenever any money is received by the organization. Each receipt shows the date, where the money was received, the amount, the reason for the payment, the name of the organization, and the signature of the treasurer. **Keep ALL ORIGINAL RECEIPTS when any organizational money is spent.**

**DEPOSITS:** All money received by your organization should be deposited as soon as possible by the treasurer. Keep for your records the official receipt given to you at the time the deposit. All checks received should be endorsed on the back with the name of the organization and the signature of the treasurer. All checks should be deposited as soon as possible. UW-L policy is to have a check deposited within one week.

**EXPENDITURES:** Funds should not be spent unless authorized by the membership of the organization or the approved budget. **THE TREASURER WILL AUTHORIZE PAYMENT ONLY UPON RECEIPT OF AN ITEMIZED SALES OR CHARGE SLIP SHOWING VENDOR NAME, ADDRESS, DATE, ITEMS RECEIVED AND PRICE OF EACH ITEM.** Register all expenditures in the ledger at the time of the transaction listing the date, description (recipient and item) and amount.

**ANNUAL FINANCIAL REPORT:** The treasurer, president, and adviser should compile financial information into an annual report for the organization’s records at the end of each year. File an “End of the Year Summary” with University Centers.
## Example Student Organization Academic Year Budget

### I. Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as of prior year end</td>
<td>$113.94</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Dues (70 members @ $2.00)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Holiday Dinner (40 meals @ $2.25)</td>
<td>$112.50</td>
</tr>
<tr>
<td>Career Day (400 @ $.25)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Picnic (65 @ $1.50)</td>
<td>$97.50</td>
</tr>
<tr>
<td><strong>Total Anticipated Revenue</strong></td>
<td><strong>$450.00</strong></td>
</tr>
</tbody>
</table>

**Total Anticipated Income** = (prior balance + revenue) = **$563.94**

### II. Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>$35.00</td>
</tr>
<tr>
<td>Conferences and Conventions</td>
<td>$25.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Holiday Dinner (100 @ $2.25)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Business Representatives at Career Day</td>
<td>$50.00</td>
</tr>
<tr>
<td>Picnic (80 @ $1.50)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Programs</td>
<td>$40.00</td>
</tr>
<tr>
<td>National Dues</td>
<td>$20.00</td>
</tr>
<tr>
<td>Publicity $10.00</td>
<td></td>
</tr>
<tr>
<td>Refreshments</td>
<td>$15.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>Total Anticipated Expenditures</strong></td>
<td><strong>$555.00</strong></td>
</tr>
</tbody>
</table>

Anticipated Balance or Reserve = (Income – Expenses) = **$8.94**

*NOTE: At the end of the year, the organization’s treasurer or president should compile a final budget to be passed on the following year. Setting up your budget in a simple format like this will help you maintain your student organization’s budget.

### Other Tips for Treasurers

- Keep organization funds separate from your personal funds.
- Keep an exact record of all income and expenses.
- Keep financial records up-to-date.
- Always be able to show the balance of funds on hand.
- Pay only properly authorized bills.
- Deposit all organization money promptly in the appropriate account.
- Keep all receipts, check stubs, requisitions, and cash vouchers.
- Audit the account at the end of each school year.
- Make sure your records always match those of the Office of Business Services or bank statement. Catching errors early means they will be easier to resolve.
- Conduct the organization’s business under the guidance of your faculty adviser.

*REMEMBER only by maintaining a continuous, accurate record of deposits and expenses can the treasurer fulfill the responsibility of trust and confidence of the organization. Your job is IMPORTANT.
Student Organization Grants

Each year, the Student Senate sets aside funds from student segregated fees to be dispersed to recognized student organizations in the form of student organization grants. The Student Organizations Committee (a subcommittee of Student Senate) is responsible for the review and disbursement of grants. These grants exist for the purpose of providing a means for those non-budgeted clubs and organizations to request segregated fees. Grant applications will be available at the All Student Organization Meeting in the fall.

To be eligible for a student organization grant, an organization MUST:

- Have full recognition status from Student Senate.
- Have had representatives attend the All Student Organization Meeting during fall semester, and have filed an updated registration sheet with University Centers.
- NOT be budgeted programs (budgeted programs work through the Apportionment Committee - Student Senate).
- Complete the student organization grant application correctly and completely.
- Use the grant for an event that occurs within six months from the projected allocation date.
- Follow the criteria outlined below when applying.

1. Grant money will be given for deferring costs of organization sponsored activities that fall into the following categories:
   - Speaker fees and contractual services
   - On-campus events
   - Conference registration fees

2. Organization grants may NOT be used for:
   - Supporting fundraisers (regardless if it is for a philanthropy)
   - Food
   - Lodging and travel
   - Items considered of a personal nature (i.e. club T-shirts, etc).

3. Priority will be given to those events that:
   - Directly or indirectly affect the largest population of UW-L students
   - Request money for the specific purpose of registration fees or speaker fees
   - Are not receiving academic credit
   - Have demonstrated efforts to raise money from other funding sources

4. Hearings will be requested by the committee based on the committee's judgment for every grant applicant.

OTHER INFORMATION

Information regarding grant applications and processes will be distributed at the fall semester All Student Organizations Meeting. Notification about the time and location for this meeting will be provided to student organization representatives and their advisers well in advance of the event. The meeting is typically scheduled near the beginning of each semester, on a weeknight at 6:00 p.m. Call the Office of University Centers, 785-8866, with questions you have about this meeting.
Fundraising Guidelines

1. Fundraiser requests should be submitted to University Centers, 212 Cartwright Center, for approval at least one week prior to the starting date of the fundraiser. Fundraisers, including the solicitation of cash donations or merchandise beyond the campus community, must also be approved at the Foundation Office, Cleary Center, at least three weeks prior to the starting date of the fundraiser.

2. The maximum length of any fundraiser is three consecutive days in a given week.

3. Food sales are restricted to home baked items approved by University Centers personnel.

4. Merchandise that may be similar to or identical to merchandise available at the University Bookstore (i.e., T-shirts, posters, mugs, etc.) must be approved by University Centers and University Bookstore staff prior to selling. If artwork, logos, slogans, etc., are being printed, a finished copy must be provided prior to approval.

5. Outside Agencies:
   A. Recognized student organizations may sponsor commercial merchandise sales. The student organization representative is the primary representative during the fundraiser and serves as the liaison between an outside agency and the University.
   B. Regarding credit card vendors on campus, Student Association approved the following rules:
      - Credit card tables MUST have a recognized student organization as a sponsor.
      - Credit card vendors MUST give the sponsoring recognized student organization $3 per credit card application and a $100 sponsor fee per set-up on campus (maximum of 3 days for $100). Arrangement for payment needs to be made in advance between the student organization and the agency. This agreement should be in writing. Payment is usually given by check at the conclusion of the fundraiser.
      - Free gifts from credit card tables are not allowed, unless gifts are given without needing to sign up for a credit card. Verbal soliciting from credit card table vendors is not allowed.
      - Credit card tables and all other vendors are banned from academic buildings.
      - Credit card vendors must give out a pamphlet regarding sound financial management and debt to students who sign up for credit cards.

6. No soliciting is allowed on the campus of the University of Wisconsin-La Crosse including residence hall rooms, academic and administrative offices.

7. Fundraising in residence halls requires approval from individual residence hall councils and hall directors.

8. Fundraisers on the university mall which require a vehicle to load/unload items must have permission from the Physical Plant and Protective Services.

9. Raffles
   - Student organizations must have been recognized for at least one year and be in good standing.
   - Student organizations must have the fundraiser approved through University Centers prior to contacting the Foundation Office.
   - A raffle license number must be obtained from the Foundation Office.

10. UNIVERSITY TRADEMARK POLICY
    All logos, seals, names, symbols, and slogans associated with UW-La Crosse are trademarks and are the exclusive property of UW-La Crosse. Reproduction of these marks for resale or other commercial purposes, must receive University authorization through University Centers.
How to Plan Successful Events

This checklist can help you plan and organize successful events of any kind.

- **Identify your audience and their interests** – Survey or ask your members for ideas

- **Develop a purpose** - What do you hope to accomplish?

- **Develop an event and a title** – Be creative!

- **Check on appropriateness of activity/event** - Are there any liability or safety issues? Visit the Risk Management homepage if you have questions or to print risk management forms (http://www.uwlax.edu/risk/)

- **Develop a budget for your event** – Remember there is a food policy on campus. Remember fundraisers need to be approved by University Centers.

- **Reserve a room/facility/technical equipment for your event** - Visit the Scheduling Office in 223 Cartwright Center, 785-8892. **RESERVE EARLY.** Check campus calendar for any conflicting events.

- **Contracts and payment** - Call University Centers, 785-8866, for assistance in arranging the contract and payment. Only the Director of University Centers is authorized to sign university entertainment contracts (some restrictions apply).

- **Delegate responsibility** – Recruit volunteers

- **Identify resources and materials essential to the program**

- **Publicity** – Consult the University Publicity Guidelines (www.ulwax.edu/uc/about/index.htm). Make it eye-catching, put up well in advance, and make sure print publicity contains the following: name of the event, sponsors, date/time/location, and Disability Statement.

  *Publicity Ideas:
  - Table Tents
  - Banners
  - Outdoor Message Board
  - Posters
  - Word-of-mouth
  - *The Racquet*
  - Buttons
  - Stickers
  - Reserve a table in Cartwright’s lobby

*NOTE:* Stop in University Centers, 212 Cartwright Center to get your publicity stamped before you hang posters up. Get your poster stamped before you make copies! You may reserve table tent, outdoor message board and/or banner space through University Centers or request space online.
Discuss the expectations and the objectives of the event with the resource person(s) and your organization - What do you want to happen?

Review plans for last minute preparations and items that you might have overlooked.

At the time of the event:
- Finalize details.
- See that room arrangements are appropriate (i.e. chalkboard, chairs, refreshments, etc.)
- Present brief introduction if appropriate.
- If bringing in an outside presenter, make sure you:
  - Arrange meeting time and place
  - Confirmed they have directions
  - Have arranged for a parking permit
  - Have the check

After the program:
- Return all resources and equipment and thank individuals who participated.
- Do a program evaluation to help you better plan for your next event.
- Remove publicity from around campus.
For Your Scheduling Needs

ITEMS AVAILABLE THROUGH UNIVERSITY RESERVATIONS AND EVENT SUPPORT SERVICES – 223 Cartwright Center, 785-8892

- Venues
  - Valhalla
  - Cellar
  - Cartwright Rooms
  - Drake/Coate Field
  - Whitney Center
- Boom boxes
- Extension cords
- Microphones
- Table-top microphone stands
- Data cables
- Easels
- Projector screens
- Dry erase markers
- Laser pointers

- Speaker phones
- Remote mouse for computers
- Flip charts
- Overhead projectors
- Slide projectors
- TV/VCR
- Document Camera
- Empty carts
- Computer – P.C. 2000
- LCD projector/VCR/DVD
- Music stands
- Flags
- PA and Lighting Systems
- Wii Game Console

Tips To Getting People to Your Events

- Send personal invitations to people via campus mail or personal phone calls.
- Make presentations at other organizational meetings to encourage support for your program.
- Involve as many people in the planning of an event as possible.
- Ask professors to give class credit for attending educational events.
- Give incentives, rewards, or discounts to those who bring five or more friends to your event.
- See if RA's can get programming credit for bringing their residents to your program.
- Have another group co-sponsor the event.
- Check the campus calendar closely. Make sure there is not a major event already planned.
- Plan your program as far in advance as possible.
- Carefully consider the size of the room you use for programs. Too big, people will think the program fell short of your expectations.
- Send thank you cards to organizations that attended the program in large numbers.
- Have some sort of discount for purchasing tickets in advance – if you are charging for event.
- Go into classrooms and write little messages in the corner of the blackboards.
- Use progressive signs along high traveled walkways to promote events. Progressive signs are a series of signs that contain pieces of information about the program. Reading one signs leads your curiosity to read the next, and so on.

Please contact University Centers for policies and guidelines pertaining to promotion.
How to Recruit Successfully

COMPONENTS OF PLANNING A RECRUITMENT PROGRAM

1. Recruitment is an ongoing process; not a one-time project at the start of the school year.

2. It is essential that the club/organization/group has a positive campus image, and that the group be operating properly as planned and expected.

3. The present members of the group (leaders and committee members) must be aware of the club’s purpose and goals, and doing their best to achieve the set goals.

4. The club must know who they are going to recruit. What areas or positions need to be filled? What type of people does the group need?

5. Use campus resources in developing the program.

IMPLEMENTING THE RECRUITMENT PROGRAM

1. Utilize all campus resources – media, publicity, faculty, and staff in getting the word out.

2. Go where the people are; don’t expect them to come to you. Set up tables in the Cartwright lobby, go into the dining halls, develop programs for residence halls, become involved in orientation programs, etc.

3. Use people who are comfortable speaking to groups and encouraging people to join. Sell the value of fun and involvement.

4. Make sure whatever materials/presentations used in the recruiting process are of first class quality!

5. Use marketing strategies in recruiting. Involvement is a valuable and fun experience.

6. Stress what involvement can do!

RECRUITMENT CHECKLIST:

- Check UWL MyOrgs for any students who have indicated a desire to join
- Assign officers and members to call potential new members
- Sign up for a table at Involvement Fest (To do so visit Leadership and Involvement Center, 221CC)
- Ask returning members to bring one new (potential) member to a meeting, once a week for three weeks.
- Introduce yourself to new (potential) members personally
- Learn names of new members (and returning) members
- Distribute a roster of members with phone numbers and e-mail addresses
- Ask new members to work with returning members on committees or projects
- After the first meeting call new members to thank them for attending and invite them back again
- Collect dues from new members
- Ask new members what they are interested in doing (or do member survey)
Member Retention: An Ongoing Process

1. Develop a training and orientation program for new members with information about the club’s function and policies and how that club fits into the college/university.
2. Be sure to match the needs of the organization with the needs and skills of the new members.
3. Include the new recruits in setting the goals and rules of the club.
4. Develop job descriptions for each position and be sure the new members understand their roles.
5. Get to know the new members as individual people. Make them feel valued and important.
6. Provide regular feedback/evaluations of the member’s performance. Be specific. Positive and constructive feedback is great! If some problems were encountered by the member, sit down with him/her and talk about:
   - What were the problems?
   - How did they come up?
   - How can they be dealt with in the future? (Be specific)
7. Seek input from members when you (as the leader) encounter a problem.
8. Get the group together socially on occasion. Get to know them outside of the “work” atmosphere.

WAYS TO RETAIN, RECOGNIZE, AND MOTIVATE

- Annual awards
- Complimentary tickets
- Newspaper recognition – “Thank You” ads, personal interest stories
- Daily reinforcement by fellow students and staff
- Give students more responsibility
- Anonymous notes of thanks after good programs
- Remember birthdays and special milestones in some small way
- Tangible rewards; e.g., certificates, dinners
- Personal interest (social atmosphere)
- Inspirational saying appearing around union or in mailboxes
- Pictures around the building of committee chair and members
- Humility expressed by those in leadership roles
- Eliminate dead-weight committees and committee members
- Set well-defined goals and “shoot” for them
- Plan and organize multi-group activities
- Have regular meetings with the officers; be flexible
- Intra-union communications—mailboxes, coffee hour “raps” etc.
- Evaluate, understand, and learn from failures
- Never take credit when things go right, but always take the blame when things go wrong
- Nominate the group for campus, community, and national awards for their efforts
- Make sure than everyone is sharing group responsibilities
- Always bring a camera to your events -get photos of members doing good things and share them
- Always look for new members their enthusiasm can keep everyone motivated
Officer Transitions

The transition of leadership for your organization can be a smooth and positive experience. Transition may determine the effectiveness of the group for years to come. **NOTE:** See Transition and Leadership Transition Checklists. Also see Incoming Officer’s Transition, Group Transition, and Outgoing Officer Worksheets for guidance.

A smooth transition is:

- The responsibility of both the outgoing and incoming members
- A way to help the group to move forward
- A transfer of significant organizational knowledge
- Providing a sense of closure for outgoing members
- Using the valuable contributions of experienced leaders
- A great opportunity for outgoing leaders to reflect on the past year
- An orientation process for the new leaders
- A time to ask questions and to give advice
- An outgoing leader’s last chance to say “Try this...”, or “I learned this...” when working with new leaders
- Share what has worked
- Share problems, helpful ideas, procedures and recommendations
- Go over reports that contain what has happened in the past years
- Acquaint them with office surroundings (where applicable)
- Meet together with the group’s adviser(s)
- Introduce them to important campus personnel specific information to give new officers
- Review mission, constitution, and bylaws of organization
- Review job description of officers and membership
- Provide a description of committees
- Provide a resource or contact list of important/helpful people
- Review The Leader’s Guide/UW-L Student Organizations Handbook on line
- Provide a copy of organization members and phone lists
- Review calendar of annual events (rough estimate of what happens each month)
- Review reservation confirmations (for meetings or special events)
- Review lists of goals for organization
- Review list of expectations of members
- Review financial reports (Treasurer)
- Review status report on current and continuing projects
- Review meeting minutes and agendas

In addition to these suggestions, try having a retreat. This will not only help each position get to know his/her responsibilities, but it will also help the new people see how each position functions as part of a team. It can include outgoing officers or just the new ones.
Passing the Gavel

LEAVING A LEGACY AT THE END OF YOUR TERM

For officers in student organizations, springtime rolls around and the absolute last thing you want to do is sit through another meeting. Completely understandable! If you have just one free hour in the next few weeks, please spend it with your new organization officers and your organization adviser. If you take the time to cover the eleven questions and statements listed below you will help new officers build confidence and you will ensure that your organization is left in knowledgeable hands.

New officers should receive from you the following information:

1. Name/address/phone of organization adviser; what is the role of your adviser?
2. Where records are kept (i.e. constitution, checkbook/account info/budget, summer phone list of members, etc.)?
3. What is the brief historical perspective of the organization? Where have you been and where are you going as a group?
4. What is the fall meeting schedule?
5. What does each officer actually do? Are the position descriptions clear for each officer role?
6. Are there handbooks for officers, or other ways that you can do on-the-job training with them this semester? What are the organization’s purpose and goals, structure and policies?
7. What events are planned for the fall? Who is in charge (name, phone)? Are there status reports for on-going projects?
8. If new officers want to set new goals, how can you assist them?
9. Have you already recognized this year’s organization members and adviser for the work they have done? If not, could you help new leaders perform this task in the next few weeks?
10. Talk briefly about the toughest decisions, the most- and least- liked parts of your role, obstacles to getting the job done, things or people who helped get the job done, and things you wish you had known before starting your officer role.
11. Ensure UWL MyOrgs is updated with all the current officer/contact information which includes: primary representative’s name, phone and e-mail as well as the adviser’s name, phone and e-mail. Also update the organizations website (if changed) and/or any mission statements, club descriptions or club office phone numbers.

Thank you for everything you have done to help make your organization a successful one. We wish you well, and hope you will not be a stranger to the University Centers Office or to UW-La Crosse! For more information about how to make a successful organization transition, please contact the University Centers Staff, 212 Cartwright Center.
Closure and Saying Good-Bye

The year passes so quickly, and all of a sudden it’s time to say good-bye to the friends you've made in your organization. It is often easy to forget about "closing out" the year with your organization. When we take the time to say good-bye, to reflect on and prepare for upcoming transitions in our lives, we often gain a sense of closure or finality and feel better prepared to continue on in life. Here are some ideas to help make saying good-bye a little easier, or at least a little more memorable:

FIVE D’S FOR SUCCESSFULLY DEALING WITH DEPARTURE
1. Determine ways to make your transitioning a gradual process
2. Discover the significance that different activities have had in your life
3. Describe the significance to others
4. Delight in what you have gained and in what lies ahead of you
5. Define areas of continuity in your life

FIVE D’S FOR UNSUCCESSFULLY DEALING WITH DEPARTURE
1. Deny that it is over
2. Distort your experience by over-glorifying it
3. Denigrate your activities and relationships
4. Distract yourself from thinking about departure
5. Detach yourself abruptly from your activities and relationships

WAYS TO SAY GOOD-BYE
- Have a picnic or pot luck
- Create a photo album, scrapbook, or collage of pictures of everyone
- Have an awards banquet – complete with funny & serious awards
- Write farewell notes/cards to each other
- Give a memento to members - button, shirt, mug, etc. and then have a T-shirt signing party
- Have a graduation party for departing members
- Have a good-bye theme movie night
- Have a slide show of activities from the year
- Evaluate the year and set goals for next year
- Plan a reunion over break or when school resumes
- Create certificates for all members (successfully completing a spectacular year)
- Gather all of the "quotable quotes" or funny things that were said during meetings or programs and put it in a book!
- Have a joint retreat with the new officers to share evaluations of the year, answer their questions and give advice!
- Make credit cards for each member (cards that list the good qualities of skills each person has."I give you credit for being a great organizer, for being the peace maker during meetings, etc.”)
- Share your favorite memory of the year
- Assemble the group to create a file of what happened over the year

It’s important to finish that last chapter in your group's book by finding some way to say good-bye. Keep in mind that not everyone in your group will like sentimental good-byes, so take their feelings into consideration before planning any activities.
Adviser Responsibilities

Each recognized student organization is required to have an adviser. This person must be a UW-La Crosse faculty or academic staff member. Organizations may have more than one adviser, but organizations are only required to have one adviser.

GENERAL RESPONSIBILITIES

The student organization adviser serves in a voluntary capacity to the recognized student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization. When a university faculty or staff member agrees to advise an organization, the description of responsibilities is forwarded to their dean and is viewed as service to the University within the scope of employment.

SPECIFIC RESPONSIBILITIES

1. Maintain an awareness of the activities and programs sponsored by the student organization.

2. Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.

3. Attend regular meetings and executive board meetings as often as schedule allows.

4. Assist in the orientation of new officers.

5. Explain and clarify campus policies and procedures that apply to the organization.

6. Maintain contact with the Office of University Centers.

7. Provide direction in the area of parliamentary procedure, meeting facilitation, membership recruitment, organization unity, goal setting, and program planning.

8. Assist the organization treasurer in monitoring expenditures, fund-raising activities, corporate sponsorships, and maintenance of an accurate and up-to-date account ledger.

9. Assist in the formulation of UW-L Student Association organization grants and one-shot requests.

10. Inform organization members of those factors which constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors.

11. Discuss with organization members the liability issues and appropriateness of activities/events.
Organization Responsibilities to the Adviser

- When a member of the faculty or staff is asked to serve as an adviser, they should be informed about the organization and what the organization will require.

- The new adviser should be given an orientation relating to all the activities of the organization.

- Notices of the meeting should be given to the adviser. When a designated meeting time is set for the semester or the year, every attempt should be made to set a time that is convenient for the membership, as well as the adviser.

- If executive meetings are established to determine agendas for meetings, the adviser should be invited to these meetings. If the adviser is unable to attend, they should be informed about what is to be discussed and requested to submit additional items.

- The organization should confirm the appointment of the adviser each year and should be certain the adviser will serve before submitting their name as adviser.

- The officers of the organization should maintain a close relationship with the adviser and should provide opportunities for the adviser to meet as many members as possible.

- Organizations should always invite the adviser to all events as a way of keeping the adviser informed of activities sponsored by the organization. This should be done to allow the adviser to be aware of what is happening and also to allow them to react to the proposed event/activity.

- If situations arise that may cause problems for the organization or any member of the organization, the adviser should be informed immediately.

- Organizations should update the adviser with the financial condition of the organization. This is important for all organizations, but is especially important for organizations receiving funding from the student activity fees. The adviser should not be expected to co-sign a money receipt unless they have evidence of the validity of the documents.

- Minutes of meetings as well as other materials from the organization should be submitted to the adviser as these materials are made available to the members.