2021-2022

Student Organization Handbook

MIAMI DEPARTMENT of STUDENT ACTIVITIES & STUDENT ORGANIZATIONS

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Student Activities & Student Organizations

The Department of Student Activities & Student Organizations staff serves as a resource for student leaders, programming boards and over 300 registered student organizations through advising, leadership development and organizational support services. The mission of the Department of Student Activities & Student Organizations is to provide students with purposeful and inclusive programs, resources, and experiences that enhance the UM community through learning, engagement, and upholding campus traditions.

Whether a student attends an on-campus play, participates in a community service project or plans Homecoming festivities as a member of the committee, they are helping to shape the University of Miami experience for themselves and their fellow students.

Benefits of Student Organization Involvement

The Department of Student Activities & Student Organizations believes there are many benefits of student organization involvement. From learning new leadership and communication skills, to exploring an academic interest through extracurricular involvement, being involved can create meaningful opportunities to meet new people with similar interests and to meet mentors and faculty/staff who will work with you through your student organization interests.

The Core Competencies listed below help illustrate the skills gained through involvement.

Core Competencies

(Adapted from NACA's Competency Guide for Student Leaders)

I. Event Management

Student leaders engaged in student activities have a unique opportunity to learn and practice effective event management. Student leaders should strive towards understanding the appropriate steps and issues involved in event planning and management. Some of the most transferable skills - contract negotiation, program planning and event promotion - are developed and honed in this area.

With regards to Event Management, students will:

- Understand and practice the steps of effective program programming, implementation, execution and evaluation.
- Implement appropriate risk management strategies.
- Delegate tasks and hold committee members accountable.
- Utilize personnel and financial resources appropriately.
- Follow and navigate appropriate institutional policies.

II. Leadership Development

Leadership involves a broad spectrum of skills and character qualities. Student leaders involved in student activities must understand that their role is to be a positive change agent, to influence others and create a vision. Leadership is a process rather than a position. Leadership is relationship oriented and situational in nature.

With regards to Leadership Development, students will:

- Demonstrate growth in problem-solving abilities.
- Move their organization toward the mission and strategic goals of the organization.
- Understand the skill set of the membership and utilize it effectively for engaging organizational members in accomplishing the group's goals.
- Hold self and members accountable.
- Recognize the ethical components of leadership.

III. Interpersonal Relationships

Establishing meaningful interpersonal relationships is critical for successful leadership in student activities. Student leaders often rely on committee volunteers to carry out the essential tasks related to providing programs and services. The work of student activities is often supported by several on and off-campus constituencies. Professionalism, diplomacy and recognizing the support of others will enhance organizational effectiveness.

With regards to Interpersonal Relationships, students will:

- Demonstrate an ability to work with the various departments within the university, especially other units within the Division of Student Affairs.
- Establish mutually trustworthy and rewarding relationships with students, faculty and staff, friends, and colleagues.
- Listen to and reflect upon others' points of view.
- Treat others with respect; give value by actively demonstrating that oneself and others matter.

IV. Multicultural Competency

Multicultural competency is developed through celebration of diverse cultures, advocacy for the needs and identities of all members within the community, recognition of the diverse communities within the campus community and beyond, support of ongoing inclusion, and understanding and dignity of all members within and beyond the campus community. Being able to understand one's own identity, as well as recognizing the similarities and differences of others, will equip students to serve and lead as citizens in a global society.

With regards to Multicultural Competency, students will:

- Recognize and understand one's own identity, privilege, and culture.
- Recognize the contributions diversity brings to their own campus and society.
- Seek involvement with people different from oneself.
- Demonstrate an ability to provide a diverse array programming options.
- Advocate equality and inclusiveness.

V. Communication

Effective communication is a critical skill that helps student leaders ensure that their organizations achieve their goals. When communication is a focal point of student learning, individuals will personally benefit and organizations will be run more efficiently.

With regards to Communication, students will:

- Demonstrate strong oral and written communication skills.
- Convey messages and influence others through writing, speaking, or non-verbal expression.
- Develop and facilitate thoughtful presentations.
- Work effectively in teams and in multicultural settings.
- Express disagreement in respectful and civil ways.
- Manage and resolve conflicts that exist among organization members.

VI. Collaboration

Collaboration involves seeking the involvement of others and working well with people. Student leaders should actively contribute to the achievement of a group goal. They would seek feedback from others and exhibit growth in their skills as a result of working collaboratively.

With regards to Collaboration, students will:

- Demonstrate a basic understanding of meeting management, member recruitment, retention and motivation.
- Demonstrate proficiency for utilizing community and professional resources.
- Work cooperatively with others, seeking their involvement and feedback.
- Utilize delegation as a means to involve group members.
- Create formal and informal networks with other student leaders to build awareness of the issues facing their organizations.
- Promote and conduct joint programs between organizations.

VII. Intellectual Growth

Intellectual Growth is central to the mission of higher education and must be a focus in all endeavors inside and outside the classroom. Student activities offers a fertile practice field for intellectual development when student leaders and programmers engage in critical thinking, problem solving and decision making. Student leaders should be cognizant of this learning opportunity and apply knowledge learned to enhance organizational goals and personal development.

With regards to Intellectual Growth, students will:

- Apply previously understood information and concepts to a new situation or setting.
- Produce personal and educational goal statements.
- Use complex information from a variety of sources including personal experience and observation to form a decision or opinion.
- Make connections between campus involvement and curricular studies.
- Demonstrate an ability to apply skills obtained as members of organizations and how they are used in real world applications.

VIII. Assessment & Evaluation

Student leaders involved in student activities should make knowledge-based decisions in regard to resources allocated for the campus programs planned and implemented by their organization. Leaders should possess the ability to effectively evaluate programs as well as assess their campus and community culture. Program evaluations will assure the continued improvement of student activities and comprehensive assessment will allow student activities offerings to meet the community development needs of the entire campus.

With regards to Assessment & Evaluation, students will:

- “Map” or connect the mission or primary goals or functions of the organization to the activities and programs that the organization facilitates.
- Find the right assessment to measure the student needs and culture of the institution.
- Measure organizational effectiveness through internal assessments (e.g. pre- and post-membership surveys, leadership & advisor feedback).
- Measure service and impact on student body (or appropriate constituency).

Committee on Student Organizations

Committee on Student Organizations
Shalala Student Center, Suite 210H
Monday-Friday: 9:00am to 6:00pm
COSO_chair@miami.edu
305-284-5980
www.facebook.com/um.coso
@UMCOSO

Committee on Student Organizations (COSO)

The Committee on Student Organizations (COSO) is dedicated to advocating for student organizations and their members. The students on this selective committee are responsible for approving new student organizations; registering existing student organizations on a yearly basis; providing, developing, and improving services and resources for student organizations; enforcing policies and procedures related to student organizations; coordinating Canefest and the Spring Involvement Fair; and coordinating the end of the year Student Organization Achievement and Recognition (SOAR) Awards Ceremony.

What is a Student Organization?

A student organization is defined as a group of currently enrolled University of Miami undergraduate students who unite to promote a common interest. Only currently enrolled undergraduate students may serve as officers or vote on organizational matters. The University of Miami recognizes the vital contributions that student organizations make to the quality of life on a university campus; however, recognition as a University of Miami student organization is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by the University of Miami.

If it is alleged that a registered student organization or its members have failed to comply with university policies or procedures, the university may conduct an investigation and render sanctions as it deems necessary. Failure to comply with university policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of recognition. A student organization that has been suspended loses all privileges and benefits granted to student organizations.

Types of Student Organizations

Student organizations are placed into one of the following categories based upon their members' interests and goals. This is done to foster communication between organizations that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable student organization for their needs. The categories available to select from are:

Academic/Honorary/Professional: A student organization with the stated objective of providing an opportunity for individuals to discuss and share information related to a specific academic discipline, topic, or interest. These student organizations provide opportunities to get to know other students in one's academic discipline as well as faculty members inside and outside of the classroom. Members will be exposed to opportunities for networking and leadership development.

Club Sports: Competitive sports clubs are generally characterized by their participation in a league or conference and their affiliation with a regional or national governing body. Non-competitive sports clubs also exist, which provide members with a chance to engage in a favorite athletic activity with peers. For more information regarding Sports Clubs, please visit Campus Recreation's website.

Communities: Social organizations are organizations with the purpose of uniting students with common interest for a social purpose.

Community Outreach and Social Change: A student organization registered under this category places special emphasis on benefitting the community through education and awareness of social issues, as well as stewardship, service learning, and/or active community service. In addition, these student organizations place emphasis on personal growth, leadership, and building lifelong friendships.

Fraternity & Sorority Life: Sororities and fraternities are formed with a commitment to leadership, diversity, community, and service. These organizations design and implement programs, events, and activities which support and enrich the goals of UM's educational mission. Social Sororities and Fraternities are not COSO groups.

Health & Wellness: Wellness organizations serve to connect students with similar interests embodying wellness. Many of these organizations assist with bettering the student body through programming, advocacy and opportunities for educating others around health issues.

Media & Publications: Publications & Media organizations work to produce media and publications for their fellow students at UM.

Multicultural and Identity-Based: A student organization that is culturally based seeks to fulfill UM's mission to promote all forms of diversity and understanding. As with all campus student organizations, cultural organizations do not limit membership to any cultural group, and welcome all to learn in a safe and encouraging multicultural environment. These clubs typically hold regular events displaying culture and serve as a point of information for others who seek to understand different cultures.

Programming Boards: Programming Boards are large student organizations that organize programming and entertainment for on-campus students. These include COSO, SAFAC and the Homecoming Executive Committee.

Religious & Spiritual: A registered faith-based organization serves as a haven for students who share similar worldviews and ideologies, or who are exploring new facets of faith and spirituality. Activities typical of faith-based student organizations include fellowship, spreading awareness of their worldview, and acting as a point of reference for students interested in learning more about their faith. Faith based organizations do not limit their membership to any particular faith or ideological belief and welcome all students.

Sub Categories include but are not limited to:

National Honor Societies: These UM student organizations maintain affiliation with a national honor society, and members of these organizations are registered on the basis of academic achievement and accepted by invitation only. Often these organizations have a focus on community service, in addition to academic achievement. An honorary student organization holds initiation and recognition ceremonies and may hold meetings throughout the year. Often there are dues associated with membership in these organizations.

Political: These student organizations promote political party ideologies and may exist as a community that discusses issues regarding local, state, and/or federal governments. Political student organizations may be nationally affiliated with their respective political party.

To view all active UM student organizations, visit clubs.miami.edu.

Benefits Granted to COSO Registered Student Organizations

Student organizations in "good standing" receive many benefits at the University of Miami. To be considered in "good standing," groups must:

- Register the student organization with COSO and meet all re-registration deadlines.
- Maintain a roster of currently enrolled University of Miami undergraduate student members and undergraduate officers in Engage.

- Complete required COSO forms.
- Attend the Student Organization Leadership Development Program (SOLD), an annual fall training that is mandatory for all COSO registered organization presidents.
- Use SAFAC funding in accordance with stated SAFAC policies and procedures and maintain a positive account balance.

Student organizations registered with COSO are permitted to:

- Promote themselves at COSO events such as Canefest, the Spring Involvement Fair, and Rumble on the Green;
- Apply for annual awards through the Student Organization Awards and Recognition program;
- Reserve meeting/event space in the Student Center Complex (Whitten University Center and Shalala Student Center) and use designated equipment (A/V, tables, etc.) at no charge;
- Access Engage and maintain an organization portal;
- Apply for office and/or storage space in the Student Center Complex through the Student Center Complex Advisory Council's application process;
- Request SAFAC funding in accordance with stated SAFAC policies and procedures;
- Utilize University accounts to manage organization finances;
- Advertise programs and events on the digital signage located throughout the Shalala Student Center Complex;
- Gain access to resources and workshops provided by COSO and the Student Activities and Student Organization (SASO) office; and
- Receive advertising discounts in The Miami Hurricane newspaper.

COSO committee members are responsible for:

- Approving new student organizations.
- Registering existing student organizations on an annual basis.
- Providing, developing, and improving services and resources for student organizations.
- Enforcing policies and procedures related to student organizations.
- Coordinating Canefest and the Spring Involvement Fair, and
- Coordinating the end of the year Student Organization Achievement and Recognition (SOAR) Awards Ceremony.

COSO is one of the three committees on campus that derive their authority directly from the Vice President for Student Affairs.

Organization Registration Process

COSO registers student organizations each academic year. Organizations are required to re-register each spring semester through https://miami.campuslabs.com/engage/ , providing an updated executive board member roster, a list of currently enrolled organization members, and the current organization advisor. Organizations that miss the deadline provided in the spring can re-register 1) over the summer to be active in Fall, 2) at the end of the Fall semester to be active in the Spring. Re-registration by the stated spring semester deadline is required to participate in Canefest.

Annual Re-Registration

Annual student organization registration occurs in Spring of each year. Organizations that would like to maintain active status for the next calendar year are REQUIRED to complete the annual registration process.

MAINTAINING ACTIVE STATUS

Per COSO's annual registration policy, to maintain active status each year requires all organizations to complete the following:

1. Submit the Organization Renewal online with required incoming officer and advisor contact information;

2. Student organization presidents must attend the SOLD President's Leadership Training taking place at the start of the Fall Semester.

3. Submit an updated constitution to reflect any changes that have been made in your organization or any that COSO requires during the re-registration period.

WHAT IF MY ORGANIZATION HASN'T HELD ELECTIONS?

If your organization has not held elections or the incoming leadership is unknown, the current president should complete the form to the best of their ability to ensure active status for the organization in the next academic year. However, to foster a smooth officer transition process we recommend hosting elections during this time frame. Elections can be done online through Engage or in person.

HOW LONG IS THE REVIEW PROCESS?

Hopefully quick! Make sure your primary contact is attentive to emails and information coming from COSO and/or Engage. The submitter and/or incoming officer will be notified via email of the status of their submission(s).

MISSED THE DEADLINE?

Organizations that did not re-register can re-register in the spring of 2019, nor the fall of 2019's re-registration period, will lose access to the following resources:

- Canefest participation
- Space reservations (all pending or existing reservations will be cancelled)
- Access to utilize any allocated funding (funding will be frozen)

Creating a New Organization

Students interested in creating a new student organization are required to complete the New Student Organization Interest Packet located on Engage. Non-seniors (i.e. students graduating within the academic semester) who have completed at least one semester at UM are eligible to complete the new organization registration process. New organizations must not duplicate the guiding principles/purpose of an existing organization and must have at least 25 undergraduate students interested in being members.

The packets will ask the student to list the prospective president, treasurer, third executive board member and advisor. In addition, a roster of 25 prospective undergraduate members with full names must be provided, as well as a sample calendar of events and a drafted constitution using the COSO Constitution, and the proposed advisor must sign the advisor agreement. The application will be reviewed by the COSO Committee. Upon approval, the COSO Secretary will contact the leadership of the organization to select a date in which the organization would like to "pitch" before the full committee.

If the pitch is approved, a COSO delegate is assigned to the organization and assists the group in finalizing a constitution, which is then approved by the full COSO committee. Following final approval, executive board members and the advisor(s) of the new organization are required to attend New Student Organization Orientation sessions. The president must meet with COSO to complete orientation, the Treasurer must meet with a SAFAC liaison, and the advisor must meet with a member of the Student Activities & Student Organizations team. A student organization is COSO registered when they receive an approval letter at the completion of the new student organization process.

At least 75% of the members of a COSO-registered organization must be undergraduate students. Graduate students are not eligible to hold leadership positions in COSO-registered organizations. Faculty & staff may participate in club activities at the discretion of the executive board and advisor, but may not be voting members, hold officer roles, or benefit directly from the expenditure of club funds. Alumni are not permitted to be members or participate in any COSO-recognized organizations.

Violations of these policies may jeopardize the organization's standing with COSO and could prevent the group from receiving funding from SAFAC.

Canefest & Spring Involvement Fair

The Committee on Student Organizations sponsors an involvement fair at the beginning of both the fall and spring semesters. The involvement fairs are a great opportunity to recruit new members, and all student organizations are encouraged to sign up for a table at which they can promote their programs. Information on Canefest registration is sent to organization presidents in the middle of summer, and space is limited. Information about Spring Involvement Fair is sent to organization presidents towards the end of the fall semester. For more information on the involvement fairs, please contact the COSO Chair at COSO_chair@miami.edu.

Rumble on the Green

Rumble on the Green is an Olympic style competition among COSO-registered student organizations. Rumble on the Green is a great opportunity for organizations to bond as a group and to compete against other COSO organizations. For more information, please contact the COSO Chair at COSO_chair@miami.edu.

Student Organization Achievement & Recognition Awards

The Student Organization Achievement & Recognition Awards (SOAR) provides an opportunity for student organizations to present their achievements to the rest of the university community and be recognized for their accomplishments. Awards include "Student Leader of the Year" and "Organization of the Year," among many others. SOAR serves as a showcase of the talent and ingenuity among University of Miami student leaders. Nomination forms are released every spring semester on COSO's Engage Portal.

Constitutional Review

All COSO registered student organizations must participate in the constitutional review process every year. As part of the process, student organizations are required to update their constitution to reflect the most current guidelines. This will occur during the mandatory, annual re-registration period.

Graduate Student Organizations

The Graduate Student Association (GSA) represents graduate students of the University of Miami, in order to provide a means for responsible and effective graduate student participation in the planning and conduct of university affairs. The GSA acknowledges the diversity of human experience and seeks to further knowledge within our disciplines by eliminating biases and prejudices. The Graduate Student Association adopts as continuing policy that no individual shall be discriminated against on the basis of race, religion, age, disability, national and/or ethnic origin, marital status, gender, or sexual orientation.

The GSA serves as a liaison between graduate students, faculty, and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. The University of Miami Graduate Student Association is an active member of the National Association of Graduate-Professional Students.

Graduate student organizations are required to have graduate students as officers, but are allowed to have undergraduate members. For more information on the Graduate Student Association or Graduate Student Organizations, please contact the Graduate Student Association at gsa@miami.edu.

Student Activity Fee Allocation Committee (SAFAC)

Student Activity Fee Allocation Committee
Shalala Student Center, Suite 210H
Monday-Friday: 10:00am to 5:00pm
safac@miami.edu
305-284-6453
www.facebook.com/UMSAFAC
UMSAFAC

The Student Activity Fee Allocation Committee (SAFAC) is the organization responsible for determining the distribution of the portion of the Student Activity Fee designated to COSO-registered student organizations. Funds from the student activity fee are provided to student organizations to help subsidize their operating and programming costs. The student committee has been assigned as liaisons to guide club leaders through the funding process. SAFAC liaisons have thorough knowledge of the funding process and guidelines and will meet with club leaders to answer any questions that they may have. A liaison's signature is required before a budget request form can be submitted. Club leaders can find their organization's liaison at www.miami.edu/safac.

SAFAC Funding

Registered student organizations are eligible to apply for funding from the Student Activities Fee Allocation Committee. There are three types of SAFAC funding requests - Early Budget Requests, Regular Budget Requests and Travel Budget Requests.

Early Budget Requests are for events and programs taking place during the fall semester. Early budgets must be submitted in the spring semester of the previous academic year. SAFAC reviews all Early Budget submissions during their annual "Budget Weekend" retreat. Each registered student organization is permitted to submit one Early Budget Request each year after their treasurer completes the Treasurer Training (please see the "Treasurer Training" section below for more information).

Regular Budget Requests are for events and programs taking place at any time during the year. Regular budgets may be submitted beginning the first day of the fall semester through a deadline in March established by SAFAC. Each registered student organization is permitted to submit two Regular Budget Requests each year.

Travel Budget Requests are for any events requiring travel or transportation costs during the year. Travel Budgets may be submitted beginning the first day of the fall semester and are reviewed on a weekly rolling basis by SAFAC. Each student organization is permitted to submit ten Travel Budget Requests each year, up to their events limit.

Supporting documentation is required for all items listed on a budget request, except for items funded at guidelines. For example, if funding is being requested for uniforms, a written quote for the specific uniforms being purchased must be attached to the budget request.

Funding that is received from SAFAC must be used for exactly the purpose for which it was requested. For example, if a group requests $150 per flight for four flights to a conference, they cannot decide to use those funds for food for a meeting instead. In addition, that group can only spend a maximum of $150 per flight and may only purchase a maximum of four flights as approved by SAFAC.

Items on each budget form should be listed in priority order, and the priorities of the group should be communicated with the SAFAC liaison during the initial review meeting. SAFAC will review and fund items in order from top to bottom on the budget request forms until caps are reached.

Please note that SAFAC funding cannot be used to reimburse graduate students or cover their costs. Graduate students can apply for funding through the Graduate Activity Fee Allocation Committee (GAFAC). More information can be found at https://gafac.miami.edu/.

Treasurer Training

All SAFAC treasurers are required to complete an online treasurer training module. The treasurer training covers key aspects of guidelines, precedents, and budget information. The training must be completed by the organization's treasurer BEFORE the group may complete a budget. The training can be found on SAFAC's Engage page, and may be completed at any time. It should take approximately 20-30 minutes. A list of SAFAC guidelines are available at www.miami.edu/SAFAC. Regular budgets may be turned in beginning the first day of classes, as long as the online training module has been completed by the treasurer of record. If you have any questions feel free to contact safac@miami.edu.

Recommended Funding Cycle

Type of Budget	Time Submitted	Program Timeline
Early Budget Request	February - March	For programs and travel taking place August – December
Regular Budget Request #1	August - November	For additional fall programs taking place January – May.
Regular Budget Request #2	January - March	For additional spring programs.
Travel Budget Requests #1-10	August - March	For additional fall and spring travel.

Capital Items

When reviewing an Early or Regular Budget Request, SAFAC may identify certain items as Capital. Capital items are those that are intended to last for more than three years. Once approved, an organization may not request the same capital item for a three year period. Please note that these items must be stored at a University of Miami facility, excluding a person space, such as dorms.

Budget Submissions

- The organization's treasurer should work with the rest of the executive board and advisor to complete the budget request form, which can be found at www.miami.edu/SAFAC under the Resource tab.
- Once all of the desired items are listed, the treasurer must FIRST meet with their SAFAC liaison.
- After reviewing the budget and correcting any mistakes, the SAFAC liaison will sign off. The SAFAC liaison's signature must be the first signature on the form. **The liaison's signature does not imply approval of the request – it is simply a confirmation that they have reviewed the budget with the treasurer**.
- After obtaining the SAFAC liaison's signature, the treasurer must have the form signed by the president and advisor.
- The fully signed budget request – along with supporting documentation – must be turned into the Department of Student Activities & Student Organizations to saso@miami.edu
- Upon turning in the paperwork, the treasurer will schedule a budget review session and be provided additional information by the SASO office assistant. Budget review sessions take place each Wednesday from 2:30-5:00pm.

Guidelines

Guidelines are set amounts for certain items that are applied equally to all student organizations. A full listing of current funding guidelines can be found at www.miami.edu/SAFAC. Items that are funded according to guidelines include travel (hotel, airfare), conference registration fees, t-shirts, decorations, and performer fees. SAFAC reserves the right to make exceptions to guidelines when necessary and to deny funding.

Funding Decisions

SAFAC will review all budget submissions and make decisions based on guidelines. Once budgets are approved by the Vice President for Student Affairs, they are posted to the Engage database under the group's portal. This typically occurs one week following the group's presentation to SAFAC. Funds are deposited into the organization's account 7-10 days after the presentation to SAFAC.

SAFAC Appeals

In order to qualify for an appeal, the student organization must first submit an appeal form on Engage. If the appeal is denied, then the student may first meet with a SAFAC representative to discuss the reasons leading to their desire to formally appeal. If SAFAC and the student organization can come to an agreement, then the student organization may not file a formal appeal. However, if the student organization still feels that no agreement has been reached, or does not satisfy their needs, then they may file a formal appeal under one of these conditions:

I. The allocation is in violation of the current year's guidelines or precedents in voting (The current precedent is outlined by the guidelines that SAFAC sets from year to year, which are posted on their website; violation of precedents does not mean "last year SAFAC funded this, but this year they are not")
II. The allocation is shown to be an egregious oversight on SAFAC's behalf (Result of miscommunication, processing error, or technical mistake)

Appeals must be submitted no later than Friday 8AM in the same week that funding decisions are published.

Treasurers who wish to appeal must first meet with the SAFAC Chair to review the decision. Oftentimes, the issue is a result of a miscommunication or misunderstanding and can be resolved during this meeting. If the issue cannot be resolved, the treasurer must fill out and submit a completed appeal form to the Department of Student Activities & Student Organizations (SC 206). The appeal is heard first by the Student Government Policy & Finance Committee (P&F). If P&F agrees with the organization, the appeal is sent to the full Senate for review. If the full senate agrees with the organization, letters explaining both sides are sent to the Vice President for Student Affairs, who makes the final decision.

The timeline for the three-week appeals process is as follows:

Week 1

Wednesday – SAFAC meets at 2:30pm to hear requests.

Week 2

Tuesday – Organizations are notified of their allocation by SAFAC.

Wednesday - Friday at 12pm – The student organization must meet with a SAFAC representative during this time period to discuss their reason for appealing. If SAFAC and the student organization can come to an agreement, the organization may not file an appeal. If the organization still chooses to file an appeal, the organization has until 8AM on Friday of Week 2 to make their appeal via official form to the Department of Student Activities (SC 206).

Wednesday – Friday – The Policy and Finance Committee will contact the student organization to inform them of the details regarding their meeting with the committee.

Week 3

Monday – The student organization meets with the Policy and Finance Committee.

Wednesday – If approved by the Policy and Finance Committee, the student organization will present their appeal to the full Senate body. Thursday - Both recommendations (SAFAC and SG) will go to the Vice President of Student Affairs to make the allocation decision.

Graduate Activity Fee Allocation Committee (GAFAC)

The Graduate Activity Fee Allocation Committee (GAFAC) oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the academic year. The committee is made up of peers, consisting of one graduate student representative (and one alternate) from each of the schools and colleges at the University of Miami, with the exception of the Law, Medical, and Rosenstiel Schools. Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for Law, Medical, and Rosenstiel School students). Part-time students (taking less than 9 credit hours per semester) or Doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the Fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted BEFORE the event for which the money is being requested. For more information, on graduate funding, visit https://gafac.miami.edu/ .

Policies and Procedures

Disciplinary Procedures for Student Organizations

All student organizations are under the disciplinary jurisdiction of the Dean of Students Office. All student organizations and groups are subject to the rules and policies of the University of Miami, including but not limited to the Student Rights and Responsibilities Handbook and the Student Organization Handbook. The Dean of Students Office shall conduct a thorough investigation to determine whether a case involving any student organization will result in charges of violation(s) of the Code of Conduct and whether those charges will be seen as major offenses, University offenses or those stemming from incidents involving Sexual Misconduct or Gender Discrimination.

Any organization determined to be responsible for violating the Code of Conduct will be sanctioned in accordance with the violation. Student organizations may appeal any disciplinary sanction imposed upon them. Additional information on student organization disciplinary and appeal procedures can be found within the University of Miami Student Rights and Responsibilities Handbook (http://www.miami.edu/srr).

Public Health Policy

The University's top priorities are the health and safety of our community and academic continuity. As a student organization leader, it is important that the organization familiarize themselves with all information outlined in University-wide guidelines for all meetings, programs, and events on campus apply to undergraduate student organizations. Please refer to miami.edu/saso for details and updates

From the Student Rights and Responsibilities Handbook: For the health and safety of our students and all University community members, the University establishes specific protocols and requirements of students during public health emergencies. Students may be required to provide proof of certain vaccinations, submit to regular testing related to the health emergency, maintain physical distance, observe curfews, and wear personal protection equipment such as masks. Students may also be required to self- isolate or quarantine on or off campus as determined by Student Health Services or Housing and Residential Life. Students who do not follow the established protocols and requirements related to public health emergencies are subject to disciplinary action and may be removed from the campus community if necessary.

Student Organization Travel

All domestic travel by COSO-recognized student organizations is required to be registered with the Department of Student Activities & Student Organizations prior to departure. Domestic travel is defined as any conference, performance, competition, service project, retreat or other social or professional activity that takes place outside of Miami-Dade or Broward Counties, and is supported financially by SAFAC, a university department, or other club funds.

This policy does not apply to travel by organizations that are members of the Federation of Club Sports. These groups, however, are required to comply with all travel policies and procedures established by the Federation of Club Sports and the Department of Wellness & Recreation.

All travel must relate to the purpose and guiding principles of the organization and must comply with the policies of the University of Miami as stated in the Student Organization Handbook and Rights and Responsibilities. Travel should be scheduled so that it does not create an unnecessary interference with a student's academic responsibilities. Student-organization travel does not constitute an "excused absence" from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.

For more information on policies related to international travel, please contact the Department of Student Activities & Student Organizations.

Trip Approval Requirements

An individual student or recognized student organization must complete and submit the Student Travel Form to the Department of Student Activities & Student Organizations no later than **seven (7) business days** before the start of the scheduled trip. The form can be found on Engage under "Student Activities," and then "Forms." Failure to register a trip by completing the form will result in any previously approved funding being rescinded.

Once the trip is approved by the Department of Student Activities & Student Organizations, each traveler is required to complete the Travel Waiver in Engage. The waiver can be found under "Student Activities," and then "Forms."

Travel Portal

Student organizations coordinating domestic or international travel that is supported financially by SAFAC, a university department, or other club funds must book flights through the University of Miami travel portal. Hotels should be booked through the portal as well, unless a less expensive option exists, such as a negotiated conference rate. Discounted car rentals are also available to students for organization and personal use. The portal comprises of a suite of tools and services that together aim to: ensure the safety of faculty, staff, and students while they travel; deliver exceptional travel-related services; streamline the expense reporting process; and reduce travel costs. Travel portal trainings and tip sheets are available on the Travel Management website. Any questions regarding the travel portal can be directed to Travel Management at travel@miami.edu.

Trip Leader

One student who is traveling with the group should be designated the "trip leader." The trip leader is the main university contact and is responsible for ensuring that the group follows all established policies and procedures. The trip leader should work closely with the organization's advisor and the Department of Student Activities & Student Organizations in the planning of the trip. In addition, the trip leader is responsible for notifying the appropriate university administrators in the event of an emergency (see "Emergency Procedures").

Chaperone

A full-time university staff or faculty member (preferably the organization's advisor) is required to accompany the trip if more than 30 students will be traveling. If an advisor is not available to travel with the student organization, they are able to assign another full-time University of Miami faculty or staff member to chaperone the trip. The chaperone will be responsible for ensuring the safety of the students on the trip as well as being the point of contact between the student organization and the university. A chaperone may be required to accompany a trip of fewer than 30 students if mandated by the Department of Risk Management or the Department of Student Activities & Student Organizations.

Driving Guidelines

All students who operate vehicles during travel are required to have a valid U.S. driver's license for the vehicle being driven with appropriate classifications, restrictions, and/or endorsements. Vehicle passengers must wear seatbelts at all times, and the total number of passengers in a vehicle may not exceed the number of seat belts available. Trips requiring more than ten (10) hours of driving time round trip are required to include overnight lodging in the destination city. All vehicles should have a responsible person in the front passenger seat to assist with navigation. This "navigator" is expected to remain awake at all times. For trips more than 350 miles each way, two valid drivers are required per vehicle, and the drivers must rotate every three hours. Driving is not permitted between the hours of midnight and 6am without the permission of the Department of Student Activities & Student Organizations.

Students renting vehicles that are being paid for with university/SAFAC funds are required to complete and submit a Motor Vehicle Report (MVR) Request Form (https://business-services.miami.edu/departments/risk-management/forms/mvr_request_form.pdf) Drivers must be currently enrolled students with no-at-fault accidents listed on their MVR within the last three years. Drivers under the age of 21 may not have any moving violations on their record. Drivers over the age of 21 may not have more than three (3) points on their driving record at the time of screening and throughout the eligibility period. Student drivers are also required to complete a University of Miami driver safety course. Courses can be scheduled by calling Risk Management at 305-284-3163.

Emergency Procedures

In the event of a motor-vehicle accident, the trip leader should:

- Stop immediately and notify the proper law enforcement agency and/or emergency medical services (911). A formal police report is necessary. Inquire with the responding law enforcement officials about how you can obtain the police report number.
- Obtain the following information from the driver(s) of other vehicles involved in the accident:
    - Name and contact information
    - Driver's license number
    - Make, model, year, color and license plate number of vehicle
- Record the names, addresses, and contact information of any witnesses.
- Call the University of Miami Police Department at 305-284-6666 and notify them of the accident.
- Notify the organization's advisor (if not traveling with the group) as soon as possible.
- If the accident occurs in a rented vehicle, Risk Management must be contacted immediately (305-284-3163). If the accident occurs outside of regular business hours, leave a message with the details of the accident and a number at which the driver can be reached. The accident must be reported regardless of who is at fault.

In the event of any other incident (medical emergency, student arrest, missing person, etc.), the trip leader should:

- Notify the proper law enforcement agency and/or emergency medical services (911) if necessary.
- Call the University of Miami Police Department (305-284-6666) and notify the dispatcher of the incident. Please be prepared to give the dispatcher the student's name and a brief description of the incident. The dispatcher will notify the appropriate university administrators.
- Notify the organization's advisor (if not traveling with the group) as soon as possible.

Travel Participant Behavior

While traveling, participants are bound by university policies as stated in the University of Miami Student Rights and Responsibilities, as well as applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to university review and disciplinary action pursuant to the Dean of Students Office.

International Travel

Students traveling outside of the United States and U.S. territories are required to complete additional steps. If the travel is to a country on the U.S. Department of State's Travel Warning List (http://travel.state.gov/content/passports/english/alertswarnings.html), the group is required to complete the International Travel Authorization Form (https://business-services.miami.edu/_assets/pdf/Intern-Travel-Auth-Form-12-21-17.pdf). The form should be submitted to the Department of Risk Management.

All international trips must be registered through International SOS, the university's insurance and security partner. The trip can be registered by visiting https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS786599&AspxAutoDetectCookieSupport=1 Once registered, the group will receive a copy of the UM Travel Assistance Card, which contains important information that can be used in the event of an emergency.

For further information on international travel policies and procedures please refer to the Students Rights and Responsibilities Handbook (www.miami.edu/srr).

Food Trucks

Student organizations must receive approval from the Department of Student Activities & Student Organizations to host food trucks on campus.

Approval is contingent on numerous factors including event time, event goals, expected attendance, and other events taking place at the university.

In addition, the department will consider the following:

- The food trucks add to the cultural significance of the event, by providing cuisine that is germane to the culture being represented.
- Student organizations place a request one month prior to the event by emailing Brynne Wyatt, Assistant Director of Student Activities at b.wyatt@miami.edu.
- The food trucks are vendorized with the institution and have an up-to-date certificate of insurance on file.
- The event takes place after 4:00pm.

All requests will be reviewed by the Department of Student Activities & Student Organizations. For additional information, please contact Brynne Wyatt, Assistant Director of Student Activities at b.wyatt@miami.edu.

Blood Drives

Several departments and student organizations sponsor blood drives on campus throughout the academic year. The Department of Student Activities & Student Organizations manages the blood drive approval process. For more information on hosting a blood drive on campus, stop by the Department of Student Activities & Student Organizations (SC 206).

Noise and Amplified Sound

Events with amplified sound that are scheduled for weekends or for weekday evenings must be approved through SC reservations. Outdoor events are limited to 90db continuous and 95db peak levels, and indoor events are limited to 80db continuous and 85db peak. University staff may reduce levels further under certain circumstances (for example, classes in the area, other events nearby, etc.).

The City of Coral Gables has a strict sound ordinance that requires all amplified sound to cease by 11pm Sundays - Thursdays, and midnight on Fridays and Saturdays. No outdoor amplified sound is permitted after the curfew.

Music or video at breezeway tables, patio display booths, or at lower lounge displays shall be kept to a "background" level. In the event of conflict between competing sound sources, the Student Center Complex staff may require that one or more groups turn off their sound.

Sound levels for large concerts and events are limited to 98db continuous and 103db peak, as measured 60 feet from the stage.

Content presented at events must be appropriate for an audience consisting of every part of the university community. Accordingly, the Student Center Complex administration may restrict certain selections as inappropriate for performing to a general audience of passersby or casual visitors. Student organizations are encouraged to reserve the Rathskeller or other enclosed private spaces for more controversial material.

The university will follow for the purpose of this policy the wording of the guidelines used by the Federal Communications Commission, which state in part: “Indecency is defined as language or material that, in context, describes or depicts, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory references.” The FCC Guidelines pertaining to indecency and obscenity may be found at. https://www.fcc.gov/general/obscenity-indecency-and-profanity .

Outside Speaker Policy

The University of Miami is committed to providing a forum for free and open expression of divergent points of view by Campus speakers. Use of University facilities by outside speakers is not an endorsement by the University of any speakers' views. In keeping with University policy, all undergraduate, law, graduate and medical school student organizations must observe all policies and registration requirements related to hosting an outside speaker. While the University is committed to providing a forum for freedom to express divergent points of view by campus speakers, in those circumstances where the University believes the event may cause a disruption or cause danger or violence, the University may deny or withdraw an invitation to speak.

Campaign Policy

Solicitation on the University of Miami campus is permitted only with appropriate approval from the University. These policies have been established by the Division of Student Affairs and the Office of Government and Community Relations to communicate proper procedures to student organizations and local and national campaigns.

Officially registered student organizations (undergraduate, graduate, and law) may table on behalf of one or more candidates. The activity must be overseen by UM students at all times, and groups must remain within their assigned spaces. Solicitation at unauthorized locations around campus - including in residence halls, classroom buildings, and other public areas - is prohibited. The decision to support one or more candidates lies entirely with the student organizations. Student groups are not obligated to provide equal access to all candidates if they do not wish to do so.

Campaign staff that wish to reserve tables without the support of a registered student organization may do so, but will be required to pay reservation fees as outlined at www.miami.edu/scc.

Any group that wishes to bring a candidate, other elected official (current or former), or candidate's "surrogate" to campus must notify the Department of Student Activities (SC 206). The University of Miami Police Department reserves the right to require security be present to ensure the safety of students and visitors. The student group (or campaign) will be responsible for covering any security-related costs that may be incurred. Reservation fees for speaking events will be determined by the intended audience (students vs. non-students), media presence, and other factors.

Voter registration of University of Miami students may only be conducted by COSO-registered political organizations and the "Get Out the Vote" initiative coordinated by the Office of the Vice President for Student Affairs. Groups registering students to vote must follow specific guidelines related to the distribution and collection of voter registration forms. Groups must meet with a representative from the Office of the Vice President for Student Affairs to review and accept these policies prior to beginning any voter registration efforts. For more information on Get Out the Vote initiatives, please email vote@miami.edu.

Alcoholic Beverage Policy

The University of Miami, in accordance with the laws of the State of Florida, has adopted policies that permit the consumption of alcohol beverages by persons of legal age. This policy also provides for the limited use of alcoholic beverages at social events sponsored by the university. The use or possession of alcoholic beverages is permitted only in those campus facilities specified by the university's Board of Trustees and in accordance with the terms stated in the Alcohol Beverage Policy. For more information please refer to page 37 of the Student Rights and Responsibilities Handbook (www.miami.edu/srr).

Hazing Policy

Please refer to page 45 of the Students Rights and Responsibilities Handbook (www.miami.edu/srr).

Solicitation

Please refer to page 53 of the Student Rights and Responsibilities Handbook (www.miami.edu/srr).

Gambling

Please refer to page 30 of the Student Rights and Responsibilities Handbook (www.miami.edu/srr).

Chalking

Chalking or other types of painting or tagging are not permitted on the University of Miami campus, regardless of the surface or material used.

Title IX

The University of Miami has a zero tolerance policy for gender and/or sexual misconduct. Student organizations are expected to follow the same policies as individual students. These policies are outlined in the *Student Rights and Responsibilities Handbook*, which can be found online at www.miami.edu/SRR. More information about University resources related specifically to sexual misconduct can be found at www.miami.edu/ItsOnUs, and any questions can be directed to the Dean of Students Office at DOSO@Miami.edu or 305-284-5353.

University Trademarks / Logos

The use of the University of Miami marks, logos and/or seal must conform to the Division of Communications' Visual Identity Program. The university's seal is restricted to official, formal, or commemorative use. Details of the Visual Identity Program are available at https://webcomm.miami.edu/resources/identity/index.html.

The use of University of Miami marks, logos, or trademarks must be approved by Auxiliary Services. For information on the approval process, visit the Department of Student Activities & Student Organizations (SC 206).

The use of the SCC logo must be approved by SCC communications, SC, Suite 209C. The SCC logo may be used on all materials where an event or meeting is occurring in at least one of the SCC locations.

Use of the University of Miami Athletic logos are managed by the Division of Athletics. All use of Athletic logos must be approved by Athletics. For approval please contact Leo Ramos, Athletics Graphic Designer, at 305-284-3238.

Copyright Guidelines

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a film carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies regardless of whether admission is charged. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of "public performance" is central to copyright. The circumstances that constitute public performance are clearly defined in the law: "A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered." Proper licenses are required for all public performances.

Under the "Education Exemption," copyrighted movies may be exhibited at a university without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.
- For assistance obtaining a license to show a film, please contact the Department of Student Activities & Student Organizations (SC 206).

Advisors

At the University of Miami, all organizations are required to have a full-time faculty or staff member as an advisor. Graduate students are not eligible to become sole advisors to an organization, and the advisor cannot be on leave of absence or sabbatical from the university. Student organizations are permitted to have up to two advisors for each organization. No advisor may advise more than five organizations unless specifically required by their job description. Advisors are to serve primarily as resources and consultants to the student organization, providing them the room they need to succeed and also to fail. Of course, there are always appropriate times for advisors to assert themselves while working with student leaders on issues crucial to the university (budget, contracts, hosting outside speakers, officer elections, liability issues, travel, priority programs, etc.). The resulting benefits to the students are improved skills in accomplishing goals and working with others. The challenge for advisors is to balance the role of teacher/administrator and consultant. The role of the advisor is one that should be negotiated and understood by all parties involved.

By sharing both knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered.

The relationship between an advisor and the student organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the student organization.

The advisor…

- Should work with student organizations but not dictate the group's programs or activities.
- Should be honest in offering suggestions, considerations or ideas, and discussing possible consequences.
- Provides a source of continuity within the organization and is familiar with the organization's history.
- Is familiar with university policies and procedures and helps the organization comply with them.
- Should be aware of the general and specific financial condition of the organization, and encourage thorough record keeping.
- Helps train new officers and helps students develop their leadership skills.
- Should be prepared to deal with major problems or emergencies within the organization.
- Monitors group functioning and encourages members to fully participate and maintain balanced academic activities and co-curricular commitments.

The Department of Student Activities & Student Organizations appreciates the time and thoughtfulness each advisor contributes to their organization(s), and is here to support advisors should any questions arise.

Advisors are recognized throughout the year for their work and dedication, and an award for Advisor of the Year is presented at the annual SOAR Banquet. For more information on resources for student organization advisors (I.e. workshops, programs, etc.) please visit the Department of Student Activities and Student Organizations website.

Advisor Responsibilities

The Department of Student Activities & Student Organizations asks that all advisors complete the following each year in order to help keep the organization in good standing.

I. Maintain the Organization's Budget

   Advisors should have access to the university-maintained financial records of their respective organizations. These records should be periodically reviewed with the Treasurer, and potential problems should be identified as soon as possible. Advisors access the organization's budget through Workday and Engage. Students are not permitted access to the Workday System.

II. Complete the Re-Registration Process

Advisors should include their contact information as part of the organization's re-registration process each spring, and should meet with the student leaders completing the forms to ensure accuracy and thoroughness. Advisors wishing to terminate their role with a particular organization should contact the Department of Student Activities & Student Organizations for assistance.

III. Facilitate Organization Elections

Advisors are required to attend organization elections as either a moderator or witness to the proceedings, and should help ensure that the group is following their established procedures outlined in the organization's constitution. The presence of an advisor helps to resolve issues as they arise, and helps to reduce the number of contested elections.

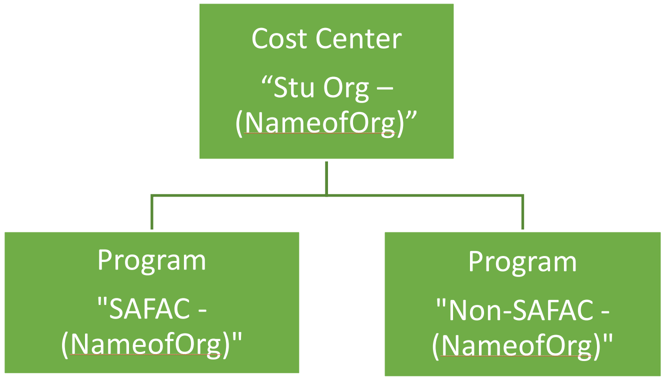
Other helpful advisor roles to keep in mind:

- To discuss organizational goals and objectives.
- To discuss internal organizational challenges (communication, delegation of responsibilities, etc.) and to assist the officers with their resolution.
- To be familiar with the organizations' local, state, or national structure and services, if applicable.
- To articulate policies and procedures of the university and assist the organization in understanding these policies.
- To provide constructive criticism when it is deemed necessary; likewise, positive organizational accomplishments should be appropriately acknowledged.
- To be aware of the fact that at times they will be called upon to serve as a personal confidant in organization-related matters. (This is a particularly sensitive role. The advisor will want to provide assistance to the person seeking advice without compromising their relationship with the group by showing favoritism to one or a small group of individuals.)
- To be available to meet with officers and/or members when they request in a timely manner.
- To understand that the association between advisors and the respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor should talk to the Department of Student Activities & Student Organizations regarding options.

Finances

Types of Accounts

In the Workday Finance environment, each student organization is its own Cost Center. Within the cost center is two programs – one for SAFAC Funds and one for Non-SAFAC Funds:



The SAFAC program should contain ONLY funds allocated by SAFAC. Unused funds from the SAFAC Program are returned to SAFAC at the end of the school year. The Non-SAFAC program should contain all other club funds, including money from dues, fundraisers, sponsorships, and donations. Unused funds from the Non-SAFAC program remain with the group.

Methods of Payment for Outside Vendors

There are a number of different ways for a student organization to provide payment for goods or services. It is the responsibility of the advisor to identify the appropriate payment method before a purchase is made. Any questions regarding payment methods can be directed to Purchasing at purchasinghelpdesk@miami.ed (305)284-5751. Additional resources can be found on https://purchasing.miami.edu/

Accounts Payable's payment matrix can be found at:https://controller.miami.edu/_assets/pdf/documents/pymt_matrix_by_pymt_type.pdf

Student Reimbursements

How are student reimbursements processed in Workday?

Students seeking reimbursements for student organization expenses will be required to fill out an online reimbursement form (www.miami.edu/expenseform). In order to complete the form, the payee will need to know the proper Workday Program ID Number. This number can be obtained from the organization's advisor or Engage profile. Once the form is submitted by the payee, a Workday process (Ad Hoc Payment Request) will be automatically generated to route the request through the necessary approvals. Please note that this form is for students and non-employees only – University of Miami employees (who are not students) are required to complete an Expense Report in Workday to be reimbursed.

What documentation is required to be submitted?

Appropriate documentation must be submitted for each item included in a reimbursement request. The student being reimbursed will upload the documentation directly into the reimbursement form.

Documentation typically consists of an itemized receipt showing that the expenses were paid for by the payee as well as the payment method. Quotes or proposals that do not show that payment has been processed are not acceptable. In addition, printouts of bank or credit card statements are not acceptable.

If the reimbursement is travel related, a copy of the conference/event schedule must be included. If the reimbursement is for an on campus event or for other supplies, a copy of an event flyer or meeting agenda must be included (More details can be found at miami.edu/safac).

How do I split my reimbursement between two Program IDs since the form only allows you to list one?

In order to be reimbursed from two separate accounts you have to submit two reimbursements. The reimbursements will look identical with the exception of the Program ID and dollar amount. This happens when an item you purchased was only partially funded by SAFAC, so any remaining balance needs to be charged to a different account (usually your organization's non-SAFAC account). Please speak to your organization for approval to use non-SAFAC funds.

Sebastian paid for all of the hotel rooms up front and I paid him back for my portion. Can I submit a reimbursement even though his name is on the receipts?

You may submit a reimbursement for your portion if there is a letter or email attached from Sebastian stating that he authorizes you to be reimbursed on his behalf. This is required by Accounts Payable since their payment information and name is on the receipts.

Who will be required to approve the Workday process?

Once the Ad Hoc Payment Request is generated in Workday, the Program Manager/Cost Center Manager (usually the student organization advisor), the Department of Student Activities and Student Organizations, and Accounts Payable will be required to approve the reimbursement. Various factors may impact the approval flow, including the amount of the reimbursement or the nature of the items being reimbursed.

How will the payee receive their funds?

Once the Ad Hoc Payment Request is fully approved, a check will be mailed to the address provided by the student when they completed the reimbursement form. It is very important that payees provide accurate addresses (including apartment numbers) to ensure that they receive payment. Only U.S. addresses are allowed on the form. If a payee needs to send a check to an international address, they will need to contact Accounts Payable for specific instructions. Please note that there may be a delay in processing reimbursements towards the end of the school year, so to ensure the payee receives their check once the semester ends, we advise that they list their home address instead of the University of Miami dorm.

How do I check on the status of my reimbursement?

Students can contact their advisor, SASO, or Check Disbursements for an update on their reimbursement. These are the three people who review the reimbursement in Workday before a check is sent.

Do students always have to pay for items on their own and get reimbursed?

No. With proper planning, students should never have to use their own money for certain types of items. Airfare, conference/competition registration, and hotels can be paid for directly by the University of Miami upon approval by the organization's advisor. Items purchased online (through Amazon.com or other websites) can also be paid for directly. Promotional materials (such as t-shirts) should be paid for with a university Purchasing Card or through a Purchase Order.

What types of items cannot be requested as a reimbursement?

Students are not permitted to be reimbursed for payments made directly to performers (including DJ's), speakers, caterers, or any other vendors that require a purchase order or performance agreement.

Can this form be used for all payments to students?

No. The reimbursement form is for out-of-pocket expenses incurred by the student in direct support and benefit of a faculty (research) project or for activities of a University of Miami-recognized student club or organization. Payment for work as an employee must be paid through payroll in Workday. All other payments such as awards, stipends, and prizes, have the potential to affect the student's financial aid and must be processed through the Office of Student Financial Assistance and Employment (OSFAE). This ensures that the University captures payments made to students correctly, provides accurate tax information to its students, and reports to regulators appropriately.

Can graduate students submit reimbursement from SAFAC or have their costs reimbursed by an organization's SAFAC account?

No. SAFAC does not reimburse graduate students or cover their costs. Graduate students can apply for funding through the Graduate Activity Fee Allocation Committee (GAFAC). More information can be found at https://gafac.miami.edu/.

Purchase Requisitions/Purchase Orders (POs)

Purchase requisitions/purchase orders are used to generate payment for companies that are approved University of Miami vendors. Purchase requisitions are completed by organization advisors through the Workday system. Once a requisition is fully approved, a purchase order is generated and sent to the company as a "promise to pay," and the funds are set aside. Purchase orders are paid out AFTER services are rendered or goods are received and the final invoice is received by the university's Accounts Payable department.

Purchase requisitions must be generated BEFORE services are rendered. A purchase order is an agreement between the university and a vendor stating that once merchandise is received or services are rendered, the university will issue payment. If the final invoice for the completed service exceeds the amount of the purchase order, the original purchase order must be increased before payment can be generated.

To process payment through a purchase requisition/purchase order:

I. Obtain an estimate in writing from the vendor. An "Invoice" or "Bill" is not acceptable. The document should say "Estimate" or "Proposal."
II. Using the estimate, the organization's advisor creates a new purchase requisition in the Workday system.
III. The organization's advisor must also approve the purchase requisition once it has been submitted.
IV. Once approved (typically within 48 hours), a purchase order is generated. The advisor can view the PO number in Workday and is emailed when it's created.
V. The student or advisor shares the PO number with the vendor as confirmation of payment. A copy of the purchase order can also be obtained by contacting the Purchasing Department directly.
VI. Vendor provides goods or services.
VII. Vendor sends an invoice to the student or advisor.
VIII. Advisor sends the invoice to Accounts Payable through Workday Quicklinks. This serves as confirmation that the good or services were received, and begins the payment process. If this step is not completed, the supplier will not get paid.
IX. Vendors are paid according to the terms of their vendor agreement with the university. Some are Net-60 (paid 60 days after receipt of an invoice), while others are Net-30 or Net-15. Vendors may negotiate their payment terms with Purchasing directly.

For more information on purchase requisitions/purchase orders, please contact the Purchasing Department at Gables One Tower Suite 1235, by phone at (305) 284-5751, or on the web at www.miami.edu/purchasing.

Check Requests

Check Requests are used under extremely limited circumstances to pay one-time charges on behalf of a student organization. One-time charges include performance fees, honoraria, and charitable contributions. To generate a Check Request, a final invoice from the company is needed. If the payee is a performer, a copy of the fully-executed contract for the event can be used in place of an invoice. For performers, a W9 (dated in current calendar year) is required along with the copy of the contract. The name and address on the W9 must match check payee.

Check Requests can be requested by the organization's advisor through the Workday system. Once the request has been fully approved, it can take up to three days for the check to be generated by disbursements. Checks are mailed directly to the address in the system unless "Internal Distribution" is selected during the Check Request process. Internal distribution requires the approval of a Vice President, and allows for the check to be picked up at the Ashe Building. This is useful when payment needs to be made directly to a performer immediately following their performance.

To have a check re-issued or to request a stop payment, an organization's advisor must fill out a stop payment form, which can be found at [stop.pdf (miami.edu)](stop.pdf) .

For more information on Check Requests, please contact the Accounts Payable Department at Gables One Tower Suite 750 or by phone at (305) 284-3570.

If you do not have access to create a Check Request in Workday, please contact SASO at 305-284-6399 to fill out the proper forms to gain access.

Purchasing Card (P-Card) & Travel Card (T-Card)

University of Miami faculty and staff are eligible to apply for a purchasing card and/or travel card that can be used for certain types of expenditures. The user must agree to the terms of the card, and must follow a strict reconciliation policy each month.

For more information on P-Cards and T-Cards, please contact the Corporate Cards Office at Gables One Tower Suite 750 or by phone at (305) 284-3570.

Venmo

Student organizations are not permitted to use Venmo or any similar third-party applications/websites to collect money. This includes funds for dues, t-shirt sales, or admission to organization events. Groups may collect cash or checks, which must be deposited at the cashier's window at the Ashe Building by the end of the next business day. Students may not deposit organization funds into their personal bank accounts at any time. If money collected is being used to pay for approved organization activities, the money should be deposited into the organization's account and then withdrawn in accordance with the University of Miami's purchasing policies.

Airbnb

Student organizations are not permitted to use Airbnbs or any similar third-party applications/websites to book rooms for University of Miami trips.

Fundraising

Fundraising events and activities are designed to increase the visibility of student organizations and encourage individuals to make financial contributions. Fundraisers can also be an opportunity to increase camaraderie among group members as they work together for a common cause.

Student organizations are encouraged to raise additional funds through fundraising. The policies that govern a student organization's handling of donations are established by the Department of Student Activities, the Division of University Advancement, and the Controller's Office. Please note that GoFundMe is not permitted.

Why is This Important?

The University of Miami has a legal and fiduciary responsibility to track and report all donations made to the university. To ensure that student organizations are complying with university policies and laws, it is important that these established procedures be followed. Proper handling of donations helps the university appropriately recognize donors.

If fundraising is to occur on SCC property a Solicitation Application must be filled out and approved. A physical application can be obtained from the SCC Reservations Office or **click here** for a digital copy.

Deposits

To record and deposit a donation, the organization's advisor is required to complete the Donation Transmittal Form, which can be found online at http://advancement.miami.edu/netcommunity/document.doc?id=142. Deposits can be dropped off at the Ashe Building. Detailed instructions on how to complete the form and where to take the deposit is located on the second tab of the Excel document.

To deposit funds received through member dues, co-payments for trips and activities, and revenue generated from ticket sales, bake sales, and other fundraising events, the organization's advisor is required to complete a Cashiers Office Departmental Transmittal Form. These forms are available at the Cashiers Window in the Ashe Building and in the Department of Student Activities & Student Organizations (SC 206). The advisor should endorse each check by writing the organization's name and account number on the back.

All donations and other revenue must be deposited on the same day that they are received, or the next business day if received after regular business hours. Holding of donations or other revenue is not permitted.

Tax Deductible Donations

Donations to student organizations are tax deductible when processed properly. Donations properly deposited into gift or designated accounts will be processed by the Division of University Advancement. Advancement will record the gift and provide the donor with an acknowledgment letter and tax receipt for their contribution. Monies deposited into Non-SAFAC accounts are not tax deductible.

Checks

Checks being deposited into a student organization Non-SAFAC Program should be made payable to the "University of Miami."

Online Donations

Donations to student organizations can be made online with a credit card. Donors should be directed to Student Organizations - University of Miami, where they can choose from the list of organizations in the drop down menu.

For more information, please contact the Department of Student Activities & Student Organizations at 305-284-6399.

SCC Fundraising Policy

Fundraising Defined

A fundraiser is any attempt, by a registered student organization, to raise money for its own purposes, to support a program or event, or to benefit a charity. The fundraiser must be student-led and represent the initiative of students; acting independently of off-campus entities.

Required Steps

1. The registered student organization must secure a reservation with the SCC Reservations Team Reservation Requests: www.miami.edu/SCCreservations
2. Secure approval on each of the following necessary forms:
    - Certificate of Insurance: https://scc.studentaffairs.miami.edu/reservations/event-essentials/certificate-of-liability-insurance/index.html
    - Solicitation Form: https://scc.studentaffairs.miami.edu/reservations/event-essentials/solicitation-form/index.html

In order for a retail operation to be considered part of a student organization fundraiser:

- A minimum of 20% per sale is to be donated back to the student organization
- The retail vendor has a maximum of two reservations per month as a fundraiser
    - The retail vendor fundraiser reservation is limited to one-day, every two-weeks
    - Any additional SCC reservations will be charged full community rates
- The student organization benefiting from the fundraising must be stationed at the table during the entire fundraiser; from start to finish
    - At this table, there must be a minimum of one active member, as defined by the organization's constitution. Preferably an e-board member
    - The table must have a display and/or handouts explaining what the student organization is, contact information, and what the fundraiser is in support of
- At the point-of-sale there must be a flyer posted, that all can easily see, that has the:
    - Student organization name and/or logo
    - How much is getting donated from each sale
    - Contact information for the organization
    - What the funds raised will be used for

Failure to abide by these expectations may result in the reservation being considered a community event and will be charged the appropriate rate. The SCC Reservations team holds the right to refuse the presence of a retail vendor.

Student Organization Resources

Engage: engage.miami.edu

The Department of Student Activities & Student Organizations maintains an online database of active student organizations on campus. Throughout the academic year, student leaders are required to use the database to complete a number of required processes, such as re-registration, roster management and goal setting. Student leaders are also required to keep the information in the database – including the names and contact information for the advisor and executive board members – up-to-date. Important documents such as constitutions and SAFAC budget allocations are also accessible through the database.

Please note that if the roster is changed, specifically the President, Treasurer, Third Executive Board Member, or Advisor, the Department of Student Activities & Student Organizations and the COSO Chair COSO_Chair@miami.edu must be notified.

To log into Engage, visit engage.miami.edu and enter your Cane ID and password. Once logged in, the information visible to the user is determined by their memberships and administrative rights. The database allows student leaders to store files, post photos, and share news articles with members and the greater University of Miami community. Organization email addresses, listservs, text message lists, and surveys can also be created. For more information on how to navigate Engage, contact a COSO delegate or the Department of Student Activities & Student Organizations.

Mail

Student organizations may direct incoming mail and packages to the Student Organization Suite. Mail should be addressed as follows:

Name of Organization
Attn: Name of Student Leader, Name of Organization
University of Miami
1330 Miller Drive, SC 210
Coral Gables, FL 33146

Groups that do not have office space will be notified via email when mail or packages arrive. Packages are held for three days and mail is held for two weeks after notification. Greek organizations (councils and individual chapters) have mailboxes in the Dean of Students Office (UC 2250).

Student Organization Email Address

Student organizations are able to create and maintain organization email addresses. The organization advisor is required to serve as the main administrator/Mailbox Owner for the account. Email addresses cannot end with miami.edu. To create a new email account, the advisor must complete the "UMail Application for Department/Organization" form located at https://umiami.service-now.com/self-service/nav_content.do?sysparm_page=Departmental%20Mailbox%20Request&sysparm_url=com.glideapp.servicecatalog_cat_item_view.do?sysparm_id=fae3b6b93908d200b33a782143f0acad.

Webpages

Student organizations are able to create and host custom websites through Engage. To edit a page, visit an organization's portal and click "Website" on the lower right hand column. Questions regarding the Engage web builder should be directed to the Engage help desk. Engage offers assistance via chat, e-mail and a help page located at https://help.Engage.com/home.

Student Organization Listserv

All student organization presidents, treasurers, and a third executive board member indicated through the re-registration period are automatically subscribed to the Student Organization Listserv. The list is primarily used to communicate important news and deadlines, and to promote upcoming student organization and university events. Non-presidents can join the list by visiting www.miami.edu/COSO and clicking “Student Organization Distribution List.” This page may also be used to unsubscribe from the list.

Organizational Management

Minutes and Records

Accurate minutes and records are important to ensure continuity from year to year. Current members refer to meeting minutes as a reminder of finished and unfinished business, what actions were taken, and what needs follow-up. They also provide future members with insight into past decisions and events.

Minutes and records are most often the responsibility of the organization's secretary. The secretary should be someone that is reliable, timely, and organized. They should be able to discern what needs to be recorded and what doesn't. The secretary is also oftentimes responsible for notifying the membership about upcoming meetings, including any important items to be discussed.

Effective minutes should include:

- Type of meeting (executive, standing committee, etc.) date, time and place;
- Time of call to order;
- Approval and/or amendments to previous meeting minutes;
- List of those in attendance and those absent;
- Record of reports from standing and special committees;
- General matters
- Record of proposals, resolutions, motions, seconding, a summary of the discussion, and a record of vote; and
- List of action items
- Time of adjournment.

Goal Setting

An organization without goals has no direction to move it forward. Members in a group without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized.

Why Set Goals?

- Goals help define an organization, and give direction.
- Goals can help motivate members by clarifying and communicating what the organization is striving for.
- Goals are time savers by helping members and leaders become aware of problems in time to develop solutions.
- Goals help the organization plan ahead and be prepared.
- Goals are a basis for recognizing accomplishments and realizing successes.

What Are Goals?

Goals are statements describing exactly what an organization wishes to accomplish. Goals should be reviewed periodically and changed according to the needs of the group. When reviewing goals, keep in mind the following:

- Do the goals fit with the overall purpose of the group?
- Are the goals specific, measurable, attainable, and timely?
- Are the goals realistic given the groups standing and resources?
- People support what they help to create!

Once goals have been defined, objectives are necessary to describe exactly what is to be done in order to reach each goals. Objectives are clear, concise statements of what the group plans to accomplish. They are short-term, measurable, and attainable over a period of time. Think of goals as broad statements (i.e.: to increase membership recruitment) while objectives are specific ways to fulfill that goal (i.e.: to develop a membership committee whose purpose is to increase membership by at least twenty five percent by next semester).

Setting goals and developing and implementing objectives are critical to a group's success.

Evaluation

Opportunities for improvement can be identified at retreats and meetings and can assist in developing an organization that meets the current needs and interests of its members. It is important to measure the organization's progress throughout the academic year through internal and external evaluation. Soliciting feedback from members can be done through group discussions and surveys. Surveys and online polls will help organizations evaluate how they are impacting the campus community. Student organizations are encouraged to use their Engage portal to create surveys that can be easily made available to the student body. Organizations should keep records of survey results and student feedback to measure progress over time.

Meeting Management

Meetings are essential for proper communication between members of a student organization. Creating a meeting agenda, prioritizing tasks and managing time are important steps to successfully managing a meeting. Be sure to determine a time that accommodates all the members of the organization, reserve a space to meet on campus and give proper notice of the next meeting to all organization members. The president and members of the organization should be prepared with a report and a plan of action at each meeting, so that the organization can progress from meeting to meeting.

Elections

When planning the annual calendar, give thought to the election timeline for the organization's leaders. Elections often occur during early April, to give sufficient time to transition the new leadership. Be aware of election procedures in the organization's constitution, as many have detailed schedules of when to alert current membership on the election timeline process, and a listing of who is eligible to vote and participate. The organization advisor should be present during the proceedings, even if the election is being moderated by an alumnus(a) or outgoing e-board member.

When elections occur, please update the organization's Engage roster with updated positions and the Department of Student Activities & Student Organizations and the COSO Chair COSO_Chair@miami.edu must be notified.

Member Recruitment

Recruiting new members is an important component of ensuring the long term success of a student organization. Groups completing the New Student Organization Registration process are required to list at least 25 undergraduate students who are interested in being a part of the organization. New groups are permitted to host one interest session prior to being recognized by COSO to recruit new members. At re-registration each year, every student organization is required to have at least 25 currently-enrolled members listed on their database page.

Successful recruiting is dependent on relationship-building and marketing. Promoting the group through social media platforms is a free, effective way to reach other students on campus. Registered student organizations are able to participate in Canefest and the Spring Involvement Fair, both of which are great ways to attract new members.

Member Retention

Once members are in place, find ways to keep them engaged and motivated to contribute to the growth of the group. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent with members, so they are aware of the latest happenings and understand decision making in the organization. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meetings and show gratitude for their contributions.

Delegation

Learning how to delegate as a student leader is integral to success of the organization. It is important to be able to envision goals for the organization and know how to work with the team members in taking steps towards accomplishing these goals. All members of the organization have their own unique talents and can contribute to the group in different ways. Leaders should try to identify their members' special abilities and delegate tasks that they can accomplish. By delegating the tasks of the organization, leaders can be more efficient with their time and can focus their efforts on other important initiatives. Communication is key when delegating; avoid being a task master, and find ways to motivate team members to accomplish their goals.

Officer Transition

Leadership transition can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It's never too early to anticipate change in leadership. Keep binders and digital archives on Engage of documents, financial records, and events/meeting agendas for each e-board member from the beginning of each term that can serve as a resource for new leaders in the upcoming year. Think about successes and challenges that the incoming leadership should be aware of. Share ideas or plans for retreats and end of the year activities. It is also important to use meetings, retreats and activities to train current members who may potentially assume leadership roles in the future. Once new leaders are in place, use the summer months to train them for their new role; finally, remember that involvement is meant to be a fun learning experience that allows leaders to build connections with others. It is important that e-board members have strong, healthy relationships with one another.

Event Planning

Proper planning is the key to any successful event, and Department of Student Activities & Student Organizations staff are available to assist student organizations as needed.

Events taking place within the Student Center Complex are supported by the complex staff. For more information on Student Center Complex event policies and procedures, visit http://www.miami.edu/sa/index.php/student_center_complex/reservations/reservations_policy/

Student Center Complex (SCC) Reservations

The SCC has meeting rooms, outdoor spaces, ballrooms and lounge areas which can be reserved through the SCC Reservations Office. Registered student organizations may reserve these spaces for meetings and special events at no cost. The SCC Reservations Office is the organization's contact for the Student Center Complex, which includes the Shalala Student Center (SC), University Center (UC), UC Breezeway, Rock Plaza, Lakeside Patio/Stage and Foote University Green, including stakes along the walkway to the Ashe Building. To make a reservation, fill out the Space Availability Request Form online at https://scc.studentaffairs.miami.edu/reservations/request-a-space/index.html Student organization presidents must sign off on all reservation confirmations.

- Click "Sign In" and login with your CaneID and password
- Once at the home, choose an event type ("Book Student Org. Event at the Student Center Complex") and click "Book Now"
- Next, input all of the event details, including time, date, location, setup, description. etc.
- Once complete, the EMS webpage will display a tentative reservation.
- Student Org. presidents will receive an email to confirm the reservation. Please be sure to reply to that email with your approval.
- You will receive an email from the SCC Events and Reservations team confirming your event.
- Please wait until you receive this confirmation to advertise your event.
- Remember, you will see all spaces whether they are available or not…please wait for a confirmation before moving forward with your event planning.

Student organizations and their officers may not make reservations on behalf of any other formal or informal group, university department, organization, or company. Non-student groups are subject to fees for use of the Student Center Complex.

In order for the reservation to be considered a student organization event, the event must be fully planned and executed by the student organization. Student organizations may make reservations ONLY for itself and may not reserve space for other departments and/or community. Student organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization.

If an event is co-sponsored by two or more organizations, one primary organization will hold the reservation, all other co-sponsoring organizations must be listed on the original reservation (no "hidden" co-sponsorship).The SCC Reservations Office is located behind the Information Desk in the Shalala Student Center, and is open Monday through Friday, 9am – 4:30pm.

For more information on the Student Center Complex and for a full list of policies, please visit https://scc.studentaffairs.miami.edu/reservations/request-a-space/index.html

Hecht/Stanford Bridge

Student organizations can reserve the bridge, grills, and labyrinth through the Hecht and Stanford Residential College office supervisors. To reserve space, fill out the "Bridge Reservation Form," which can be obtained from the front desk of either residential college.

Other Campus Facilities

There are numerous facilities across campus that can be reserved for student organization meetings and events. Each facility has its own policies and guidelines for usage that student organizations are expected to adhere to.

Location Name	Space Description	Contact Person	Phone Number/Email	Website
Watsco Center	Arena	Kevin Retchless	305-284-8245 kretchless@miami.edu	www.watscocenter.com (general info only)
Watsco Center Fieldhouse	Fieldhouse	Jared Romance	305-284-5381 Jxr1078@med.miami.edu	www.watscocenter.com (general info only)
School of Communication	Courtyard, Lecture Hall, Classrooms	Jackie Corea	305-284-1147 socbookings@miami.edu	Use Online form for reservations http://com.miami.edu/facilities-reservation
Cosford Cinema	Theatre (Approximately 250 seats)	Trae DeLellis	305-284-9838 r.delellis@umiami.edu	www.cosfordcinema.com (general info only)
Clark Recital Hall	Theatre (Approximately 147 Seats)	William Dillon	305-284-2438 wdillon@miami.edu	www.miami.edu/frost/index.php/frost/facilities/Concert_Halls/weeks_center_recording_performance/victor_e_clarke_recital_hall/ (general info only)
Faculty Club (must be a catered event)	Faculty Club Dinning Area	Wendy Franklin	305-284-6983 chartwells@miami.edu	www.instylecatering.com/faculty-club (general info only)
Gusman Concert Hall	Theatre (Approximately 600 Seats)	William Dillon	305-284-2438 wdillon@miami.edu	www.miami.edu/frost/index.php/frost/facilities/Concert_Halls/gusman_concert_hall/ (general info only)
Hillel Jewish Student Center	Meeting Rooms, Classrooms, Patio Space, Multipurpose Rooms	Karem Sandgarten	305-284-1800 (ext. 1) info@miamihillel.org	https://www.miamihillel.org/ (general info only)
Whitten Learning Center (LC)	Classrooms	Office of Classroom Management	305-284-4846 ocm@miami.edu Use online form	Use Online form for reservations ecms.miami.edu (click on General Purpose Space Request Form)
Memorial Classroom Building	Classrooms	Office of Classroom Management	305-284-4846 ocm@miami.edu Use online form	Use Online form for reservations ecms.miami.edu (click on General Purpose Space Request Form)
Newman Alumni Center	Ballroom, Boardroom, Meeting Spaces	Chalece Erixon	305-284-6583 c.erixon@miami.edu	www.newmanalumnicenter.com (general info only)
Rathskeller	Loft and Lewis Room	Everett Price	305-284-6310 umrat@miami.edu	www.miami.edu/rat (general info only)
Residential Colleges Classrooms	Classrooms	Office of Classroom Management	305-284-4846 ocm@miami.edu Use online form	Use Online form for reservations www.miami.edu/ocm (General Purpose Space Request Form)
Ring Theatre	Theatre	Liza Dozier	305-284-3355	www.as.miami.edu/ringtheatre/

	(Depends on size of event)	King		(general info only)
Storer Auditorium	Theatre, Classrooms, Patio	Business School Events Office	305-284-2368 sbaclassroomrequests@bus.miami.edu	Reserve via email http://bus.miami.edu/explore-the-school/virtual-tour/storer-auditorium/index.html (general info only)
Wilder Auditorium (Physics)	Auditorium (used as classroom Mon-Fri until 7pm. Reservations must be after)	Judy Mallery	305-284-7120 judy@physics.miami.edu	N/A
Wellness Center	Basketball Courts, Intramural Fields	Malcolm Hayden	305-284-1763 mxh970@miami.edu	http://www.miami.edu/sa/index.php/wellness_center/WellnessAboutUs/Facility/ (click link under "Facility Rental")
Wesley Foundation	Meeting Rooms	Ruth Estevez	305-284-1920 ruth.umwesley@gmail.com	https://www.unitedwesley.org/ (general info only)

Student Center Complex Preferred Caterers

Chartwells

Chartwells Catering has an exceptionally experienced staff that is dedicated to your every catering request. They can customize any menu idea to meet your needs and budget. Their full service catering is available with a variety of service styles to include receptions, buffets, and plated meals. All events are artistically prepared, beautifully presented and served with a gracious attention to detail.

Ordering

Log onto their online catering site at www.uofmcatering.catertrax.com - for special menus and requests, please call at least 72 hours prior to any event. Events booked with less than 72 hours notice may be limited to menu selection availability. Please have the following information available when placing your order: Name, department, phone number, fax number, type of function, number of guests, account number, location, attendee list, time and length of event. All revisions and guarantees must be made a minimum of 48 hours prior to your function. The function will be approved once a purchase order has been received by Chartwells. The final invoice, along with purchase order, serves as your final invoice (provided no changes were made after initial PO was generated).

Delivery

Chartwells Catering offers complete pick-up and delivery services. For delivery, a minimum order of $50 applies; orders under $50 will incur a 15% service charge. All events include a complimentary pick-up service. For unattended, late night, and weekend functions, pick-up will occur the next business day. Chartwells Catering staff does not have access to areas and rooms that are locked. Please ensure that facilities are unlocked prior to your set-up time. Additional service charges may apply for weekend and special events. Their catering department will be happy to provide you with a complete quote in advance of your purchase

Service Ware

All service ware will be furnished as an accompaniment to all items purchased. Chartwells provides high quality disposable plastic ware. China and glassware is available for an additional charge. All charges for any rental equipment are billed at cost. Chartwells does not supply tables; if requested, rental charges will apply. Special linens and/or china can be rented at an additional cost.

Floral Arrangements

Please ask their catering consultant about custom floral arrangements and other upgrades to ensure that your event is memorable.

Payment

If your event is a University sponsored event, Chartwells will need a purchase order prior to event date. For non-University events, they require a 50% deposit to confirm your booking and full payment at the time of your event. Sales tax will be applied to non-tax exempt functions.

Cancellations

All cancellations made less than 48 hours prior to the event will be billed at cost. Please contact them at: chartwells@miami.edu or call at (305) 284-2717.

The SCC is proud to offer a select list of outstanding preferred caterers. Their preferred caterers have an established relationship with the Student Center Complex (SCC) and are familiar with the facilities and our policies and procedures. If you would like to bring in an outside caterer, you must provide the necessary insurance information and receive approval from the SCC.

Please be aware that these groups are not directly affiliated with the Student Center Complex and must be contacted individually for your event.

Name	Contact Name	Contact Email	Contact Number	Website
A Joy Wallace	Sara Silver	saras@ajoywallace.com	305-252-0020	www.ajoywallace.com
Bill Hansen Catering	Corporate: Amanda Dowds / Social: Kay Rivas	Amanda@BillHansenCatering.com /Kay@BillHansenCatering.com	305-858-6660	www.BillHansenCatering.com
InStyle Catering by Chartwells	Wendy Franklin	w.franklin@miami.edu	305-284-2717	uofmcatering.catertrax.com
Mena Catering	Jorge Mena	N/A	305-666-8545	www.menacatering.com

13 Steps to Planning a Successful Program

I. Start with a goal in mind. What does the group hope to accomplish with the program (increased awareness, increase membership, teach new skills, etc.). Is the event goal consistent with goals and purpose of the organization?

II. Determine the target audience for the program and how the event will attract them. Choose times, dates, and locations appropriate for the audience, and be sure that publicity reaches them. For example, posting only in residential colleges will miss the commuter population.

III. Determine the costs of the program, and whether the organization can afford it. Develop a preliminary budget for the event.
IV. Choose a date and time, keeping in mind other major university events, academic breaks, and religious holidays. The Department of Student Activities & Student Organizations can assist in identifying the dates with the fewest conflicts.
V. Reserve a space that's appropriate for the type of program and anticipated audience. Consider the impact the space will have on your event budget. Is AV included, or will it cost extra? If the event is outdoors, is there a rain plan?
VI. Create a list of necessary equipment and supplies. Certain types of equipment can be reserved at the SCC Reservations Office (SC First Floor).
VII. Advertise the event across campus through SC digital signs, posters, newspaper ads and social media posts. The best advertising oftentimes comes through word-of-mouth; be sure your members are talking about the event with their friends and classmates.
VIII. Create a plan for the day of the event. The plan should include set up times and a detailed schedule of how the event will run.
IX. On the day of the event, arrive early to ensure that the room is set up correctly and everything is in place.
X. During the program, thank the audience for coming and recognize the people who helped to make the program a success. Let the audience know how they can get further involved in the organization in the future.
XI. Make arrangements for post-event clean up. Leave the space in the same condition in which it was found.
XII. Evaluate the program. This can be done by distributing evaluation forms to the audience or by sending out surveys via email. Bring the planning team together to discuss what went well and what could have been improved, and pass the notes on to the students who will be planning the event the following year.
XIII. Send thank you notes to invited speakers, guests and sponsors.

The following timeline and checklist can be used to plan an event on campus:

To be completed at least six to eight weeks before event:

- Discuss event with executive board and advisor
- Determine a date and time for the event
- Develop a preliminary budget that includes all event needs
- Solicit campus co-sponsorships
- Develop comprehensive promotion plan with committee
- Complete necessary co-sponsorship agreements with campus groups or departments
- Reserve event space
- Complete necessary paperwork (contracts, check requests, etc.

To be completed at least four weeks before event:

- Finalize reservation details (chair set up, table needs, etc.)
- Arrange for decorations and other event needs
- Reserve breezeway tables for pre-event publicity
- Proof final versions of event promotions
- Print/copy promotional pieces

To be completed at least three weeks before event:

- Post event flyers at approved locations on campus
- Use social media to get the word out about the event

To be completed at least two weeks before event:

- Turn in check request to treasurer/auditor for signature
- Make and hand event banners on campus
- Finalize event budget
- Determine day-of-event volunteer needs and secure volunteers

To be completed the week of the event:

- Pick up artist check (if necessary)
- Finalize day-of-event timeline and distribute to members

To be completed the day of the event:

- Pick up cash boxes, counters, and any other event needs
- Arrive early to ensure room is set up properly
- Hang signage and banners in event space to promote the sponsoring organization

To be completed immediately after the event:

- Clean up all trash debris
- Deliver check to performers and other professional event staff
- Deposit ticket revenue within 24 hours
- Return all equipment and leave facility in the same condition in which it was found

To be completed one week following the event

- Remove promotional materials from across campus
- Turn in all event receipts to treasurer
- Return all borrowed equipment
- Finalize expenditure log and event costs
- Complete event evaluations
- Send thank you notes to sponsors and key attendees

Large Event/Conference Planning

Planning and attending large events is an exciting part of being a student at the University of Miami. Large events are those that involve high profile guests, high attendance projections, or a large number of off-campus participants.

Meetings with key stakeholders from across campus - such as parking, UMPD, media relations, and facilities - can be arranged through the Department of Student Activities & Student Organizations. Organization leaders and advisors should maintain constant communication with the Department of Student Activities & Student Organizations throughout the process.

Conferences require a significant amount of planning to be successful. Arrangements need to be made for meeting space, meals, evening activities, and lodging accommodations as necessary. Prior to beginning the conference planning process, the organization president should meet with the staff in the Department of Student Activities & Student Organizations. This initial meeting should take place at least three months prior to the conference.

SAFAC will not fund conference expenses that do not directly benefit University of Miami students. Additional fundraising – or admission fees - are oftentimes necessary to cover the costs of the event.

Collaborative Programming

Student organizations are encouraged to work together to create programs, services and activities for the university community. Collaborative or co-programming involves two or more organizations sharing ideas, workload, and financial responsibility for an event.

Student organizations that co-program are encouraged to create a co-programming agreement that has all of the event details in writing. The agreement should include what group is responsible for each task, and how much each group is contributing financially to the event.

Working together to plan and execute programs is a great way to learn about other organizations and share resources. When collaborating with other organizations,

I. Be clear about what is expected of both organizations during the planning process and during the event.
II. Discuss the strengths and weaknesses of each organization and how each can contribute to the success of the program.
III. Be considerate of all sponsoring organizations in advertising materials.
IV. Agree in advance on the financial commitments of each group.

For more information and a sample co-programming agreement, visit the Department of Student Activities & Student Organizations (SC 206).

Event Attendance Tracking in Engage:

To track attendance at your event, open the Event page and click the "Track Attendance" button on the right side. Remember: you must have administrative access to use this function.

When you track attendance at an event, you will automatically capture not only the total number of attendees but the following information about each attendee

First & Last Name.

Campus E-mail Address.

Preferred E-mail Address (if they have listed one).

Timestamp.

Who tracked their attendance.

Any comments provided next to the user's attendance record.

Attendance can be tracked in 4 Ways:

1. Swiping using a Card Reader.

    a. Click the "Card ID Entry" button at the top right of the Track Attendance Page.

    b. Card readers can be checked out through the Department of Student Activities and Student Organizations and can be reserved on Engage.

Click the "+ Add Attendance" button for the following three methods:

2. Invitations

    a. If you used the invitations feature, you can simply go through and check Attended/Absent/Excused for each invited user

3. Text Entry of E-mail Addresses

    a. You can enter University of Miami campus e-mails and indicate a user's attendance status

4. File Upload of E-mail Addresses
    a. You can upload a CSV or TXT file with e-mail addresses

To download an Excel spreadsheet attendance report, click the “Export” button on the right side of the Track Attendance page. This attendance record will be permanently accessible for your organization or office in the Past Events section of your group.

Card Reader Checkout Procedure

In an effort to better support our student organizations and to promote student involvement activities, the Department of Student Activities and Student Organizations (SASO) is pleased to offer reservation of card swipe readers. Please note the following guidelines to ensure that we can properly facilitate your request:

Eligibility:

Only student organizations registered through COSO are eligible to request card readers. Organizations are able to request two card readers at a time, if available. For special circumstances in which organizations would like to request more than two card readers, please indicate this request under the “comments” section of the form.

Location

Card readers are kept in the Department of Student Activities and Student Organizations (Shalala Student Center Suite 206). Card readers may be used on or off campus for any official organization event.

Reservations & Cancellation

To reserve card swipe readers, student organizations must complete the online Card Reader Request Form in Engage at least 48 hours (2 days) in advance of the requested date. Card readers may be reserved for up to 48 hours at a time. Reservations are on a first come, first serve basis. Failure to cancel card reader requests 2 days prior to the reservation start date could result in loss of future privileges to make card reader reservations.

Return Process

Please return card readers to the Department of Student Activities and Student Organizations (Shalala Student Center Suite 206) with a SASO staff member within 48 hours of the pick-up time. Card readers must be returned in the condition in which they were received. If card readers are damaged or lost, the student organization will be charged a $75.00 fee. The fee must be paid within 30 days of invoice or the organization will forfeit its registration privileges.

Failure to return card readers within 48 hours could result in the loss of future privileges to make card reader reservations.

University of Miami Contract Procedures

All organizations that sponsor a performer (DJ, Band, Speaker, Entertainer) on campus must execute a formal contract agreement before the program can take place. The Department of Student Activities & Student Organizations has been charged by the university to manage this contract process for all registered student organizations. The only person on the UM campus who can bind the university to an agreement is the Vice President for Financial Operations and his designees.

Student organizations cannot sign contracts on behalf of UM or in any way represent that they are agents of or signing on behalf of the university. Such action may constitute civil or criminal fraud. In many instances, a verbal agreement is binding; students should check with their advisors before making offers for any performers.

Contracts are important because they identify what each party is committed to providing, specify agreed payment amounts and accommodations, dictate the details of the program (time, location, length of performance), and safeguard the university and organization members.

Contracts should include key points about the event, such as the date, time, location, and performance length, and should contain information about hotel accommodations, ground transportation, and hospitality (if agreed upon). The timing of payment should also be addressed; it is recommended that payment be provided after goods are received or services are rendered, and not in advance.

If you are unsure if a performer will required a contract

Simple Contracts

The university created a Simple Contract Agreement for performers on campus. Student organizations or individual students who participate in on-campus entertainment programs do NOT need to fill out the simple agreement to perform (for example, one student organization performing at the event of another student organization).

To process a simple contract:

i. Complete the top section of the contract, including fee amount and details of the program.
ii. Send the document with instructions to the agent or artist to complete the performer's section. Instruct the agent or artist to email, fax, or mail the completed, signed contract back to the organization representative or advisor.
iii. Have the sponsoring organization advisor sign the simple agreement.
iv. Submit the signed contract to the Department of Student Activities & Student Organizations at least three to four weeks prior to the date of the function. Contracts <u>must</u> be turned in with artist and advisor signature at least two weeks prior to the day of the event or the performance will be cancelled.
v. After the contracts are received and processed, they are forwarded by Student Activities & Student Organizations staff to the appropriate departments on campus.
vi. Once approved, the student organization will be e-mailed a copy of the signed contract from the Department of Student Activities & Student Organizations.
vii. The organization should send a copy of the fully executed agreement to the agent or artist.
viii. A copy of the fully executed contract and W9 will need to be sent with the online check requisition if payment is to be made. **The Department of Student Activities & Student Organizations DOES NOT handle the payment process for student organizations.** Advisors are responsible for submitting the proper paperwork through the Workday system.

Agency Contracts

i. For larger events, a simple contract may not be adequate to cover all of the necessary terms of the agreement. In these instances, an agency contract may be issued by the artist or his/her representative.
ii. To process an agency contract:
iii. Make a copy of the original contract provided by the agent/artist to serve as a working document. If possible, ask the agent to send the contract electronically.

iv. Review the contract and verify the details of the program (time, date, venue, length of performance, payment, etc.).
v. Send the reviewed contract – with any necessary markups - to the Department of Student Activities & Student Organizations (SC 206). In addition to submitting the hard copy version, please also send a digital copy if available.
vi. The Department of Student Activities & Student Organizations will review the legal components of the contract and edit it to reflect University of Miami standards.
vii. Once the contract has been reviewed and edited, the contract will be returned to the organization representative.
viii. Send the edited contract back to the agent/artist for signature. The agent or artist should also initial and changes that were made to the contract.
ix. Once signed by the agent/artist, the contract should be returned to the organization representative or advisor. The organization advisor should sign the University of Miami Rider, and submit the signed contract to the Department of Student Activities & Student Organizations.
x. Contracts must be received in Student Activities & Student Organization with the artist and advisor signatures at least four weeks prior to the day of the event or the performance will be cancelled.
xi. After the contracts are received and processed, they are forwarded by Student Activities & Student Organizations staff to the appropriate departments on campus.
xii. Once approved, the student organization will be e-mailed a copy of the signed contract from the Department of Student Activities & Student Organizations.
xiii. The organization should send a copy of the fully executed agreement to the agent or artist.
xiv. A copy of the fully executed contract and W9 will need to be sent with the online check requisition if payment is to be made. **The Department of Student Activities & Student Organizations DOES NOT handle the payment process for student organizations.** Advisors are responsible for submitting the proper paperwork through the Workday System.

Sponsorship Contracts

This contract is utilized when a student organization is having an off campus vendor sponsor a program or event. Sponsorship agreements are not required when one student organization or department is sponsoring the event of another student organization or department.

It is strongly recommended that you reach out to the Department of Student Activities & Student Organizations for assistance with generating sponsorship agreements.
To process a sponsorship contract:

i. Complete the necessary portions of the contract, including fee amount and details of the program.
ii. Send the document with instructions to the sponsoring business. Instruct the agent or artist to email, fax, or mail the completed, signed contract back to the organization representative or advisor.
iii. Have the sponsoring organization advisor sign the sponsorship agreement.
iv. Submit the signed contract to the Department of Student Activities & Student Organizations.
v. After the contracts are received and processed, they are forwarded by Student Activities & Student Organizations staff to the appropriate departments on campus for the remaining signatures.
vi. Once approved, the student organization will be e-mailed a copy of the signed contract from the Department of Student Activities & Student Organizations.
vii. The organization should send a copy of the fully executed agreement to the vendor.
viii. If the vendor is sponsoring the event through monetary funds, the advisor is responsible for making sure those funds get deposited into the Student Organization Non-SAFAC accounts. Please refer to the Student Organization Donation Policy for further detail.

The contract process can take time. Please plan ahead! When in doubt about a contract, please contact the Department of Student Activities & Student Organizations at (305) 284-6399. Contracts are not required when an organization is purchasing promotional items, if the agency is an approved vendor, or if the agreement is between two UM entities (departments or organizations.

Insurance Policies

All performers are required to carry insurance policies that meet the University of Miami requirements. The requirements include certain levels of general liability insurance and specific language with regards to endorsements. The complete policy can be found at https://business-services.miami.edu/departments/risk-management/forms/updated_vendor_insurance_requirements_2019.pdf .

In some instances, the insurance requirement may be waived or additional insurance may be required by the Department of Risk Management. For more information on insurance requirements, contact the Department of Risk Management at (305) 284-3163.

If an event is taking place at any of the SCC locations a Certificate of Insurance (COI) must be filed by the vendor(s) at least 2-business days prior to the event occurring. COI paperwork can be obtained at the SCC Reservation Office.

Publicity and Promotion

There are countless digital and print mediums through which student organizations can promote their programs and services. All approved advertising must be displayed, distributed or placed in approved locations on campus. Advertising placed in inappropriate areas (sidewalks, trees, doors, bathroom stalls, windows) will be removed immediately. Advertising on campus is a right, not a privilege. The Vice President for Financial Operations or his/her designee has complete discretion to permit or disallow any type of advertising. Approval may be withdrawn at any time.

Students may not distribute advertisements or leaflets on behalf of an outside company without the permission of the Student Center Complex Reservations Office or the Office of Financial Operations. Any person not enrolled in the university or any entity not affiliated with the university is prohibited from advertising or soliciting on campus. Violators are subject to legal action.

Approval of advertising by the Department of Student Activities & Student Organizations or the Office of Financial Operations does not in any manner indicate endorsement, approval or support by the university of the advertised event, entity or establishment. The university assumes no liability for advertised events, entities or establishments.

For more information on marketing and promotions on campus, please visit https://communications.studentaffairs.miami.edu/_assets/pdf/campus-marketing-toolkit.pdf

Shalala Student Center (SC) Digital Signage

Select flat-screen displays throughout the building are designated to broadcast events and announcements. These displays are on all three floors of the SC. To garner more interest, the digital signage rotates content throughout the day.

The SC digital signage was created as a resource for student groups to reach wider audiences. The cost for the use of the SC digital signs is free for registered student organizations.

To utilize the SC digital signage the event needs to meet the following criteria:

i. Available for events held in the SCC only. The Student Center Complex consists of: Shalala Student Center, Whitten University Center, UC Pool, Lakeside Patio Stage, Breezeway, Rock Plaza, U Statue, and the Foote University Green.
ii. The event must be of interest to the greater campus community.
iii. The event must be open to the public or a broad segment of the campus community.
iv. A limit of three (3) times per semester.
v. Both SCC Communications and Student Activities and Student Organizations (SASO) must approve the signage content. Allow at least 2-weeks for approval.
vi. To submit your artwork go to the form on Engage named Student Center (SC) Digital Screens Submission Request Form.

Registered Student Organizations Digital Signage Graphics Help

The Student Center Complex can help you promote your student organization's event using the digital screens in the SC. Feel free to create your own flyer, or fill out a graphics request form, online on Engage (form is named Student Center (SC) Digital Signage Graphic Design Request Form) to have a flyer professionally designed.

The communications department will create SC digital signage for your organization at no charge. Registered student organizations can submit two graphics request per semester at no charge. A 3 week notice is required.

If your organization is designing their own flyer, please adhere to the technical specifications below.

SC Digital Screens Technical Specifications

- Create two flyers - one that is 1080 x 1920 pixels (portrait) AND one that is 1920 x 1080 pixels (landscape) BOTH SIZES MUST BE SUBMITTED FOR YOUR SUBMISSION TO BE APPROVED.
- Do not use fonts smaller than size 14 or else it will be difficult to read.
- Avoid scanning-in printed flyers. Find and send an original digital copy of your flyer.
- Save as a JPG
- Colors: RGB
- Save the file with the name formatted like this: date of event name of event.jpg
- Submitter is responsible for securing all rights for images/graphics used in the signage.

SCC Flyers

The SCC controls flyers and distribution for its locations. Flyers in other campus buildings are put up and taken down at the discretion of the administration of those buildings. Organizations must get permission from the UC Information Desk before the flyer can be hung up. **Only the UC Information Desk staff will hang up flyers.**

Only one flyer per event may be hung at a time.

Residential Colleges

All flyers will now be submitted online for display on digital screens across the residence halls, with student groups being able to select what buildings their flyers are shown in using this link: https://umiami.qualtrics.com/SE/?SID=SV_3JkaAJv86FIUqcl

• The digital signage system for HRL locations has been established to facilitate the promotion of campus programs and activities.

• HRL and the residential reception desks will not accept paper fliers from student organizations or outside entities. All fliers should be submitted digitally using this process.

• Marketing materials submitted for display are subject to University policies and procedures, Student Code of Conduct, and ADA codes. Items not permitted: defamation, obscenity, pornography, promoting the violent overthrow of the Government or of the existing authorities, inciting to riot and/or infringement on the rights of others.

• Display of marketing materials in the signage system does not constitute an endorsement whatsoever by HRL.

• All materials must be neat and legible. The content must include the name of the registered student organization and/or UM department, and give the date, time, location of event and any applicable charges.

• Materials must not promote the consumption of alcoholic beverages, gambling, or illegal activities.

• At any time, the HRL administration or designee may deny a request or rescind any approved requests. Requests will be denied for any of the following: infringements on the safety, health, and welfare of the University community and the order of campus operations; displays that are offensive or graphic in nature; violation of ethical standard; and noncompliance with stated policies, procedures, and laws, or other reasons the University deems appropriate for a public area. HRL reserves the right to reduce display time when deemed necessary.

• Policy violators may be denied future marketing privileges and reported.

PROCEDURES

• Only one slide per event may be submitted for the static loop. It will be shown on a first come, first served basis.

• Content may be submitted up to two (2) weeks prior to the event date. Approved content will be displayed on rotation for a maximum of 7 days prior to the event date.

- Content is uploaded and removed on Thursday afternoons.
- Content loop times will vary depending on the number of current advertisements playing.
- HRL reserves the right to change, delay, or halt regular programming for maintenance, updates, or special events, as necessary.
- Submit materials here: https://umiami.qualtrics.com/SE/?SID=SV_3JkaAJv86FIUqcI

CONTENT FORMAT & REQUIREMENTS

Content displayed on the digital signage system must meet the following minimum requirements before it will be approved and scheduled for display:

Format: .png, .jpeg, .mov

Resolution: at least 96dpi

Aspect ratio: 16:9 (1920X1080)

Readability: Slides are displayed for 10 seconds at a time. Therefore, limit text and graphic images accordingly.

Videos: Video submissions will only be approved for University departments, with a maximum length of 60 seconds, and maximum file size of 250mb.

Text and Fonts: Due to resolution limitations, avoid font size smaller than 30 points and light, ornate fonts.

Color and Contrast: Insufficient contrast between text and background colors, as well as using a very bright color, can make reading difficult.

Banners

Each COSO-registered group has been pre-allocated ten banners for the entire academic year. To claim one or more of your banners, fill out the banner request form, obtain the signatures of your treasurer and advisor, and bring it to the UC Information Desk. An IDR is no longer needed, unless you have exceeded your annual limit. If you need more than ten banners, additional ones may be purchased for $10 each (with an IDR). Additional copies of the form will be available at the Department of Student Activities (SC 206), SAFAC Office (SC 210B), and UC Information Desk.

Tabling

Student organizations may reserve tables in the Whitten University Center Breezeway. Reservations may be made by a current officer of a student organization by submitting a Space Availability Request Form at https://scc.studentaffairs.miami.edu/reservations/request-a-space/index.html Tables are also available in the lobbies of certain residential colleges. For more information, contact the front desk of each college.

The Miami Hurricane

Student organizations may advertise in The Miami Hurricane at a discounted rate. Student organizations may also submit calendar events and news briefs for free to The Miami Hurricane. Deadlines for ads are Thursday for the following Monday paper and Monday for the following Thursday paper. For more information, visit The Miami Hurricane office (SC 200) or call (305) 284-4566.

IBIS News

IBIS News is an electronic newsletter sent to every undergraduate, graduate, and law student each Wednesday. Items are submitted online using the online submission form located at www.miami.edyu/ibisnews. Submissions are due by Sunday at midnight for each week's edition. For more information on IBIS News, visit www.miami.edu/ibisnews.

Stakes on the Foote Green

Student organizations may reserve space to place stakes with signs on the Foote Green. Reservations must be made at least two weeks in advance through the Reservations website https://scc.studentaffairs.miami.edu/reservations/request-a-space/index.html

Social Media

Many student organizations have “official” Facebook, Twitter, and/or Instagram accounts. Organizations should maintain a professional demeanor online, and should strive to provide relevant and informative content to followers. Pictures, posts, and other content represent both the poster and the entire organization.

All students and organizations are responsible for postings on the internet and/or social networking sites. Prohibited usage of internet/social networking sites may include:

i. Stalking, harassing, or threatening another person or group;
ii. Creating language on a social network that is hateful, threatening, vulgar, or derogatory;
iii. Displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined in the University of Miami Student Rights and Responsibilities.

For a listing of key social media sites from across the university, visit https://news.miami.edu/social/index.html

Media Relations

The Office of Media Relations can assist student organizations in connecting with local and national media outlets, and with the creation and distribution of press releases. All media inquiries should be directed to the media relations staff. Organizations hosting large or high profile events should connect with media relations early in the planning process. For more information, please contact Peter Howard at phoward@miami.edu. Media Relations can be contacted at 305-284-5500, or 305-243-3249 for the Medical campus.

Department of Student Activities & Student Organizations
1330 Miller Drive, SC Suite 206
Coral Gables, FL 33146
Phone: (305) 284-6399
Email: SASO@miami.edu
Web: www.miami.edu/SASO
Facebook: www.facebook.com/UMStudentActivities
Twitter: www.twitter.com/UMSASO
Instagram: www.instagram.com/UMSASO

STUDENT LIFE
DISCOVER • CONNECT • ENGAGE • TRANSFORM

University of Miami Contact List

Name	Phone Number
Auxiliary Services	284-3584
Accounts Payable	284-3570
Alumni Relations	284-2872
Association of Greek Letter Orgs	284-5353
Bookstore	284-4101
Butler Center for Service & Leadership	284-4483
Check Distribution	284-2284
Committee on Student Organizations	284-6453
Controller's Office	284-4877
Counseling Center	284-5511
Council of International Students and Organizations	284-3548
Chartwells (Dining Services)	284-3584
Dean of Students Office	284-5353
Disability Services	284-6434
Distraction Magazine	284-4401
Division of Student Affairs	284-4922
Graduate Student Association	284-6750
Health Center	284-9100
Honor Council	284-5353
Hurricane Productions	284-4606
Ibis Yearbook	284-2994
International Student & Scholar Services	284-2928
Jerry Herman Ring Theatre	284-3355
Media Relations	284-5500
Miami Hurricane Newspaper	284-4401
Multicultural Student Affairs	284-2855
Orientation and Commuter Student Involvement	284-5646
Parking and Transportation Services	284-3096
Payroll/Disbursements	284-2625
Public Safety	284-6666
Purchasing	284-5751
Rathskeller	284-6310
Registrar	284-5455
Residence Halls	284-4505
Risk Management	284-3163
SC Information	284-4599
Sandler Center for Alcohol & Other Drug Education	284-6120
SCC Reservations	284-4351
Sexual Assault Response Team	798-6666
Student Account Services	284-6390
Student Activities & Student Organizations	284-6399
Student Activity Fee Allocation Committee	284-6453
Student Government	284-3082
Student Life	284-2805
Toppel Career Center	284-5451
UC Information Desk	284-2318
UC Pool	284-3622
Wellness and Recreation	284-8500
WVUM	284-3131

Constitution of

Name of Organization

at the University of Miami

Updated: _____date_______

Article I. Name

This organization shall be named Name of Organization at the University of Miami. {{INCLUDE IF APPLICABLE}} Name of Organization may also be referred to as {{ACRONYM}}.

(Organization names cannot start with "UM" or "University of Miami" or "The")

Article II. Statement of Purpose

Section 1. Guiding Principles

The purpose of Name of Organization is to {{INSERT}} This portion should briefly reflect the goals of the organization and what purpose/mission it serves a formal summary of the aims and values of the organizations (Keep to 1-2 sentences).

Section 2. Objectives

The objectives of Name of Organization shall be to:

- {{INSERT AS BULLETS}}
- This portion should focus on specifically HOW the organization will fulfill its guiding principles.
- Through meetings?
- Will you host certain events annually?

Article III. Affiliation Statement

This organization will not be affiliated with another organization. {{OR}} This Organization shall be affiliated with {{INSERT}} This is for organizations that are affiliated with a specific department (ex: Butler Center for Service and Leadership, Federation of Club Sports, etc.) or for organizations affiliated with a national organization. If affiliated with a national organization the group must provide a letter from the national chapter certifying the affiliation.

Article IV. Responsibility

Name of Organization shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the Student Rights and Responsibilities Handbook, The Student Organization Handbook, as well as local, state, and federal laws.

Article V. Membership

Section 1. General Membership

A. Membership of _____ shall be open to all University of Miami students in good Academic Standing, who have paid their Student Activity Fee, and are currently enrolled as a full-time student (minimum of 12 credits (undergraduate)/9 credits (graduate)). ______ shall not discriminate on the basis of race, color, sexual orientation, religion, sex, national origin, age, physical handicap, marital status, veteran's status, gender identity, gender expression, political affiliation, religious affiliation or any other discriminatory factor, real or perceived, in any of its policies, procedures, or practices.

Section 2. Active Membership

A. Active Membership in Name of Organization is defined as those students who {{INSERT}} Specify what it means to be ACTIVE within this organization. Make it specific to your organization and your mission statement. If attending a certain amount of meetings is a requirement, please specify what types of meetings will count towards the requirement and assign an E-board member to take attendance. Members you deem active must participate in the objects you list above. This means members are defined as those who attend X number of events, X number of general body meetings, or maybe X number of volunteer outreaches, etc. but you can define being a member in other ways as well. THE MORE DETAIL THE BETTER!
B. Benefits of Active Membership include the right to vote and run for Executive Board positions (if eligibility requirements are met, see below), and {{INSERT}}.

Article VI. Executive Board

Section 1. Positions Every student organization must have a **PRESIDENT** and **TREASURER**, it is up to the discretion of the organization to decide whether or not they want more members on their executive board. Please note that the first lines of president and treasurer are required to be listed in the constitution. The idea is to have someone accountable for every aspect of the organization (i.e. who is going to carry out this specific responsibly listed under the objectives of this constitution).

A. President
   i. Serve as the primary contact person for the organization and works with the COSO Liaison.
   ii. Attends the mandatory Student Leadership Organization Development Summit (SOLD)
   iii. Completes mandatory Spring re-registration on Engage
   iv. {{INSERT RESPONSIBILITIES}}
B. Treasurer
   i. Works with the SAFAC Liaison.
   ii. Completes the mandatory treasurer training in order to submit a budget.
   iii. {{INSERT RESPONSIBILITIES}}

Section 2. Eligibility Requirements

Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. {{OR}} All active members who have been active for at least one (1) semester are eligible to run for office.

Section 3. Length of Term

The length of the term of office for Executive Board members shall be for one (1) academic year.

Section 4. Installation

Installation of new Executive Board members will occur in the spring semester and is to be facilitated by the advisor and/or exiting executive board.

Section 5. Vacancies/Succession If a vacancy occurs in the President position, the Vice President will fill it until a special election takes place for the President position at a time and place determined by the Executive Board. {{OR}} If a vacancy occurs in the President position it will be filled by the Vice President for the remainder of the semester.

A. If a vacancy occurs in any other position, a special election will be held to fill that current position. {{OR}} If a vacancy occurs in any other position, an Active Member will be appointed to fill that position, following a vote obtaining approval from the majority of the Executive Board.

Section 6. Impeachment/Removal of Executive Board

A. Petition

A unanimous decision of the Executive Board must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment of executive board member.

B. Process

Active members, the Executive Board, Advisor, and the Executive Board member being impeached must be notified at least two (2) weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session during the semester.

C. Hearings

The moderator of the impeachment hearing will be the Advisor and, if need be, a COSO executive board member can conduct/facilitate the impeachment hearing as well. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of Active members present is needed for conviction and removal.

Section 7. Resignation of Office

In the event that a committee member is unable to comply with the duties as assigned, a formal letter of resignation must be submitted, two (2) weeks prior to the last day of service. The committee member must address the letter to the President carbon copying the Advisor, as well as the Chair and Advisor of COSO. In the event the committee member resigning is the President, the letter is addressed to the Vice President of the organization. The letter of resignation must be submitted to COSO in SC 210H. An exit interview moderated by a COSO Executive Board member and the organization's Advisor must be held the week the committee member is departing. During the committee member's last meeting they will officially announce their resignation.

Article VII. Elections

Section 1. Timeline

Annual election of Name of Organization Executive Board shall occur during the spring semester at a time and placed determined by the Executive Board.

Section 2. Procedures

A. Facilitation

The Advisor and a non-returning Executive Board Member or a non-running active member appointed by the Executive Board will facilitate the elections. This appointed member is to remain neutral and relinquishes their right to vote. The Advisor must be present at the elections in order for the elections procedures to be viewed as valid.

B. Eligibility

Any active member who is nominated and has been active for at least two (2) full semesters is eligible to run for office. {{OR}} All active members who have been active for at least one (1) semester are eligible to run for office. {{MUST MATCH TEXT FROM Article VI, Section 2}}

C. Nominations

i. Nominations for executive board positions shall be opened no later than four (4) weeks prior to the election. {{OR}} Nominations for the Executive Board will take place in a general member meeting at least one (1) week prior to Elections.
ii. Candidates for the executive board must be nominated by an active member of the organization. Candidates may not nominate themselves. {{OR}} Candidates may nominate themselves.
iii. To be placed in the elections ballot each nomination must be seconded. {{OR}} Nominations do not have to be seconded to be placed in the elections ballot.
iv. Candidates may be nominated for more than a single office, however, once elected to a position their name shall be removed from consideration for any subsequent office. {{OR}} Candidates may only be nominated for one position.
v. The nominee must accept their nomination either in person, or in writing to the Facilitator, by a time and date determined by the current Executive Board.
vi. Current nomination lists shall be sent to organization members no later than one (1) week prior to the election. {{OR}} Current nomination lists shall be sent to organization members no later than one (1) day prior to elections taking place.

D. Voting

i. Only active members have the right to vote.
ii. The sequence of voting for Executive Board will be in the same order as the positions are listed in Article IV, Section 1.
iii. A candidate for office need not be present at the Election. If a candidate cannot be present at the election, they may have a facilitator present on their behalf. {{OR}} Candidates must be present at the election in order for it to be valid. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members.
iv. The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. The candidates will then exit the room. {{OR}} The position to be voted on will be announced and all the candidates for said position will be presented to the Active Members. Candidates will remain in the room.
v. One Candidate at a time will return to the room to give a brief speech followed by questions from the active members present. Time limits for speech and question shall be determined by the executive board. {{OR}} Candidates will be allowed to give a timed presentation on their platform and why they feel they should be elected to a specific position.
vi. After all Candidates for said position have presented before the active members present, voting for that position will occur.
vii. Candidates will be asked to leave the room during the voting. Candidates who are also voting shall be permitted to cast votes in writing prior to the vote.
viii. Executive board members shall be elected by a majority of voting members present at the election meeting provided quorum is met. Quorum is defined as __% of active membership. If more than two candidates are running for any office, successive votes shall be taken until one candidate receives a majority vote. In successive votes, the candidate receiving the fewest votes shall be eliminated. {{OR}} Candidate with the majority vote wins. In case a candidate does not receive a majority, successive votes shall be taken until one candidate receives a

majority vote. {{OR}} Candidate will be elected by popular vote of the Active Members present provided that quorum is met. Quorum is defined as __% of active membership.

ix. The candidate(s) that did not win may choose to roll down their nomination to the next elected position up for election.

Article VIII. Committees

Section 1. Standing Committees

There are no standing committees at this time. {{OR INSERT HERE}}

Section 2. Special Committees

Special Committees may be appointed at the discretion of the Executive Board.

Article IX. Advisor

The Advisor of Name of Organization shall be a full-time faculty, administrator, or staff member at the University of Miami. This individual is responsible for the management of all accounts, events, as well as being present at annual elections.

Article X. Meetings

Section 1. General

General member meetings will be held at least {{INSERT}}.

Section 2. Executive Board

Executive Board meetings will be held at least {{INSERT}}.

Section 3. Special

Special meetings will be held at the discretion of the Executive Board.

Article XI. Discipline

Section 1. Reason

Misrepresentation of the organization or behavior that is detrimental to its guiding principles and/or objectives.

Section 2. Process

A mandatory meeting between the member being disciplined, the advisor, and the President shall be held at a time and place agreed upon by all parties involved.

Section 3. Consequences

Based on the severity of the action, the member will be disciplined accordingly. Sanctions will be determined during the mandatory meeting by the President, with the approval of the Advisor, with the most severe form of discipline being the revocation of Active membership status.

Article XII. Amendments to the Constitution

Section 1. Submission

Amendments to this constitution shall be submitted to the Executive Board in writing.

Section 2. Process

A. 100% of the Executive Board must be in agreement for adoption of the amendment.
B. If 100% of the Executive Board is not in agreement, a vote of Active membership must occur.
    i. Notification of changes to the constitution must be made at least two (2) weeks before voting occurs.
    ii. Three-quarters (3/4) of the Active membership is needed before voting can occur. A two-thirds (2/3) vote of Active members present is needed for the adoption of the amendment.

Section 3. Final Approval

Amendments must be presented to the Committee on Student Organizations for approval prior to implementation. The amendment is not final until an updated constitution is submitted and approved.

Article XIII. Dissolution of the Organization

Section 1. Process

Name of Organization may be dissolved after dissolution is approved by the Executive Board and by a vote of three-quarters (3/4) of Active members, provided that a notice of the vote on dissolution is furnished to all Active members at least sixty (60) days prior to the vote.

Section 2. Obligations

Upon dissolution, the Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

Section 3. Approval

Notice of dissolution must be presented in writing to the Chair and Advisor of the Committee on Student Organizations and must include reason of dissolution.

President____ Date___________________________

Treasurer____ Date___________________________

Advisor____ Date___________________________

Appendix 2 - Sample Event Budget

Event Name: ___________________ Event Date: __________________ Event Location: _______________

	Estimated	Actual
Total Income	$X.XX	$X.XX
Total Expenses	$X.XX	$X.XX

Income		
	Estimated	Actual
SAFAC Allocation	$X.XX	$X.XX
Co-Sponsorships	$X.XX	$X.XX
Donations	$X.XX	$X.XX
Total	$X.XX	$X.XX

Expenses		
	Estimated	Actual
Decorations		
Balloons (10)	$X.XX	$X.XX
Streamers (5)	$X.XX	$X.XX
Center pieces (10)	$X.XX	$X.XX
Food/Drinks		
Pizza (20)	$X.XX	$X.XX
Soda (15)	$X.XX	$X.XX
Cookies (40)	$X.XX	$X.XX
Venue	$X.XX	$X.XX
Palm Cards	$X.XX	$X.XX
DJ	$X.XX	$X.XX
Total	$X.XX	$X.XX