

Dear Student Leader:

We, the Office of Campus Involvement, developed this manual in order for you to succeed at being a leader at Rutgers-Camden. There will be many times that you are searching for answers to make your organization's goals a reality. Within this manual you will find these answers.

Our office's main objective is to provide assistance to make your experience as a student leader a more positive and rewarding one, and so please allow us to offer the following advice:

- A. You must plan early
- B. Get others involved (co-sponsor events with various organizations)
- C. Publicize, Publicize, Publicize
- D. Always say "Thank You"

If you remember these key points, you will be rewarded with an enjoyable and successful event.

Rutgers University-Camden has over 80 student organizations (from undergraduate groups, to graduate to law groups), all of which are trying to plan events and reserve space on our campus. The one thing I ask is that every organization work with each other to co-sponsor events. It is also important for organizations to support one another and foster critical thinking and dialogue, as well as form a support network amongst one another – after all, if you're not supporting other groups, why should you expect them to support you?

Good Luck and please remember to keep the Office of Campus Involvement informed of your programming plans.

Sincerely,

Allison Wisniewski
Director of the Office of Campus Involvement & Residence Life
Assistant Dean of Students

And

Patrick Wallace
Coordinator of Campus Involvement

“We know not where our dreams will take us,
but we can probably see quite clearly where we'll go without them.”

- Marilyn Grey

❖ OFFICE OF CAMPUS INVOLVEMENT MISSION STATEMENT

The Office of Campus Involvement & Residence Life promotes educational opportunities and self-expression through various workshops, lectures, films, and concerts. The goal of the Student Activities Office is to provide an enriched collegiate experience through entertainment and recreational opportunities, to develop independent thought through creative means, and assist in providing a safe environment for a diverse community.

❖ RUTGERS UNIVERSITY NONDISCRIMINATION POLICY

It is Rutgers University Policy to make the benefits and services of its education program, which applies to undergraduate, graduate and professional schools, available to students without discrimination on the basis of race, religion, color, national origin, ethnicity, ancestry, age, sex, gender, sexual orientation, physical, emotional or mental disability, marital or veteran status.





RECOGNITION & REGISTRATION PROCEDURES

Student activities and organizations are considered an integral part of the University community. However, there are policies that must be followed in order for the student organization to become an “officially recognized university student organization.”

■ STEPS TO BECOME A RECOGNIZED STUDENT ORGANIZATION

The term “recognized” is used when a student organization has submitted a constitution and has been approved by their governing organization.

Therefore, a group of students who have a common bond of interest are encouraged to form a recognized student organization. In order for a group to become an officially recognized student organization at Rutgers University-Camden, the student organization must adhere to the following guidelines and general requirements:

- A minimum of five students is required to form an organization to provide a strong core group, from which the organization can grow and expand.
- Complete an interest meeting with the Coordinator to review the policies and begin to develop the organization’s constitution.
- Develop and have approved by the Coordinator a constitution for the organization. The organization’s purpose must reflect the mission of Rutgers University and must not duplicate the purpose of any currently registered student organization.
- Complete the Office of Campus Involvement Registration Form for the Executive Board
- Appeal to the Student Governing Association (SGA) for approval.
- Submit two typed copies of the constitution and a list of members to the executive board of the SGA at least two weeks prior to the SGA’s next scheduled meeting.
- Follow the following guidelines:
 - Organizations may not be an extension of an academic course or department nor hold similar mission or purpose of an already existing organization.
 - Student organizations may not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, age, sex, gender, sexual orientation, physical, emotional or mental disability, marital or veteran status (Exception: The prohibition of discrimination on the basis of sex does not apply to social fraternities and sororities).

- Adhere to all Rutgers University policies and procedures, as well as local, state, and federal laws.
- The organization's monies (including dues, donations, fund raising income, and funds allocated by University departments) must be maintained in an account at the Rutgers Student Fund Office (RSF Office).

■ **REGISTRATION OF AN ALREADY RECOGNIZED STUDENT ORGANIZATION WHO HAS BEEN ACTIVE WITHIN THE LAST TWO YEARS**

The term "registration" is used when a recognized student organization officially registers with the Office of Campus Involvement and is made an official university student organization.

- Complete the Office of Campus Involvement Registration Form.
- Registration must be completed through the Office of Campus Involvement by the second week of the academic year or when executive board members change.
- Attendance at the semester "Nuts & Bolts" and "RU Experience" leadership workshops.

■ **REGISTRATION OF A STUDENT ORGANIZATION WHICH HAS NOT BEEN ACTIVE IN OVER TWO YEARS**

There are times when recognized student organizations die out due to lack of interest and individuals, however, the student organization may regain its official status with the university by:

- Obtain a minimum of five students to provide a strong core group, from which the organization can grow and expand.
- Complete an interest meeting with the Coordinator to review the policies and review the organizational constitution that is on file with the office.
- Receive approval from the Coordinator.
- Complete the Office of Campus Involvement Registration Form.

■ **RECOGNITION AND REGISTRATION OF HONORARY ORGANIZATIONS STUDENT CHAPTERS OF NATIONAL PROFESSIONAL ORGANIZATIONS OR CIVIC GROUPS**

Honorary organizations, student chapter of national professional organizations or civic groups must follow the same guidelines as other organizations and the following:

- The organization must state its relation with the national honor association, professional organization or civic group in its constitution and/ or statement of purpose. In addition, the national association must provide documentation regarding its office tax exempt status if applicable.
 - **Please note:** These organizations are not able to be tax exempt under federal law. Therefore, students within these organizations are not authorized to use the university tax exempt status.
- If the organization is affiliated with a national organization, a copy of the national/ parent organization’s constitution must also be submitted with registration
- As long as the honorary, national, professional or civic organizations are open to all students they will be eligible for all the benefits afforded to official university student organizations. If the membership does discriminate, the organizations are not eligible to apply for funding from Rutgers University Student Fee for any operational cost. The organization may apply for funding through their governing body for a budget to hold “campus wide” events. Determination of the event to be “campus wide” is under the approval of the OCI and governing association.
- In all cases, they are still required to maintain their funds at the RSF Office.

■ REGISTRATION AND RECOGNITION FOR FRATERNITIES AND SORORITIES

- Meet with the Assistant Dean, who also serves as the Director of Greek Life, regarding status review
- Submit all insurance certificates
- Submit the chapter roster and executive board
- Submit Hazing Compliance Forms
- Students interested in forming a fraternity or sorority should contact the Assistant Dean.



❁ BENEFITS OF A REGISTERED STUDENT ORGANIZATION

- Ability to schedule space in the Campus Center and other University facilities for meetings and events.
- Use of office space in the Campus Center (Approved by the Student Government Association and Coordinator needed).
- Ability to maintain a current web page and organizational e-mail accounts.
- Use of Campus Mail Service.
- Opportunity to request funds from governing organizations and campus committees (funding from the student activity fee if applicable).
- Participation in campus wide events such as Fall and Spring Days, Organizational Fairs and Homecoming.
- Free organizational exposure through Campus Center & Office of Campus Involvement publications.
- Administrative assistance with planning and event management.
- Ability to sponsor on-campus events



■ RESPONSIBILITIES

Student organizations (clubs, publications, governing bodies, fraternities and sororities) are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University, including responsibilities such as:

- Compliance with University regulations.
- Taking responsible steps, as a group, to prevent violations of law or University regulations by members of the group or its guests.

Failure to accept the responsibilities of group membership will subject an organization to permanent or temporary suspension of charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities or other appropriate action.

⚙ SELECTING AN ADVISOR

Rutgers University requires each official student organization to have an advisor for the following reasons:

- Student organizations are considered educational adjuncts to the regular college programs.
- Organizations frequently need assistance concerning University regulations and policies. The advisor is expected to provide such information and guidance.
- The advisor may assist the students by the organizations in writing recommendations for graduate study or employment.

■ QUALIFICATIONS OF AN ADVISOR

An organization may choose an advisor from any division of the University, but is encouraged to choose an advisor from the college in which the organization is recognized. The advisor may be requested from the staff of the college or University Administration with the permission of the Office of Campus Involvement. Faculty who are advisors must be at the rank of instructor or above in one of the colleges or University.

■ DUTIES

The usual duties of the advisor are to be available to discuss with the members of the organization any problems that may arise, as well as to provide some continuity for the organization. However, the advisor may actually participate in the organization's function and should also be acquainted with University policies governing student organizations. Commensurate with these responsibilities is the need to provide sound judgment with regard to the ongoing operation of the organization. The advisor is also required to attend the Advisors Luncheon once a semester. Those who advise student organizations do so on a volunteer basis and it is with this understanding that advisors are not reimbursed or paid for services to the organization.

■ ALUMNI ADVISORS

Alumni volunteer their time and provide assistance to organizations and in some cases take on the role of an Alumni Advisor. Although the University encourages such relationships between undergrads and alumni, Alumni Advisors will not, under any circumstance, hold any power, have any signature rights, or have the ability to make decisions or requests on behalf of the organization. All Alumni Advisors must be a dues paying member of Alumni Association, approved by the general membership, the University advisor, Office of Campus Involvement and Alumni Relations.

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CONSTITUTION GUIDELINES

The constitution gives the organization authority to take action and transact business, along with outlining the structure and purposes of the organization. Your organization's constitution must fulfill certain requirements in order to be officially recognized. It is important and necessary that the following draft of a constitution be used for all organizations with modifications that fit the organization's specific needs and desires. The Coordinator of Campus Involvement will assist you in following all the guidelines.

- ➡ **Please Note:** All items that are italicized must be included in your constitution in order to be officially recognized by Rutgers University. Examples of sample constitutions are available with the Coordinator of Campus Involvement or from the 2nd floor office of the Campus Center (Room 222).

DRAFT OF CONSTITUTION FOR STUDENT ORGANIZATION

The Rutgers University – Camden (insert org name)
Constitution

PREAMBLE

The preamble states why the group is being formed, its purpose and goals, etc. An example would be: “We, the students of Rutgers, the State University of New Jersey at Camden, in order to nurture student welfare; to promote higher educational standards; to enhance the physical, cultural, racial, and social welfare; to ingrain in the student body, as individuals and as a unit, the realization of their responsibility to themselves and their fellow human beings and to foster, defend and protect the rights of the students of Rutgers University, do hereby ordain and establish this constitution.” Taken from the SGA constitution.

ARTICLE I NAME

This article should simply state the organization’s official name, which must be prefaced by “Rutgers University – Camden (insert org name).”

ARTICLE II MEMBERSHIP

This article outlines who can be a member of the organization, voting member status and any other special status within the organization.

Section 1

Membership shall be open to all Rutgers University students and must comply with federal laws prohibiting discrimination on the basis of race, sex, gender, disability, age, sexual orientation, political, veteran or religious affiliation/ status. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

Section 2

The organization shall abide by all applicable laws of the state of New Jersey and the United States.

Section 3

The organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Office of Campus Involvement and the Dean of Students, along with those of the Board of Governors, University and the College.

Section 4

Powers, duties and responsibilities of the member should be listed in this section.

ARTICLE III

OFFICERS and TERMS OF OFFICE

This article explains each of the executive board positions and their responsibilities to the organization. It is important to be detailed- you are basically writing a job description for each position.

Section 1

OFFICERS and DUTIES

A. PRESIDENT

The President presides at all meetings of the association and executive board. It is the responsibility of the President to conduct all meetings impartially and to protect each member's rights. Other responsibilities should be listed in this section such as:

1. Shall open meetings at the time at which the organization is to meet by taking the chair and calling the meeting to order.
2. Shall announce the business before the members in the order in which it is to be acted upon.
3. Shall state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings, and announce the result of the vote.
4. Shall restrain the members when engaged in debate as specified in Robert's Rules of Order.
5. Shall enforce on all occasions the observance of order and decorum among the members, deciding all questions of order and to inform the assembly when necessary on a point of order.
6. Shall be objective on issues before the assembly, but may sometimes call the Vice-President to take the chair so (s)he can take part in debate.
7. (S)he can vote in order to break a tie and shall be able to veto all motions approved by the organization. However, the organization can override the President's veto with three-fourths (3/4) affirmative votes.
8. Shall enforce the observance of this Constitution. This duty should be listed under each position.
9. Shall authenticate by his/ her signature when necessary all acts, orders and proceedings of the organization and in general shall represent the organization, declaring its will in all things and obeying its commands.
10. Shall be an ex-officio member of all, standing and ad hoc, committees.
11. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

B. VICE-PRESIDENT

The Vice-President shall assume the powers, duties and responsibilities of the President in the absence of the President. Other responsibilities should be listed in this section such as:

1. Shall serve as the ex-officio of all standing committees, with the power to appoint all new committee chairpersons and members. The current standing committee chairs as specified in this constitution do not need to be appointed, the appointment power is for new committees.
2. Shall chair the Election Committee.
3. In absence of the President, shall preside and perform the President's duties.
4. Shall assume the responsibilities and powers of the President, should that office become vacant.
5. Shall have full voting power unless presiding as chair.
6. Shall enforce the observance of this Constitution.

7. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

C. SECRETARY

The main duty of the secretary is to keep the records, or “minutes,” of the meetings of the organization. The secretary’s minutes are the official record of the organization and should contain only the actual business transacted. In addition, the secretary must issue notices of meetings, have official copies of the by-laws, constitution and official files, and provide the President with a list of postponed motions and unfinished business. Other responsibilities should be listed in this section such as:

1. Shall take accurate minutes (or records) of all organization meetings, general and emergency, and elections, votes, etc that occur within the organization.
2. Shall chair the Constitution Committee to annually review the constitution of the organization.
3. Shall read and distribute copies of the previous meeting’s minutes to all members of the organization.
4. Shall be responsible for taking roll call. The attendance shall be accurately kept in a record book.
5. Shall record the name of the maker of a motion and the results of a vote.
6. Shall take charge of all documents belonging to the organization.
7. Shall call a meeting to order in the absence of the President and Vice-President and to preside until the election of a Chairperson pro-tem, which shall take place immediately.
8. Shall have a list of all officers and representatives, notifying the members of meetings.
9. Shall conduct all correspondence as directed.
10. Shall read important correspondence at all meetings.
11. Shall keep an accurate account of all correspondences.
12. Shall enforce the observance of this Constitution.
13. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

D. TREASURER

The treasurer is the “custodian” of the organization’s funds. The treasurer should be authorized to pay the bills of the organization and should draft monthly and annual statements (the latter of which should be audited), and should be familiar with all RSFD procedures. Other responsibilities should be listed in this section such as:

1. Shall be the custodian of the organization’s funds and shall properly handle all organization funds.
2. Shall keep an accurate record of all transactions.
3. Shall advise the organization of financial position to them, such as funding and constitutional policy.
4. Shall enforce the observance of this Constitution.
5. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

E. The GAO (General Assembly Officer) REPRESENTATIVE

The GAO Representative serves as a liaison between the organization and the Student Governing Association (SGA), updating the SGA on the happenings of the organization and is expected to attend all GAO meetings called by the GAO Chairperson who sits on the SGA. Other responsibilities should be listed in this section such as:

1. Shall serve as a representative to the General Assembly of Organizations Committee.
2. Shall act as the liaison between student organizations and the SGA.
3. Shall enforce the observance of this Constitution.
4. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

Any other officers of the organization should be listed in this section with a complete and clear explanation of their powers and duties.

Section 2 TERMS OF OFFICE

The term of office for all offices should be listed in this section (we ask that an officer serves one full academic year, with elections to take place at the end of the Spring semester).

Section 3 ELECTIONS

All officers must have a minimum of a 2.0 GPA upon election and throughout the academic year. The process for nomination and elections should be set down in this section. Some things included in this section may be:

If an office is to become vacant due to impeachment, resignation, graduation, etc the organization has the power to temporarily appoint someone to fill the vacant position so as not to interfere with the workings of the student organization. The person appointed to fill the vacant position must be approved by at least 2/3 of the organization.

Every candidate for or office holder of an organization office shall maintain the following minimum requirements:

- A. Shall be a registered, currently enrolled student of one of the following schools: School 50, School 52, School 56 or School 64.
- A. Shall have and maintain at least a 2.00 cumulative grade point average (GPA). Should a student's cumulative average fall below a 2.00 due to an error by the Registrar's Office, (s)he shall be allowed to remain in office until a final decision is made provided. S(he) must provide University documentation to the organization and the Office of Campus Involvement (OCI) that the grade causing the low GPA is under appeal.
- B. To be eligible to run for the office of President of the organization, the candidate must have served as President for at least one academic year in the organization (except for the inaugural executive board of the organization).
- C. Shall comply with all of the election rules and requirements of this Constitution and its bylaws and the Election Committee of the organization.

Section 4 IMPEACHMENT

A guide should be set for each executive board member (include this in each position description) and a policy should be developed in case the executive board members fails to perform their duties. An example would be:

Impeachment proceedings may be brought against any member of the organization provided that grounds for impeachment exist and the procedure for impeachment as outlined by this Constitution are followed:

A: Grounds for impeachment include, but are not limited to:

- 1 Failure to carry out the duties of office as specified by this Constitution and/ or its bylaws.
2. Failure to meet the requirements of office as determined by this Constitution.

B. Impeachment procedure is as follows:

- 1 a. Impeachment proceedings may be initiated by any member of the organization.
 - b. The charges shall be in written form and signed by not less than three-fourths (3/ 4) of the organization.
2. Exactly two (2) weeks after the delivery of the charges, the charged person shall meet with the full membership and Program Coordinator for the OCI/ Director of Student Activities (if requested) in presiding in a closed session and shall have the opportunity to respond to the charges.
3. If the organization, by at least a three-fourths (3/ 4) vote, finds the person in question guilty at the impeachment hearing, that person shall be removed from his/ her office immediately and the vacancy shall be filled according to this Constitution and/ or its bylaws

ARTICLE IV EXECUTIVE COMMITTEE

The elected officers of the organization form the executive committee. This section should establish guidelines that will allow this group to function in the absence of full membership, while also listing all duties, powers and responsibilities of the group.

ARTICLE V MEETINGS

Some guidelines for this section:

All organization meetings are mandatory for all members.

- A. Absences are defined as failures to attend general meetings and failure to attend organization sponsored events for which a member has agreed to participate.
- B. Absences may be excused due to illness, emergency work schedules, make-up exams, tests, representing the Camden Campus at another administrative function, or any other unavoidable emergency situation; subject to the President's prerogative.
- C. Only three (3) unexcused absences shall be allowed per semester.
- D. Violations of clauses "B" and / or "C" above will result in immediate termination of office only after a fair hearing of the organization.

Section 1 GENERAL MEMBERSHIP

This section should require this group to hold a minimum number of scheduled meetings.

Section 2 EXECUTIVE COMMITTEE

This section should require this group to hold a minimum number of scheduled meetings.

Section 3 EMERGENCY MEETINGS

This section should provide the means for the membership to call special meetings.

ARTICLE VI COMMITTEES

This section should state what permanent or standing committees there are and provide the means for establishing special committees.

Section 1

Standing committees are ones with a permanent function

Section 2

A special committee is appointed to a special task and is dissolved after completing the task.

ARTICLE VII FINANCIAL

This section should explain how funds should be collected and used. All funds of the organization shall be kept in an account in the RSFD. Dues may not be so excessive as to discriminate against potential members.

ARTICLE VIII QUORUM

This section should establish what is needed to hold a legal meeting, typically half the voting membership plus one, or simple majority.

ARTICLE IX PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised Edition, shall be the authority on all questions of parliamentary law and proceedings.

ARTICLE X ORDER OF BUSINESS

This section should suggest a possible order of business for all meetings, such as:

The agenda format for the meeting shall be as follows:

- A. Call to Order
 - Ascertainment of a quorum
- B. Secretary's Report
 - Distribution of the Minutes, Attendance and Approval of Communications
- C. Approval of the Agenda
- D. President's Report
- E. Vice-President's Report
- F. Treasurer's Report
- G. GAO Representative's Report
- H. Old Business
- I. New Business
- J. Adjournment (subject to a motion)

ARTICLE XI ADVISORS

Each organization must have an advisor affiliated with the University. Suggestions would be a member of the faculty or a university administrator. This section should establish the guidelines for the selection and responsibilities of the advisor.

ARTICLE XII

AMENDMENTS

This section should establish a system of proposing and ratifying amendments. All Amendments to this constitution must be approved by the Office of Campus Involvement. This section may look like this:

Section 1: An amendment may be proposed by any member of the organization.

Section 2: The procedure for amendments to this Constitution shall be as follows:

- A. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- B. Two (2) weeks after the proposed amendment has been announced, the organization may adopt the amendment by a two-thirds (2/3) vote of those present.

ARTICLE XIII

BY LAWS

This section must state that organization's intention to adhere to the University alcohol policy and the Student Code of Conduct. Other regulations pertaining to alcohol use and conduct issues the membership wishes to include shall also be established in this section.



PARLIAMENTARY PROCEDURES

Parliamentary procedures are the rules and regulations needed to conduct the business of an organization. Contrary to the opinion of some, parliamentary law is not an end in itself. The authority of parliamentary procedure is set up in the constitution of an organization. In general, the rules established in Robert's Rules of Order, Newly Revised are the rules that are followed by most organizations, but the authority for this must be in an organization's constitution.

For any questions concerning Parliamentary Procedures, Parliamentary Law, Motions – main, subsidiary, privileged, incidental, and special, the precedence of and voting procedure for - please consult a copy of Robert's Rules of Order, Newly revised, or meet with the Coordinator with any questions that may arise.

Meeting Management

Meetings provide members with an opportunity to discuss the business of the organization. Everything from event planning, brainstorming and goal setting can take place at a meeting.

When to have a meeting

- As stated in your constitution
- To provide information
- To delegate responsibility
- To problem solve
- When the membership is requesting one

When not to have a meeting

- Poor advertising and notification to the membership
- If the information can be communicated by email

Suggestions on how to run an effective meeting

- Identify the objectives of the meeting
- Secure a meeting location through the Facilities Use Office
- Make ADVANCED notification to all members allowing for members to change schedules
- Develop and review the agenda
- Get to the meeting location early
- Set the room up so everyone can be seen and heard
- Start the meeting on-time
- Ensure that the appropriate person is taking minutes
 - Name of presiding officer or meeting chair
 - Start time for the meeting
 - Names and emails/ phone numbers of members attending
 - Exact statement of any decisions (motions) that were passed
 - Major oppositions or dialogue for the motion
 - Referrals to various committees
 - All items discussed
 - All decisions reached
 - Future meeting dates
 - Time of conclusion

Review ground rules for each meeting, and ask membership for suggestions

- Conduct one piece of business at a time
- Participation is a right and a responsibility
- Initiate ideas
- Support, challenge, counter differences, resolve, constructively lead to creative problem solving
- Give others a chance to talk (Silence does not always signify agreement)
- Communicate authentically (What a person says should always reflect what he or she thinks and feels)
- Conduct group business in front of the group
- Conduct personal business outside of the meeting

- Develop conditions of respect, acceptance, trust, and caring
- Develop alternative approaches to the solution of a problem

Make decisions

Assign follow-up actions and responsibilities

Summarize what has been accomplished (Re-enforcing that things are getting done)

- Review all important decisions that were made
- Restate all task assignments and completion dates
- Ideas for agenda for next meeting
- Review time and place for next meeting
- THANK MEMBERS FOR ATTENDING

End on time



AGENDAS

An agenda is necessary in implementing an organized sequence within a meeting. It is also instrumental in achieving maximum productivity.

Agenda items should include the following:

A. OPENING

- Meeting called to order
- Roll call
- Secretary reads minutes of last meeting (It is a good idea to distribute copies to all members)

B. REPORTS

- Officers' Reports
- Treasurer's Report
- Correspondence
- Standing Committee Reports
- Special Committee Reports

C. BUSINESS

- Old Business
- New Business
- Announcements

D. PROGRAM

- Speakers
- Films and Activities

E. ADJOURNMENT

MINUTES

Minutes contain all business of the organization and serve as recorded history. Minutes should be taken throughout the meeting, read at the next meeting, and corrected as needed. Both the president and the secretary should sign the minutes once corrections have been made. Minutes should then be copied and turned in to the Office of Campus Involvement for filing. Minutes of each organization should be on file. Minutes may also be placed on the organization website so any member not in attendance can review them.

THE RUTGERS STUDENT FUND RULES & REGULATIONS

Student fees are funds of Rutgers, The State University of New Jersey. They are not funds belonging to students and, as all University funds, can only be used to promote higher education of the people of this state. Like tuition payments, student fees are collected from the students, and it is the University's decision to allocate them to certain student activities. Provided that an educational purpose can be found, the activities fund may be used to promote and encourage programs which are socially, culturally and recreationally beneficial to the entire student body.

These rules and regulations are a compilation of New Jersey Law (NJL), Rutgers Policy (RP) and have been adapted from the various student governing organizations. Each source is so indicated in brackets after the policy. These policies result from the University's need to account for the use of State and Federal funds and form previous consideration at our campus of proper fund usage.

Before these guidelines were issued, they were jointly reviewed by the Treasurer of the Student Government, Camden Business Officer for Rutgers, Associate Dean & Director (who is by the University's policy entrusted with the custody of the Student Fund and made responsible for its proper use), Coordinator, Assistant Dean, and Administrative Assistant for the Rutgers Student Fund.

■ NEW JERSEY LAW (NJSA 18A: 65:2)

New Jersey statutes define Student Activities' monies as being the property of the University. Therefore, the University has an obligation to oversee the use of these funds. Any questions regarding funding and approved uses for student's activities' monies should be addressed to the Director of the Campus Center.

■ WHO CAN UTILIZE THE STUDENT FEE?

- Officially recognized & registered student organizations that are open to and will benefit the undergraduate or graduate student body.

- Officially recognized & registered student organizations or groups representing Rutgers at an approved function and/ or place.

■ WHO CAN'T UTILIZE THE STUDENT FEE?

- Organizational activities for which academic credit is given.
- Activities sponsored primarily for groups other than Rutgers student. (RP)
- Intramural activities sponsored by the Physical Education Department.
- All Greek letter organizations except for activities that can benefit the entire student body determined by the OCI.
- All organizations that are not recognized by the Student Government, the Office of Student Affairs and the Office of Campus Involvement. (RP)
- Organizations in which membership discrimination exists, constitutionally or otherwise. (NJL)
- Organizations in which members and activities sponsored are for partisan political or religious groups only. (NJL)

■ WHAT CAN YOU USE THE STUDENT ACTIVITIES FEE FOR?

- Operational budget
 - Supplies
 - Copying
 - Mailings
- Event expenditures
 - Honoraria for speakers (i.e. speaker's fee)
 - Rental charges
 - Food
 - Travel
- Media, publications
- Non-partisan political and lobbying efforts (NJL)
- Convention fees and travel

■ WHAT YOU CAN'T USE THE STUDENT ACTIVITIES FEE FOR

- Bail or lawyers for individuals
- Partisan political activities, including registration, contributions to candidates or parties (NJL)
- Emergency or personal loans to individuals (NJL, RP)
- Salary or wages to members and/ or advisors of respective organizations (NJL, RP)
- Making private purchases under the name of a student organization of Rutgers University

■ WHAT YOU CAN USE YOUR REVENUE MONEY FOR

- Donation to charity may only be used with revenue money (NJL)
- Uniforms, shirts, jackets for organizations that does not provide a service for the entire college community

■ RESTRICTIONS

- Property, books, and furnishings purchased from student fees are property of the University, not of the person or organization.
- All expenditures by students and organizations must be paid by check or internal transfer by the RSF.
- An accounting of funds from the student activities fee must be made to the Administrative Assistant or designated person. Actual expenditures should be consistent with the approved budgets of each organization and activity.
- Accordingly, official student organizations sponsoring activities funded by student fees:
 - Must maintain accurate and complete records of all financial transactions.
 - May not obligate funds in excess of the balance in an organization's account under any circumstance.
 - May not deposit student fees or monies derived from the fee in an outside bank account.
 - Are exempt from paying NJ state sales tax, in connection with its purchases. Copies of the letter authorizing this exemption to the University will be furnished.
 - Must furnish a valid invoice, bill or receipt before payment can be authorized. When this is impractical, as the case of a speaker, dance or concert, a letter of intent or contract must accompany the voucher. A receipt should be prepared by the organization for signature by the performer at the time of payment.
 - Must deposit income from ticket sales and donations, into the organization's account. This is good business practice and facilitates accountability and financial reporting to the membership. Tickets and drawing slips must be numbered so that proper controls and accountability can be established.

Fee allocations to student clubs, organizations and activities and the criteria and procedures for receiving allocations from student fees are the responsibility of the SBA and SGA and overseen by the Office of Campus Involvement and Rutgers Student Fund administrators.

■ VIOLATIONS OF USE OF THE STUDENT FEE

Should an infraction of established policy occur appropriate disciplinary procedures may include any one of the following:

- Probationary period
- Withdrawal of funds
- Warning
- Hearing before an appropriate disciplinary board

■ GENERAL GUIDELINES FOR ORGANIZATION FUNDING

- **New Organizations**
 - Each new organization must be considered “official” by achieving recognition and registration status by both the appropriate governing organization and the Office of Campus Involvement, before funds may be allocated. A newly recognized organization may not be funded for any debts incurred prior to its recognition. (RP)
- **Previously Recognized Organizations**

- Student fee monies are allocated to clubs and organizations for specific purposes, programs or activities and must be used for that purpose, program, or activity, or returned to the Student Fund.
- Programs and activities not funded by the governments may be funded by revenue received from outside sources and/ or dues.
- Events where participants include the general public; the sponsoring organization or club is responsible for receiving appropriate proportionate funding from non-University participants in order that Student Activities' monies not support non-University participants. (RP)
- Revenue received by a club or organization from dues, donations, fund-raising activities, or any other source but direct allocation from the Student Activities' monies must be reported to the Treasurer. Any money generated through the use of student government Funds, must be deposited in the organizational account with the RSF. These funds may be spent by the organization according to the government's financial guidelines. Money generated by organizations on their own may be spent as that organization desires. (RP)
- The use of any revenues generated by a club or organization is Student Activities' monies. Nevertheless, it may not be controlled or appropriated by student government or any other outside group unless:
 - Student Fee monies were used to help generate the revenues
 - the use is contrary to other provisions of these guidelines. (RP)
 - The organization's past performance will be taken into consideration when making allocation decisions.
- All clubs and organizations must submit a separate budget for each semester and any funds generated or unused will be drawn back into the appropriate Student Government Account. Any funds generated over and above the amount of money appropriated by Student Government shall be the property of the organization.

■ ORGANIZATIONAL FINANCIAL RESPONSIBILITY

- Monies allocated to a student organization are the property of the organization in the name of Rutgers University. (RP)
- Accurate and complete financial records must be maintained by all organizations. A receipt book shall be kept to record any money received, the date, and source from which the money is obtained should be stated. An expenditures book shall be kept in the same fashion as the receipt book listing the date, purpose, and recipient of the funds. These records must be kept on file with the RSF and will be reviewed by the Office of Campus Involvement, Associate Dean and student government. (RP)
- Members of an organization may not make personal purchases in the name of the organization or Rutgers University. (NJL)
- Student organizations will be allocated specific amounts of monies. It is the responsibility of the organization to see to it that the expenditures do not exceed its capacity. Monetary assistance from any department and/ or office within the University or any external sources must be reported to the Coordinator and RSF. These sources must be recorded in the Rutgers Student Fund Record.
- No organization will be allowed to go into debt because of negligent spending or mismanagement of funds. The members of an organization will be held accountable for any negligence or mismanagement of student monies.
- Receipts or bills must be submitted for purchases or expenditures. (RP) If a student organization owes receipts a hold will be placed on all additional expenditures until resolved.

If not resolved, a financial hold will be placed on the president and treasurer's university student accounts until all receipts are turned in.

- ➡ Serious financial negligence and mismanagement of the Student Activities' monies may be presented to the College Hearing Board for action under the terms of the University Student Disciplinary Board proposal approved by the Board of Governors. (RP)
- ➡ A club or organization may not commit, by entering contracts, charging bills, or any other means, to spend funds that have not been allocated, previously raised or use grant money award letters as promissory funds. All funds must be in the organizations account prior to entering into contracts (please see next point about contracts)! Any such commitments are the personal responsibility of the person making them. (RP)
- ➡ A student may not bind the University by signing a contract. If Student Activities' monies are involved, only an official administrator of the OCI may sign contracts for the University. An individual student signing a contract may be personally liable for that contract (RP)

ADDITIONAL OPTIONS

➡ Debit Cards

Student Organizations may place revenue money on an organization debit card in the organization's name by filling out a voucher with the RSF. The debit card should be used to purchase food for speakers, event workers, and supplies and materials from the bookstore. The debit card should not be used to take friends to lunch or to buy personal items in the bookstore. Misuse or abuse of the debit card will result in immediate judicial actions.

➡ Office Supplies

Student organizations wishing to purchase office or computer supplies may do so through an order form from Staples.

- The order forms will be in the RSF Office (2nd floor CCC).
- Orders placed by 12 p.m. usually arrive by the next business day morning.
- **NO PERSONAL REIMBURSEMENT WILL TAKE PLACE WITH RECEIPTS FROM STAPLES or ANY OTHER BUSINESS OR COMPUTER STORE, UNLESS PRIOR APPROVAL IS GRANTED FROM THE ASSOCIATE DEAN.**
- Fund must be in the student organization's account prior to any purchase.

➡ Other Supplies

- At all times, student organizations should make every effort to obtain an invoice prior to purchase from a company/ store. If an invoice is presented, the RSF will issue a check in the name of the company.
- Students will need to contact the store and have an invoice faxed or the correct amount of purchase be given to you to provide on the voucher.
- **NO PERSONAL REIMBURSEMENTS WILL TAKE PLACE, UNLESS PRIOR APPROVAL IS GRANTED FROM THE ASSOCIATE DEAN.**

➡ For reimbursement of personal expenses

- A voucher needs to be approved prior to purchasing anything that you wish the University to reimburse you for by either the Coordinator or the Director of the Campus Center.
- Original receipts must accompany the invoice voucher for reimbursement to be approved.
- If a receipt is missing, we cannot reimburse for it nor can we make duplicate receipts.

➡ Contracts

- **STUDENTS SHOULD NEVER SIGN CONTRACTS. BY DOING THIS THE STUDENT ACCEPTS THE FINANCIAL AND LIABILITY TERMS OF THE CONTRACT.**
- Contracts are a binding agreement between the University and a performer or agency. They are usually used to book a band, DJ, comedian, lecturer or artist. All contracts must have: Rutgers-University as the purchaser; not a student group or a student's name, be reviewed and signed by the Coordinator or Director of the Campus Center.

❄ FUNDING SCHEDULE

The funding allocation process is very intensive. Each student government will determine its own steps to submit a budget and post them within the first three weeks of each semester. Please contact the appropriate governing body for details.

■ SOME HELPFUL HINTS

- ➡ Make sure you have followed the rules and regulations.
- ➡ Send a knowledgeable member of your organization to any finance or funding committee meeting that may be held - be prepared to ask and answer questions.
- ➡ If your organization is allocated funds, the budget will still need final approval by student government at the next meeting. Don't take this approval for granted, check to see if the budget has been approved before you make final plans.
- ➡ Once your budget has been approved by student government, you may begin finalizing plans for your events, submit vouchers and contracts.
- ➡ Remember vouchers must be signed by the president and treasurer of the appropriate student government and be approved by the Coordinator before they are presented to the RSF.
- ➡ When your event is over, an evaluation form must be completed.

❄ PREPARING A BUDGET

Budgeting is the preparation of a comprehensive financial plan related to all operational activities. Your budget will require a thorough outline of your projected goals for the coming semester. This will include all operational expenses, sales projections and necessary cash flow. Income must also be budgeted. That is, each club must estimate the amount of revenue that will be generated from any outside source or any generated carry over (revenue) from last semester's account.

Planning is the most important item to consider when elaborating your budget. It is a good idea to refer to last semester's budget or if possible consult the person who prepared that budget. Figures in the budget plan must reflect, as accurately as possible, how much the activities are going to cost.

Each semester, all clubs will be required to submit a budget no later than four weeks after the first day of the semester, or on the date designated by the appropriate student government.

■ APPROVAL OF A BUDGET

The government collects and integrates data from all requests in order to prepare a Master Budget, which will make equitable distribution of the Student Activities Fees. During the budget hearing, the

club's proposed budget will be reviewed. In most cases, club officers will only be contacted if clarification of any expense is required.

The following are some basic guidelines that are taken into consideration by the Finance Committee in approving and/ or amending each budget:

1. Anticipated income.
2. Prior activities (how successful were they?).
3. Number of active club members.
4. Accessibility to students.
5. The number of students who will benefit from the club's activities.
6. Accuracy and care in budget preparation.
7. Promptness in budget submission.

■ WHAT GOES INTO THE BUDGET?

General Supplies - include copying, stationery, pens, pencils envelopes, etc. These supplies are to be used strictly for club business and therefore should be minimal (i.e. you probably don't need 5,000 envelopes or 10,000 copies of a flyer for a program or event).

Media & Rental- Supplies and materials which service or are directly related to audio-visual equipment, such as blank or prepared tapes, etc. Clubs budgeting for films or performers should remember to include audio visual expenses required at the showing. All video/ film rental orders must first be approved and signed by the Assistant Director or Coordinator since groups will be required to purchase the public viewing rights to any film they wish to show (please see the appendix for additional information concerning copyright). Contact the Coordinator for more information. In addition, you may check to see if the University owns the rights to the film by checking out [http:// www.libraries.rutgers.edu/](http://www.libraries.rutgers.edu/)

Entertainment or Educational Speakers - List all information on each individual provide bio, fees include travel, honorarium, overnight accommodations, rider requests, etc.

Venue Charges- Includes set-up fees, building manager fees, equipment and any special needs that are chargeable (for any questions concerning venue charges, please see Karen Caracino).

Security- This includes charges imposed by the RUPD in order to safely hold an event or to provide security when money is being collected. Please note: the RUPD has final say of whether or not security is needed at an event – a security meeting must be held at least two weeks prior to any major event, or event where money is being collected, to determine if security is required, and if so, how many guards/ officers are needed.

Mailing - Postage and mailing expenses for club business may be paid with club funds.

Telephone - Telephone expenses must be approved by the Student Government. They may be reimbursed only if the calls relate directly to the club business. A copy of the itemized phone bill with appropriate calls identified must accompany the withdrawal form for calls made from a home phone. Clubs should budget for outside calls.

Travel - Each club may sponsor trips during the semester. Trips must be adequately publicized well in advance. Accommodations on a trip must be uniform for all.

Food Service - Must be contracted for at least two weeks in advance. Consult the Food Services Director and the Facilities Coordinator for catering prices and building locations.



DIRECTIONS FOR PROCESSING VOUCHERS

■ GENERAL ACCOUNTS

After your organization has been allocated funding by the funding board and the government, it will be transferred into a general account within the RSF. You cannot draw funds from the account until the allocation has been approved, your vouchers have been submitted with proper signatures and you have obtained the approval of the Coordinator.

■ REVENUE ACCOUNT

Follow the same procedure as the general accounts.

■ FILLING OUT THE VOUCHER

Checks will be prepared directly from the information listed in the voucher section of this form. Be sure all information is accurate and complete. All supporting documents must accompany this voucher form. Attach all statements, invoices and receipts (which must total the amount requested). No vouchers will be honored without these supporting documents

- ▶ Payable to: The name of the payee. Separate vouchers must be submitted for each check needed.
- ▶ Date: Today's date written in full (month, day and year).
- ▶ Performer: Band, speaker, lecturer and date of engagement
- ▶ Supplies: List all with exact prices and state purpose and date of occasion.
- ▶ Amount: Amount must be clearly indicated in designated place.
- ▶ Organization: The complete name of your group.
- ▶ Organization authorization signature: Signature specified in signature form on file.
- ▶ OCI Authorization signature: this authorized signature must be obtained before voucher is submitted.

■ PAYMENTS MADE TO INDIVIDUALS DURING THE CALENDAR YEAR

1099 Misc. Income Forms will be mailed to individuals (non-employees) paid for services (ranging from a DJ to lecturer) rendered during a calendar year. Internal Revenue Service (IRS) regulations require that all payments made to individuals (non-employees) for services rendered during the calendar year be reported to the individual on a 1099 Misc. Income Form. Failure to comply with these regulations may result in penalties being assessed ranging from \$15--\$50 per 1099 Misc. Income Form. To avoid any imposed penalties, the University must obtain listings of payments made to individuals that have not been processed through the University's accountings payable system. To avoid these penalties, all payments are to be made through the RSF.

■ PAYMENTS TO NON RESIDENTS OF THE UNITED STATES

All organizations must first contact the Coordinator or Director of the Campus Center.

- Form 8233 Exemption from Withholding on Compensation of Independent Personal Services of a Nonresident Alien Individual.
- Rutgers University Request for Payment
- If taxes are due, the sponsoring organization must submit payment to SAO.

➤ ADMISSION/ TICKET REGULATIONS

If your event requires an admission fee, tickets and pre-sale are to be used, please see the Coordinator.

Arrangements for ordering tickets must be approved and processed through the Coordinator.

- All tickets are to be delivered by the printer to the Office of Campus Involvement for verification.
- OCI shall issue tickets for the organizations as needed.
- The accountability of the organization shall include a statement for each event which shall be kept on file for accounting and auditing purposes, and which shall show the total number of tickets, the number of tickets in each price range, the number of tickets sold or issued, the number of unused tickets, the gross income in money and credits, and a summary by groups of the persons to whom complimentary tickets and passes were issued.
- All tickets must show the price at which they are to be sold, including the established price, tax if any, and the total price, the place, date, and time of the event. The approved protective clause is to be on the back of each ticket.
- This ticket is a revocable personal license and Rutgers University assumes no responsibility for accident to any user or for loss or damage to property. This ticket is accepted by the purchaser with this understanding. **NO REFUNDS.**
- Complimentary tickets and passes are to be issued by the organization and recipients are to be identified on a list to be signed and retained by the appropriate director for auditing purposes.
- Students eligible to attend University events may be admitted by showing the official University Identification Card.

STUDENT FUNDRAISING

Fundraising can greatly increase the budgets of student organizations. However, there is a procedure that must be followed for all funds raised. All money must go through the Rutgers University Foundation in New Brunswick for Camden student accounts since the Rutgers Foundation holds the 501(c)(3) designation as a non-profit organization. All checks are to be made out to the Rutgers University Foundation. The funds will be deposited into the Dean's Fund and a check will be issued to the student organization. Rutgers Foundation will send the donor the proper IRS required receipts for tax deductions. Any donations not submitted this way are in violation of IRS regulations and are not tax deductible.

All money raised as donations from companies or individuals should be given to the Director of Development for the Camden Campus along with a letter stating the student organization to which the funds are to be credited. Also, all gifts of products and/or services should be reported to the Director of Development, who can be reached at (856) 225-6322.

■ DEPARTMENT COMMITMENTS

Obtaining funds from University Department is also another form of fundraising and acquiring a sponsor. The Program Commitment Form must be completed three weeks before an event is to take place, however, it should be accompanied by the budget.

RAFFLES

Raffles in the State of New Jersey are illegal unless an identification number is provided by the Legalized Games of Chance Control Commission. To obtain an identification number, a letter must be written to:

Legalized Games of Chance Control Commission
P.O. Box 46000
Newark, NJ 07101
(973) 273-8000

For more info you can check out the website at: <http://www.state.nj.us/lps/ca/lgccc.htm>

The first paragraph of the letter should explain the organization's non-profit status and: "This organization requests consideration for the issuance of an identification number."

Paragraph two must say: "There are _____ number of adult members in _____ organization" and what the purpose of the raffle will be.

The president of the organization, their title written by their name, must sign the letter. A copy of the constitution and by-laws of the organization must also accompany the letter.

Included must also be a financial summary of the past (12) months. This summary must be set-up as follows: The heading should say: FINANCIAL SUMMARY. Beneath that it should indicate the date of the summary, such as Nov. 2001-Nov. 2002. In the body, there should be two main points, "Source of Income" listing the date, source and amount of money and in each instance and "Expenses", which should list where the money was spent during the year (if you need help with a list of expenses, please visit the RSF).

If the organization has any literature describing itself and its deeds, include a copy of this also. Mail the entire packet along with a business-size self-addressed stamped envelope. A reply should be forthcoming in two to three weeks from the commission as to eligibility.

Only after the Commission approves, and grants the student organization a number, and the letter and number are on file with the Office of Campus Involvement, will the student organization be allowed to hold any type of raffle in the name of the organization, Rutgers or on any Rutgers property.

Student Organizations' Publicity Policy

■ PUBLICITY

All publicity on events that are being financially supported by the RSF, OCI or any student organization must gain permission from the OCI. Off-Campus publicity must be approved by both the Office of Campus Involvement and the Public Relations Office. A copy of all proposed ads, radio promotions or flyers must be given to the OCI, to be approved and gain approval from the Public Relations Office. Rutgers University reserves the right to approve any form of communication that will have a direct effect on the University. Failure to follow this policy will result in the cancellation of the event and students will be subjected to a university judicial hearing.

■ DISTRIBUTION OF LEAFLETS, FLYERS AND POSTERS

The distribution of leaflets, flyers, and other handout materials will be permitted when copies are submitted to the Office of Campus Involvement. The following provisions regulate distribution:

1. Only registered (student, faculty and staff) organizations, approved campus community organizations and academic units will be permitted to distribute materials on-campus. Bulletin boards are not intended to be used by commercial advertisers, outside organizations or political candidates in non-campus elections.
2. Posters should be placed on University bulletin boards only. They should not be placed on doors, walls, glass, trees, sidewalks, telephones or trash cans. Improperly posted materials will be removed at the violator's expense.
3. Individuals are responsible for posting their own materials. Any legal ramifications regarding posters are the responsibility of the individual or group posting the notice.
4. All non-current materials will be removed from the bulletin boards and disposed of.

■ SIDEWALK CHALKING

The use of chalk on the sidewalks is **prohibited** on the Camden Campus. Organizations failing to abide by this policy will be charged a clean-up fee and their event will be canceled.

■ POSTING

Permission to hang posters in the Camden Campus Center will be granted by the Camden Campus Center staff in CCC Rm. 222; for academic buildings, the Office of Student Affairs and the Law School Office of Student Life.

■ EMAIL

Rutgers Events at Camden Today (R.E.A.C.T.) is a weekly listing which is sent to every email account within the Rutgers University- Camden Campus. To have an event listed, email react@camden.rutgers.edu with the fundamental information 12noon the Friday before you want your listing to be posted. REACT is released on Monday.

“What’s Happening at Rutgers – Camden?” is a weekly email sent out by the Coordinator of Campus Involvement updating all students about any events that will be taking place in the near future. Recognized student organizations can email the coordinator at pwallace@camden.rutgers.edu in order to have their event listed. For both email publications, be sure to include any and all relevant information pertaining to the event, i.e. what, where, when, why, who, cost, etc.

UNIVERSITY LOGO GUIDELINES

The official logo of Rutgers, the State University of New Jersey, is the University's primary identifying mark and appears on all official stationery, publications and other communications emanating from the University.

■ IMPORTANCE OF USING THE LOGO PROMINENTLY

The University relies on the logo as the single graphic element which, when used universally, establishes a consistent visual identity for the entire institution. In place for two decades, the logo carries significant recognition value for Rutgers' many external audiences. Using this standard wordmark is also a way to be sure that the correct name of the University appears so that all the divisions of the university reap full benefit from their identification with Rutgers, and, in turn, Rutgers garners appropriate recognition for its many accomplishments from its distinctive parts.

■ USAGE POLICY ON PRINTED MATERIALS

The logo policy for use on publications is relatively simple and unrestrictive. The logo must appear on the front cover or front panel of all university publications in an appropriate size of position relative to other typographic elements on the page. No specific placement is required. The minimum horizontal dimension acceptable for readability is 1-1/8" or 7 picas. On rare occasions, for elaborately designed publications, the full name of the university (Rutgers, The State University of New Jersey) may be substituted on the front cover, with the logo appearing on the back outside cover instead. If you are in doubt about the appropriate use of the logo on printed materials, contact Peggy Christ, director of the Office of University Publications for guidance call (732-932-7084, ext 605).

Each of the three regional campuses has a version of the official logo that includes the campus designation. The campus-specific logo may be substituted for the university wide logo at the discretion of the campus.

Regarding stationery, university departments are required to use the standard university stationery design for their external correspondence. Any exceptions to the standard stationery format must be approved by the director of university publications. The standard design specifications are available through the Office of University Publications.

■ DISCLAIMER FOR NON-RUTGERS SOURCES

The Rutgers logo is only to be used on official correspondence of officially designated offices of Rutgers, The State University of New Jersey. The logo is a legally protected trademark and may not be used on products, merchandise, or any externally produced materials without permission. The university will prosecute fully the improper use of this trademark. For questions regarding the use of the logo by non-Rutgers parties, contact the Office of Trademark Licensing (732-932-7084, ext. 612)

■ USE OF THE UNIVERSITY SEAL ON OFFICIAL UNIVERSITY DOCUMENTS

The Secretary of the University is the University official responsible for use of the University seal on Official University documents. The seal is used in the execution of documents such as contracts, deeds and financial instruments which require the signature of an officer of the University Corporation, attested to and sealed by the Secretary. The seal is also affixed to certain ceremonial documents such as honorary degrees and letters of introduction.

1. Only officers or persons authorized by the Secretary of the University may use the University seal on official University documents. Certain officers of the University, such as the Registrar, require the seal on a continuing basis and are assigned a seal for use on specific documents, e.g. diplomas and certified transcripts.
2. Letters of introduction signed by the Secretary of the University are available upon request to members of the University community. The university seal will be affixed to letters of introduction to domestic and foreign academic institutions, corporations and other entities.
3. Request for letters of introduction should be made through the department chair for faculty, or through the chair of the major department for students, to the Secretary of the University. Requests should be made at least ten days before the date the letter is requested.
4. The secretary of the University can provide letters of introduction in the major Indo-European languages: letters in other languages are available by special arrangement.

■ USE OF THE UNIVERSITY LOGO AS A DESIGN ELEMENT IN PRINTED OR ELECTRONIC MATERIALS PUBLISHED BY THE UNIVERSITY

Any use of the University Seal as a design element in printed or electronic materials published by the University must be approved by the Director of University Publications.

■ USE OF THE UNIVERSITY LOGO AS A SYMBOL OF THE UNIVERSITY ON MERCHANDISE FOR A SALE

The University Seal is a registered mark in the United States Patent and Trademark Office. Any use of the University Seal as a symbol representative of the University on merchandise must be approved by the Executive Director of University Communications.

■ TRADEMARK LICENSING

The use of the University logo on Shirts, jackets, bags and all other imprinted items: In order to protect Rutgers' image and reputation, the trademark licensing program regulates the use of the university's name and identifying marks. This includes external use by manufacturers and retailers and internal use by academic and administrative departments, student organizations, and other internal units. Rutgers' trademarks include the name of the university, the intercollegiate athletics logos and wordmarks, including "Scarlet Knights, Scarlet Raptor, Scarlet Raiders" and all other identifying marks of the university.

All manufacturers of products bearing the trademarks of Rutgers must enter into a nonexclusive trademark license agreement with the university. This includes manufacturers who produce not-for-resale, promotional, and other items.

The trademark office also answers questions and provides guidance to the university community with regard to the use of the university's trademarks and assists university departments, student organizations and other units in finding appropriate and affordable promotional and other imprinted items.

For more information and authorization to use the University trademarks, contact the Associate Dean / Director of the Camden Campus Center

SUGGESTIONS ON HOW TO PLAN A PROGRAM

- Generate an idea
- Have creativity sessions with your committee, friends, etc. Is it feasible?
- Do some preliminary planning
- Make a planning sheet, estimate costs, check calendar for possible conflicts
- Submit a budget and schedule of events
- Get approval for the event
- Finalize plans
- Finalize program schedule, reservations and contracts, delegate responsibilities
- Publicize the program
- Develop a publicity and promotions campaign, place ads, print programs
- Check your planning sheet one more time
- Don't assume anything, hold a final meeting and resolve any last minute problems
- Attend the event
- Get there early, enjoy the event, clean up and return all equipment
- Evaluate the program
- Fill out forms and file materials, send out "Thank you" notes, do a final income and expense report.

VOLUNTEERS

In order for your volunteers to assist and return to help your organization repeatedly, it is necessary to understand the rights and responsibilities granted to volunteers.

➤ Rights of a Volunteer

A volunteer has the following rights:

- To know as much about the organization as possible
- To receive training for the job
- To receive continuing education for the job
- To have regular evaluation of their performance
- To receive enabling funds when necessary
- To be respected and given honest answers from coordinators
- To be treated as a co-worker
- To be given a suitable assignment
- To be given sound guidance and direction
- To be given a promotion and a variety of experience
- To be heard

➤ Responsibilities of a volunteer

A volunteer has the following responsibilities:

- To maintain loyalty to the community service they work with

- To maintain the dignity and integrity of the community service with the public
- To carry out duties promptly and reliably
- To accept the guidance and decisions of the coordinators
- To understand the function of the paid staff, maintain a smooth working relationship with them and stay within the bounds of volunteer responsibility
- To be sincere in the offer of service and believe the value of the job to be done

To be willing to learn and participate in orientation, training programs, meetings, and to continue to learn on the job



RUTGERS CAMDEN RESERVATION POLICY FACILITIES USE

The Camden Campus Center (CCC) is an integral part of the educational, cultural, social and recreational life of the Rutgers University-Camden Campus. Due to the fact that it is paid for and maintained through student fees, its rooms and services are primarily available for use by organizations and departments of Rutgers University-Camden.

To reserve a room, contact the Assistant Director of the Campus Center and Conference Services to obtain a reservation form between the hours of 9AM-12PM and 1PM-4PM, Monday through Friday. The Facilities Use Office is located on the third floor of the CCC; the phone number is 856-225-6162.

All requests must be in writing. Additional procedures for the use of the gym and other spaces on campus are necessary.

Only elected officers of recognized clubs (according to information provided by the OCI) can reserve rooms or equipment for their organization. If your name is not on the list provided, you cannot reserve a room for your club or organization.

Any organization with outstanding invoices must seek approval from the OCI for room reservations.

If charges are required for use of a room by a student organization, you may not complete a room reservation unless you have money in your revenue account or have been allocated money by student government.

For all events having an expected attendance of 100 or more, reservation proposals must be signed by the assistant director before the reservation is confirmed.

When reserving a room, you will be asked to indicate the following:

1. Date and time of the event (be sure to include AM or PM with the time of the event)
2. Nature and purpose of the event and title (Spring Day, guest lecturer, general meeting, etc)
3. Expected attendance (number)
4. Who will be allowed to attend the event? (only RU students, general public, etc)
5. Desired room. (All final locations will be determined by the Facilities Use Office)
6. Desired furniture set-up (lecture style, round tables, empty room, etc)

7. Equipment needed (powerpoint, slide projector, dvd/ tv system, etc)
8. Will there be an admission fee? (will any money be collected, including donations, silent auctions, etc)
9. Whether food services will be required (are you ordering from dining services, Slice of New York, etc)

This information will be used to prepare the reservation contract. There are financial charges assessed for many of the services supplied. See application for details.

Your request for any reservation is not confirmed until you receive a copy of your Room Reservation Contract. The request or organizations can pick up contracts outside the Facilities Use Office.

"As is" terminology is used when an organization requests to use space in the CCC. Typically, rooms are set-up as conference areas: lecture style. However, there may be times when the rows are not lecture style but the "As Is" applies. If you need a specific set-up, you must request this.

■ TIMING

Ninety-six hours (Four Days) advanced notice is required for use of a room "as is," during hours the CCC is open, with no set-ups or equipment required.

Seventy-two hours (three working days) advance notice is required for confirmation of use of a room requiring set-ups or equipment available from the CCC. Outside equipment cannot be guaranteed in this time period.

Two weeks' advance notice is required for confirmation or use of a room at any time the CCC is normally closed (i.e. after hours for parties, weekend nights, etc).

A minimum of two weeks notice is required for a reservation where food service will be catered by the CCC, except coffee and doughnuts, or punch and cookies, which can be ordered with only seventy-two hours (three working days) advance notice. If food is requested during hours when the Camden Campus Center Dining Services is normally closed, two weeks notice is required.

Sunday-Thursday all events must end by 1 a.m.

Friday & Saturday all events must end by 2 a.m.

For anything later you will need the approval of the Director of the Campus Center and Operations Coordinator.

■ CANCELLATION OR CHANGES

In order to refund any fees, cancellations or changes in your reservation must be made at least seventy-two (72) hours in advance of the requested use. The reserving individual or organization will be responsible for any costs incurred by the Camden Campus Center in preparing for your reservation.

If a room is requested and not used, groups who are not assessed a fee for room usage will be charged according to the following schedule:

First occurrence - \$5.00
Second occurrence - \$10.00
Third occurrence - \$15.00

After the third occurrence, the group will not be permitted to reserve rooms.

■ RENTAL RATES

No rental charge is made to the following classifications, provided the activity is open to all Rutgers University students, and there is no admission fee of any type imposed on them. Non-Students may be charged admission. All additional charges (e.g. set-up, extra staffing, etc.) will be assessed.

- Events and activities sponsored by the Camden Campus Center and recognized student organizations.
- Academic or administrative departments presenting a program solely for Rutgers students.
- MINIMUM RENTAL CHARGE is made for any group in the above category that imposes an admission charge or fee of any kind on Rutgers University Students.

■ ROOM USE LIMITS

In order to make sure all groups have an equal opportunity at reserving space in the campus center the following guidelines will apply to all groups making reservations.

- A student group is allowed one (1) room a week for a general interest meeting during "peak" hours (i.e. 8am - 3pm).
- Group not to exceed one (1) room a week during "peak" hours.
- A student group is allowed one (1) room a week for a general interest meeting during "off peak" hours (i.e. 3pm - close).
- The group is not to exceed one (1) room a week during "off peak" hours.
- All other reservations for special events and large gatherings will be allocated on an as needed and as available basis.
- Remember: Groups who have less than six (6) members should use their cubicles (if they have one) for meetings.

■ SALE TABLES

Tables are available for groups to sell merchandise which has been approved by the Director of the CCC. Student groups are permitted one free sale per month. Only a limited number of tables are available. The Reservationist will allocate table space.

■ TABLING REQUIREMENTS

In order to guarantee all groups have an equal opportunity to display, petition and advertise for their groups the following guidelines have been put in place.

- All groups are limited to three (3) tabling dates a month for a general information table.
- All groups are limited to two (2) tabling dates a month for a bake sale, donations, the signing of a petition or the sale of other goods to benefit their group.

■ ADDITIONAL CHARGES

Any direct cost incurred by the CCC for unusual or extra equipment is passed on to the user. Set-up charges are required for all groups unless the room is taken "As Is".

■ BUILDING MANAGERS

A building manager is required for any event occurring outside normal operating hours. The manager supervises the building, and is the liaison for any problems that arise during use of the building. A building manager must be present one (1) hour before the reservation begins and will stay one (1) hour after the event ends. Additional managers may be assigned at the discretion of the Director of the Campus Center or the Operations Coordinator.

■ SECURITY

Generally, security is required for functions where tickets are being sold at the door, the majority of participants are not Rutgers University students or attendance dictates additional security needs. Security requirements and charges will be determined by University Police. Additionally, some events will be subject to use of a metal detector.

■ MAINTENANCE

Generally, there is no clean up fee when clubs and organizations sponsor activities within normal Campus Center hours of operation. Except in the most unusual circumstances, no maintenance fee will be charged for events ending in the Campus Center by 12:00 midnight on Monday, Tuesday, Wednesday or Thursday. Charges for cleanup other than the above will be determined after a consultation by the CCC Staff with physical plant. Charges for the maintenance of other University facilities will be determined after a consultation by the CCC with physical plant.

■ USE OF GYM

The use of the gym first must have signature approval of the Athletic Department. The reservationist will contract the use of the gym. Student groups will be required to pay for set-up charges, additional building managers, lifeguards (if applicable) and security. Reservations must be made one month prior to the event. Cancellations must also be made two weeks prior to the event.

■ USE OF THE GORDON THEATER

Student groups should consult with the assistant director prior to seeking a reservation. The assistant director and a Rutgers Center for the Arts staff must sign off on any requests because of charges accrued. Reservations must be made one month prior to the event. Cancellations must also be made two weeks prior to the event.

■ REMINDERS

- Please remember to designate one (1) member from your group to be responsible for making reservations. This makes it easier on the reservation office and your group.
- Please provide us with all essential contact information. In the instance there is a change in the contract we will use this contact information to alert you and your group.
- Please fill out the top box of the reservation form that indicates the date of submission.
- Please pick up your completed reservations outside the office door. This is for your benefit so that you know where your meetings will be or even if your meeting could be accommodated.
- Please give the reservations office at least 48 hours notification of your meeting request. This will enable the office to find space for your group as well as notify you of where your meeting will take place. Without this notification, the reservations office cannot guarantee space or availability.
- For special events, please give at least four (4) weeks notification of event request. The sooner you plan the event, the better the chance of a successful event. Without this notification, the reservations office cannot guarantee space or availability.



RISK MANAGEMENT AND INSURANCE GUIDELINES FOR STUDENT ACTIVITIES

Rutgers, the State University of New Jersey, requires all outside users of University facilities, except for Departmental Agencies of the State of New Jersey (i.e., Department of Transportation, Department of Labor, etc.), to provide Rutgers with a Certificate of Insurance indicating general liability coverage for a combined single limit of liability not less than \$1 million dollars. The Certificate must name Rutgers as an additional insured. Student groups or other University groups are not required to provide evidence of insurance.

Outside users of our facilities (except State Department agencies) that do not have the required liability

Insurance must contribute to the risk funding mechanism in accordance with the per person rates. For example:

1. If any outside group, including State Department agencies, is having a dinner and reception, the band and caterer must provide us with a Certificate of Insurance. The caterer, in addition to the customary general liability insurance, must also carry products liability and liquor liability, if alcoholic beverages are being served. The caterer must also provide a copy of their current Sanitation Certification.
2. Outside user groups must provide evidence of insurance, or alternatively contribute to the risk funding fee, irrespective of the insurance maintained by the caterer.
3. Student groups utilizing Rutgers facilities are not required to have liability insurance and the University's interests are protected under its liability insurance program. However, the student group is not covered.
4. A "DJ," like a band, contracted to perform services, is required to have liability insurance. However, if the DJ is a member of a student group or the services are provided gratuitously, no insurance is required.
5. The liability of all State Agencies is determined in accordance with the provisions of the New Jersey Municipal Tort Claims Act, which provides certain defenses and limits the liability of the agency for certain types of claims.
6. Student groups utilizing outside bus companies for trips must contract companies that will provide the University with a copy of their liability certificate of no less than \$1 million dollars, naming Rutgers University as Additional Insured.

■ RELEASE AND WAIVERS

Liability Release Forms/ Waivers must be completed by all students, faculty, staff or guests participating in activities or events that could be deemed at risk, especially any trips or events off-campus.

Such activities include, but are not limited to, Spring Day, Fall Day, ski trips, leadership retreats, martial arts demonstrations, medieval reenactment activities, egg-toss, etc. Sample forms are available in the Office of Campus Involvement or from the Coordinator of Campus Involvement. All activities waivers must be submitted to the Office of Campus Involvement in writing for review.

EVENT OUTCOME REPORTS

A report of an organization's event or activity can be very beneficial in planning for future events and essential in discovering whether or not the original goals of a program were met. Regardless of how minor the event may be, it is good to have some indication of how the activity was planned and an evaluation of how it turned out. Though many organization activities and events are repeated every year, the membership changes and it is very helpful to have written reports of these activities for future reference. Also, budget preparation is much easier when exact figures for activity costs can be obtained from the previous year. Additional effort now can prevent problems in the future.

How to write up a report on an activity depends on you, the needs of the organization, and the event. Basic information, however, might include:

- 1 Name, date, time, place and admission for the event and attendance for the event.
2. A brief description of the event.
3. A description of how the event was planned and publicized.
4. A breakdown of the budget for the event.
5. An evaluation of the event, including any problems that may have been encountered.
6. The person(s) in charge of the event.
7. Any key contract person. (Administrations, agencies, etc...)
8. Were the goals of the event met? If not, why do you think they weren't? If yes, then how they were met?
9. Could anything be done in the future to improve upon the event?
10. Did you receive any feedback from any of the students/ attendees of the event? If so, what did they have to say?



ALCOHOL POLICY

The Funding Guidelines state that events funded with student fees must be open to all students. The legal drinking age of 21 in the state of New Jersey excludes more than 60% of the undergraduate student body from attending an event where alcohol is being served. For this reason, among others, student fee money may not be used to purchase alcohol.

An organization's revenue funds can be used to fund an event where alcohol will be served only if members of the organization are of legal drinking age and student fee money was not used to generate the revenue.

All advertising and tickets for the event must include a statement that proof of legal drinking age will be required to attend the event.

Before the event takes place, each student organization is expected to designate at least one member who will be responsible for insuring adherence to the alcohol policy, applicable laws and regulations. This individual must attend an Alcohol Education Program scheduled by the Dean of Student's office and OCI. The Alcohol Education Program will be scheduled during the first two months of the fall semester. Contact the Assistant Director for the exact dates and times.

An Alcohol Approval Form must be completed by a member of the organization prior to any event where alcohol is being served. Forms may be obtained and must be returned to the Coordinator.

Additional policy requirements are as follows:

■ ALCOHOLIC BEVERAGE POLICY

In accordance with the existing laws of the State of New Jersey and regulations of Rutgers, The State University, no alcoholic beverages will be served or sold to any individual less than 21 years of age. All other laws of the State of New Jersey and Rutgers, The State University will be observed.

1. Beer and wine may be served at an event according to the policies and procedures stated herein.
2. No student activity fees may be used for the purchase of alcoholic beverages or for the purchase of permits to sell alcoholic beverages.
3. If an organization intends to sell alcoholic beverages, a special license must be obtained from the State of New Jersey. Copies of the application and certified check used to pay for it must be attached to the reservation contract before that contract will be signed. Contact the Associate Dean/ Director of the Campus Center for any additional information.
4. For the purpose of the policy, if alcoholic beverages are given away at the event, and any charge is connected with attendance, including entertainment charges, donations, etc., the alcoholic beverages will be considered to be "sold".
5. The officers and members of an organization are hereby made aware that if the organization sells or gives away alcoholic beverages at an event they sponsor:
 - 5a. The officers and members are responsible for appropriate federal and state taxes (particularly IRS form 11)

- 5b. The officers and members may be liable for personal or property damages arising from use, including damages caused by or sustained by an individual who becomes intoxicated and causes damages at other location.
6. Whenever alcoholic beverages are served or sold, non-alcoholic beverages and food must also be available according to the following ratios:
- 6a. At least 25% of the total food and beverages budget must be spent on food. If beverages are for sale, the food may be sold, but must be available to be sold in the amount specified.
- 6b. At least 25% of the total food and beverage budget must be spent on non-alcoholic beverages. If beverages are for sale, they may be sold, but must be available for sale in the amount specified.
- 6c. Non-alcoholic beverages must be available at the same place, in an equally attractive variety to the alcoholic beverages and must be displayed with equal prominence as the alcoholic beverages.
7. At any event where there is service of alcoholic beverages, the sponsoring organization must at the discretion of the CCC pay for the services of a door person responsible for checking I.D.'s. This person will be hired by the Campus Center.
8. Sale or service of alcohol must be discontinued one hour prior to the anticipated end of the event.
9. When tickets are being sold for an event at which alcoholic beverages will be available, those tickets must be available to RU-C students at least one week before they are available to anyone else. All other University and college regulations relating to the sale of tickets also apply. All tickets must include the statement "Proof of Legal Drinking Age Required."
10. Advertising must include information that proof of age is required for admittance; and information whether the event is open to the public, the RU community, or a specific organization or group.
- 10a. Heading should emphasize the nature of the event, the date and time, location, availability of tickets and, alcoholic beverages service. All advertisements must note the availability of non-alcoholic beverages and food, as prominently as alcohol.
- 10b. Advertising of the event may commence only after OCI had approved it.
- 10c. If a special license or permit is obtained, state law requires that the permit number appear on all advertising and tickets.
11. Persons determined to be intoxicated shall no longer be served. Disruptive individuals shall be removed from the building. These determinations are the responsibility of the event sponsors but may also be made by the CCC Staff.
12. All events where alcohol is served or sold must have University Police present in appropriate number to the number in attendance.
13. "All you can drink," (or "Open Bar") tailgating events have no educational or social value. They may not be held.
14. Failure to comply with these policies shall result in the loss of privilege to use alcohol beverages at student events for a period of one calendar year. Appeals to this penalty shall be made to the Office of Student Affairs.

■ GENERAL STATEMENT

The University policy on the use of alcoholic beverages establishes a general framework for specific present and future campus or college rules and regulations on the use of alcohol. However, in addition to the establishment of basic policies and regulations, much remains to be considered concerning the use of alcoholic beverages at Rutgers, The State University of New Jersey. It must be recognized that here, as in society at large, the rational and responsible use of alcoholic beverages depends upon forms of teaching, conditioning, and social pressure which go beyond the purview of formal police regulations. Nevertheless, it may be said generally that the University expects its members to demonstrate respect and regard for the rights, property and persons of all individuals; to take responsibility for their own actions; and to act to reduce risks of damage and harm.

In terms of regulation it may also be pointed out that the University enforces a prohibition of the use of alcoholic beverages in the athletic facilities of the University and other specific restrictions. Any exceptions to these rules must be expressly authorized by the senior vice president and treasurer. In addition, in order to discourage abuse of alcoholic beverages and assist those already in trouble, a program of alcoholic education and training and an alcoholic assistance program (for those with alcoholic related problems) have been established at the University.

As a further guide to responsible use of alcohol, members of the University community are urged to observe the following practices when alcoholic beverages are served:

- A. Provide an equal quantity of non-alcoholic beverages at the same place in an equally attractive variety.
- B. Provide food in sufficient quantity for the number of persons present.
- C. Discontinue the sale or service of alcohol for a reasonable period of time prior to the anticipated end of the event (minimally one hour before the end of the event).
- D. In any advertisement, note the availability of non-alcoholic beverages and food.
- E. Provide for supervision by persons who have a demonstrable awareness of the regulations and the techniques to reduce risk and/ or those who are so trained by the University in an effort to insure successful compliance with applicable laws and regulations.

In any group where alcoholic beverages are served, it is expected that at least one person designated by the group will be responsible for insuring adherence to the guidelines.

It is expected that the above guidelines will be incorporated in the regulations of the colleges and campuses. Further guidance is available in the Report of the Committee on Alcohol which may be obtained from the Office of the Assistant Vice President for the Student Life Policy and Services and/ or from the University's Coordinator of Alcoholic Education and Training.

■ POLICY STATEMENT

1. The sale, service, possession and consumption of alcoholic beverages on the Rutgers university campuses are regulated by federal and state laws and by local ordinance. All members of the University community are obligated to obey these laws, regulations and ordinances. The University does not have the authority to alter the laws or secure exemption from them. Members of the University are individually responsible for determining how applicable laws, regulations and ordinances apply to them and for obeying them.
2. The use of alcoholic beverages at social functions on the Rutgers University campuses is restricted to those functions open to members of sponsoring organizations and their invited guests where service of alcohol is restricted to those of legal drinking age as defined by pertinent New Jersey statutes. Such functions must be restricted to areas designated by the deans, provosts, or senior vice president and treasurer. In all cases, state laws governing the dispensing of alcoholic beverages must be observed.
3. Admission fees may be used to purchase alcoholic beverages in connection with a sponsored activity unless the consumption of such beverages is otherwise limited by college or campus -level regulations, provided that student organizations are sensitive to the fact that many students cannot or choose not to drink because of the provisions of law or for other reasons. Event organizers should make appropriate accommodations for such students.
4. Departmentally-allocated funds may not be used for the purpose of purchasing alcoholic beverages destined for personal consumption.
5. The provosts and deans of several campuses and colleges, following standard procedures and including consultation with the affected bodies, will develop and issue, from time to time, such regulations on the use of alcoholic beverages in the University community as they deem necessary in accordance with the policies above stated. Uniformity in regulations on all campuses and colleges is desirable but not mandatory.

Appendix

Academic Year Fall _____ or Spring _____

Date Submitted:

Rutgers University - Camden
Office of Campus Involvement

Organization Registration (For All Student Groups)

Name of Organization: _____

This form must be completed in full by the president of the organization and returned to the Office of Campus Involvement before the organization is considered recognized and entitled to function as a member of the University community.

PLEASE PRINT

President's Name:

Phone# _____

Address:

Address:

Email: _____ Graduation Date:

Vice-President's Name:

Phone# _____

Address:

Address:

Email: _____ Graduation Date:

Secretary's Name:

Phone# _____

Address:

Address:

Email: _____ Graduation Date:

Treasurer's Name:

Phone# _____

Address:

Address:

Email: _____ Graduation Date:

GAO Representative Name:

_____ Phone# _____

Address:

Email: _____ Graduation Date:

Advisor Name:

_____ Department: _____

Phone#: _____ Email:

Reservation Policy for Student Organizations

1. All requests must be in writing:

Only approved officers may request space &/ or equipment

All requests will be subject to approval by the Asst. Director for Student Activities

A commitment of funds must be made to the student organization prior to a contract with charges being generated.

2. Your request for any reservation is not confirmed until you receive a copy of your Reservation Contract.

3. Scheduling:

One business day advanced notice is required for a room "as is" (An "as is" room is a room that does not have any specific set-up)

Three business days advanced notice is required to reserve a room with a specific set up Ten business days advanced notice for the following:

E. catering

F. events with attendance over 200

G. any event which may need security

H. any event that would occur during non-business hours

4. Cancellations:

Must be made within 3 business days in order to received a refund

The organization will be responsible for any costs incurred by the CCC in preparing your reservation with less than 3 business days notice.

5. Rental Rates

See Reservationist for details

6. Tabling:

Tabling in the lobby of the CCC is a scheduled event and must be reserved on a space available basis.

There is no rental fee for student organizations. However, requests are subject to approval by the OCI.

7. Fundraising:

1. Any money collected on the Camden Campus is to be deposited with the Building Manger on duty. The Building Manager will issue the organization a receipt for the money and will deposit the money with the RU Student Fund Accountant.
2. Raffles are subject to approval by the OCI. (For more information on Raffles are subject to approval by the Asst. Director for Student Activities. (For more information on Raffles refer to the Student Organization Handbook.)
3. Student organizations found in violation of this policy will be prohibited from future fundraising on the Campus.

8. Alcohol:

Any events where alcohol is served are subject to the regulations as started in the Alcohol Policy (See Student Organization Handbook). Additionally, the approval of the Asst. Dean is required.

9. Event Scheduling:

Sunday through Thursday events must end by 1am.

Friday & Saturday event must end by 2am.

10. Rutgers Police Department / Event Security:

All security issues and assignments are handed by the RUPD. In cases when the RUPD insists on use of "metal detectors" a meeting will be scheduled with the RUPD, CCC, and a representative of the student org who will be responsible for the event. Failure of the student org to attend this meeting will result in immediate cancellation of the event.

11. Catering:

Please see the hand book on catering policies.

Campus Center Room / Area Capacities

South A or B or C (separately)	Lecture style	28
South AB or BC	Lecture style	60
South ABC	Lecture style	90

Any configuration requiring tables and chairs, equipment or other type of setup must be discussed with the Director of the CC to determine if setup is feasible and to determine the cost for setup

Executive Meeting Room	One large table	22
West A or B or C (separately)	Lecture style	24
West AB or BC	Lecture style	60
West ABC	Lecture style	90

Any configuration requiring tables and chairs, equipment or other type of setup must be discussed with the Director of the CCC to determine if setup is feasible and to determine the cost for setup

North Conference Room (Desk top chairs only)	Lecture style	60
Multi Purpose Room (1/2)	Lecture style	150
Multi Purpose Room (whole)	Lecture style	300
Multi Purpose Room (1/2)	Tables / chairs	75
Multi Purpose Room (whole)	Tables / chairs	200
Multi Purpose Room	Concert setup	***

***Number depends on the amount of staging and equipment that is programmed into the space for the event. The more staging and equipment used the less number of people that can attend the event.

For instance, if the MPR is empty, (no tables, chairs, staging and equipment) then the area can hold 450 people (standees). As you add tables and equipment the number of standees allowed decreases. Determination of the number that can attend is at the discretion of the Director of the Campus Center

The Pit	Standing only	50
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Lounge The Lounge is not a program space that is available on a daily basis. Programming and scheduling the lounge is at the discretion of the Director of the Campus Center.

Showing A Film: Copyright Laws

“As college departments and organizations move forward with programming initiatives, I am compelled to remind campus members about the legal and acceptable uses of Video Tape/ DVD and showing movies for the public. Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. Which means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/ television shows that are video taped at home on VCR's.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs between \$300-\$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. [Swank Motion Pictures](#) is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577. If you need any assistance with this you may contact Patrick Wallace at x6161

Many of you may know that there is an exception to the public performance fees for college and universities. That exception is only in the case of face-to face classroom instruction by a faculty member. The faculty member may show the film/ movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; In a residential college, library screening rooms (and individual carrels) are usually also considered spaces designated for instruction. (Even in some cases a residence hall might qualify). In most cases library screening rooms, residence hall or student union lounges, cafeterias do not qualify. It is best to ask before screening a movie in these areas.

A faculty member cannot show it for his/ her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/ film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a not profit educational institution that all films/ movies shown at Rutgers - Camden are exempt. Only those with an instructor present with students enrolled in his/ her class qualify. This principle holds true no matter how much educational or intellectual value is contained the in film.

I know that showing a film is a fun and easy event to organize. In our busy day-to-day lives it seems to be a very simple event to organize. Nevertheless, you must always keep in the forefront that just because you purchased the film, rented or checked it out, you cannot turn that Video Tape/ DVD into a program. Public performance rights must be purchased and secured before advertising any event related to movie/ film viewing. Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/ person receives some commercial or personal financial gain, fines can range upward to \$50,000 plus a year in jail.”

If you have further questions, please contact, Patrick Wallace, Office of Campus Involvement, x6161

University Policy Regarding Gambling Events

(Including Texas Hold'Em Poker, Casino Nights and Internet Gambling)

Over the course of the year there have been several discussions about the opportunity for registered student organizations to hold Texas Hold'Em Poker events, Casino Nights and other games of chance as recreational or charitable fundraising events. Since there seemed to be conflicting information coming from various contacts, the University asked outside legal counsel for research and advice on these questions. The University was advised as follows:

Texas Hold'Em Poker

1. The Division of Gaming Enforcement of the New Jersey Attorney General's Office does not specifically recognize Texas Hold'Em Poker as a licensable game of chance at this time. Any organization sponsoring an event for charitable or educational purposes (e.g., a casino night) cannot include Texas Hold'Em Poker as part of the event.
2. There is no prohibition on playing Texas Hold'Em Poker for strictly recreational purposes, which means that no fees may be charged to enter / play and no prizes or other benefits may be awarded to winners. Under these very narrow circumstances, (no entry fees, no prizes or benefits (no cash, no gifts, awards, etc.), Texas Hold'Em Poker (or any other game) would not fall within the definition of a "game of chance".
3. However, given the potential difficulty in policing student play so that it remains strictly recreational (no side bets, etc), outside counsel advises against the University sponsoring or being affiliated with any student or other organization that wishes to hold an event where Texas Hold'Em Poker is to be played.
4. Therefore, Texas Hold'Em Poker is not to be included as a component of any student activity programming, fraternity / sorority programming activity, residential life programming, intercollegiate, intramural / recreational or club sport activity. As such, Texas Hold'Em Poker is not a sanctioned activity and violations could be subject to University sanction.

Casino Nights / Other Games of Chance

1. In order for a qualified organization to conduct a casino night (or other games of chance, bingo / raffles), proper procedure requires:
 - a. contacting the Legalized Games of Chance Control Commission (973-273-8000) to apply for an identification number
 - b. upon obtaining an ID b. number, the organization must make application to the municipality where the game / event is to be held (e.g.. Camden City) which application must then be approved by the City Council for that municipality

c. The approved municipal application must then be submitted to the Legalized Games of Chance Control Commission for final approval.

d. The entire process can require several weeks.

2. Organizations hosting casino nights must hire a qualified casino night equipment provider approved by the Commission to provide equipment and run the event. There are certain types of prizes that are not permitted. Questions on permissible prizes should be reviewed with the Office of General Counsel prior to the event.

Internet Gambling

Though difficult to police, all forms of internet gambling are currently illegal. If you have any questions, please contact me directly.

Food Catering

With the exception of cultural events for student organizations, outside caterers are not permitted to cater events in the campus center. Student organizations seeking to secure outside catering services must submit a minimum of three sealed bids to the associate dean / director of the campus center within fourteen days of the scheduled event. An approved reservation contract must accompany the sealed bids.

The student organization must obtain one bid from the director of dining services unless dining services declines to bid on the affair. If the campus dining services declines a bid, the student organization must still submit three sealed bids.

All requests for bids must be uniform in nature and contain but not be limited to the following bid items:

- type of food / menu items (must be specific in nature, must be standard to all bids)
- amount of food / quantity / portion sizes (must be the same for each bidder)
- catering service (catering must be attended service and comply with University Sanitarian regulations)
- number of guests
- accurate starting and ending times
- products supplied (paper, china, plastic - dishes, utensils, tablecloths, etc.)
- compliance with all university regulations concerning liability and insurance

Bid forms are available upon request from the associate dean / director of the campus center. Student organizations must meet with the director and submit the names / addresses / phone numbers of all caterers for bidding purposes. The director will solicit all bids and provide all bidders with the necessary university paperwork to complete the bid process.

Selected bidders failing to comply with all bid requirements and university regulations will be excluded from future bidding opportunities,

Insurance Requirements

All bidders must provide the associate dean / director of the campus center with a copy of their sanitation certificate and an original certificate of general liability insurance valued at one million dollars (\$1,000,000.00) naming Rutgers, The State University of New Jersey as additional insured. The caterer must submit this information at the time of bid submission.

In addition, all student organizations and selected bidders are responsible for the proper disposal of trash, food, serving utensils and dishes left in the event room upon completion of the event. Failure to comply will result in the loss of bidding privileges for the student organization and will exclude the selected bidder from future bidding opportunities.

Under no circumstances should an organization or individual student contract for and execute an agreement for food service. All agreements must be approved by and signed by associate dean / director of the campus center. Organizations or students that sign agreements do so at their risk.

The associate dean / director of the campus center can execute a food service contract for the selected caterer.

Food Handling Requirements

In addition to the insurance certificate and sanitation certificate requirements, all submitted bids must include:

- completed food safety catering requirements form for organizations and catering contractors (generally for gathering of more than 50) or
- completed food safety requirements form for organizations utilizing university facilities (generally for gatherings of 50 or less)

A bid will not be considered without this form enclosed and completed in its entirety.

No deficit spending will be permitted. Organizational funds must be available to pay all expenses incurred.

Caterers must supply all that is required by the group / organization. Kitchen / cafeteria access is prohibited. Charges will be assessed for use of Campus Center equipment

08/05

Student Group Event Outcome Report

Name of Organization: _____

Type of Event: _____

Date/ Time/ Location: _____

Was there an admission charge and how
much?: _____

Approximately how many people
attended?: _____

What was the purpose of this
event?: _____

Do you and the members of your organization feel that this purpose was
achieved?: _____

In what ways could your event have been
improved?: _____

Was a speaker involved, and if so, who and please state their
credentials?: _____

If a speaker was involved did he or she accomplish your requirements?: _____

How much did your speaker cost (total)?: _____

Was a DJ or band present at the event? _____

If so how much did the DJ/ band cost? _____

What type of music was played and what type of feedback did you get from your members? _____

What type of food was served? _____

What type of feedback did you get from your members? _____

What would you do differently? What would you keep the same? _____

How much was the total cost of the event? _____

Are there any other comments you would like to make? _____

WHEN COMPLETED PLEASE RETURN TO THE SGA OFFICE

THANK YOU FOR YOUR COOPERATION!

**RUTGERS CAMDEN STUDENT GOVERNING ASSOCIATION
ALLOCATIONS COMMITTEE
GUIDELINES FOR FUNDING**

I. GUIDELINES FOR RECEIVING FUNDING

II. GUIDELINES FOR THE USE OF STUDENT FEES

III. FUNDABLE ITEMS

IV. NON-FUNDABLE ITEMS

V. VIOLATIONS AND PENALTIES

I. GUIDELINES FOR RECEIVING FUNDING

A. In order to be eligible to receive funds from the Rutgers Camden SGA Funding Committee (which shall be referred to hereafter as the Committee), a student organization must:

1. Be a registered organization by the Rutgers Camden Office of Student Involvement or a special event recognized by the SGA, meaning that all officers are registered and an approved constitution is on file.
2. List "SGA, paid for by student fees", as a funding agent on all advertising for a program or event, when the Committee funds over 50% of the entire program or event.
3. Submit a budget application, which will include:
 - a. An itemized budget of all programs and all needed expenses for each program
 - b. A list of programs or projects in priority ranking.
 - c. The organization's constitutional purpose.
 - d. The organization's goal for the semester.
 - e. Send two officers, preferably President and Treasurer to the Nuts and Bolts workshop sponsored by the Office of Campus Involvement and SGA.
4. Maintain its one and only account with the Rutgers Camden Student Fund Accounting Office (RSF).

B. Requested expenditures must serve the interest of Rutgers Camden campus and be pertinent to the organization's purpose. The funded programs must be readily available to all Rutgers Camden students and affiliates, thus no organization may charge more than \$10 as an admission fee for their programs. Exceptions will be examined on a case by case basis by the Funding Committee.

C. The Committee will give priority to those programs that are held on Rutgers University property.

D. Funding is subject to availability of funds.

E. If budgets are not handed in on time, they will be assessed a penalty. **NO EXCEPTIONS TO THIS RULE WILL BE MADE REGARDLESS OF THE SITUATION. A 10% REDUCTION OF FUNDING WILL BE MADE.**

II. GUIDELINES FOR THE USE OF STUDENT FEES:

A. No deficit spending will be permitted. No organization may exceed the maximum they have been allocated by the Committee unless they utilize their generated revenue. It is the responsibility of the organization to pay its own debts from generated revenue. The Committee will not allocate monies for previous debts. If no generated revenue exists, the co-signers of the voucher shall be held responsible for all payments.

B. Loans are available to organizations at the discretion of the Committee. Assistant Directors in the Office of Student Involvement will be responsible for effecting repayment by the agreed date and for maintaining an accurate record of all outstanding loans.

C. Past Debts: A newly registered organization will not be funded for debts incurred while they were not registered.

D. Close Down Periods: Rutgers Camden Student Organization Accounts are closed during official breaks;

however, groups can access their generated revenue at all times. The two official breaks are Winter Recess and Summer Session. Student Programming and Overhead accounts are not accessible during winter break and summer session. Forms, however, are available to keep your organization's account open in order to pay outstanding bills.

E. Take Back: All unused allocated programming funds will be taken back at the end of the semester and reallocated the following semester. Overhead funds will carry over from the fall semester to the spring semester and be taken back at the end of the academic year. Generated Revenue will not be altered.

Consistently large take backs will be viewed upon negatively for future allocations.

F. Adherence to Submitted Budgets: Student organizations should conform as closely as possible to their submitted itemized budget. Any changes should be submitted to the committee. Organizations funded for a particular type of program (lecture, film, etc) may only substitute a similar type of program consistent with the mission of the organization, and which must be approved by the Committee.

G. Accounting Requirements: Student organization treasurers must maintain an accurate record of his/ her organization's financial transactions and make this ledger of account available to member of the Committee upon request.

H. An organization funded for a particular number of programs must complete that number of programs. If unable to complete the anticipated number, inform your administrative advisor.

III. FUNDABLE ITEMS

A. Definitions:

1. Individual programs or projects: Individual programs or projects are sponsored by one registered student organization.

2. Co-Sponsorships: Co-Sponsorship programs are those sponsored by two or more organizations with common interests or goals. In the event that two or more organizations wish to cooperatively execute a program, the following guidelines must be observed:

a. The cooperating groups must sign a co-sponsorship agreement, which outlines the responsibilities and financial commitments of each group. The contract must be signed between the sponsoring groups and any outside person or business, which must be approved by the OCI (Office of Campus Involvement) before any commitments are made. This contract must be kept on file at the OCI.

b. One of the treasurers from the groups will be designated as the primary treasurer of the event, who will be responsible for the processing and management of the event budget.

c. At least one member of each sponsoring group must be in attendance of the event to oversee the program and insure that all commitments and plans are followed through. * See your administrative advisor for specific details.

B. Fundable Items

1. Publication for Media organizations

a. A maximum of 13 issues per semester for newspapers

b. A maximum of 4 issues per semester for magazines

c. A maximum of 2 issues per semester for journals

2. Programs

a. Rental of a building, rooms, or equipment as well as any other facility necessary to accomplish the goals of the program.

b. Advertising in either print media or flyers is mandatory for every program.

c. Honorarium for speaker. No university staff, faculty member, or student will be paid as a speaker via a University check (this does not mean that a group cannot present a guest University speaker with a gift, i.e. a sweatshirt, coffee mug, plaque, etc.).

d. Entertainment

e. Cultural food and supplies for Cultural groups as well as food and beverages for all other groups

f. Security. Use of metal detectors will be paid by the College where the event is taking place.

3. Trips/ Travel (applicable only to University students)

- a. Advertising mandatory
- b. Transportation
- c. Admission fees
- 4. Conferences
 - a. The maximum number of conferences will be limited in their number to local conferences (within 100 miles) per semester at the discretion of the Funding Committee.
 - b. Transportation
 - c. Lodging
 - d. Food allowed for 3 meals for 3 days
 - e. Registration fees
 - f. Maximum number of people is limited to 4 (unless approved by the Committee – each case will be reviewed on a case-by-case basis).
 - g. Conferences are only fundable if an information session, conducted by the attendees is held at an organization's general meeting or at a specific program to inform students of the issues addressed at the conference
 - h. Conference attendees must sign a conference agreement form prior to attending
 - i. Conference funding is reviewed and approved at the discretion of the Committee.
- 5. Competitions/ Tournaments
 - a. Maximum number of competitions are limited in their number to local comps/ tournaments (using ground transportation) per semester at the discretion of the Funding Committee
 - b. Transportation
 - c. Lodging
 - d. Food allowed for 3 meals for 3 days
 - e. Maximum number of people is limited to 4 (unless approved by the Committee – each case will be reviewed on a case-by-case basis).
 - f. Registration fees
 - g. Conference funding is reviewed and approved at the discretion of the Committee
- 6. Overhead (all organizations)
 - a. Office supplies
 - b. Advertising for general meetings
 - c. Duplications for general meetings
- 7. General
 - a. Uniforms at a maximum of once every three years for organizations which have performances and for organizations providing service
 - b. Magazine subscriptions which are of clearly educational content and are related to the functions of the organization (delivered to the Organization's address)

IV. NON-FUNDABLE ITEMS

- A. Bail, lawyer fees, parking tickets, etc. (for individuals)
- B. Lobbying
 - 1. Contacting, or urging the public to contact, members of a legislative body for the purpose of proposing, supporting, or opposing specific legislation *
 - 2. Advocating the adoption or rejection of a specific legislation *
 - 3. Participation or intervening directly in any political campaign on behalf or in opposition to any candidate in public office

* The only exceptions to (1) and (2) shall be the SGA, or committees, subcommittees, task forces, or other groups established by the SGA where policies relevant to (1) and (2) are approved by a majority vote of the SGA.*
- C. Personal loans
- D. Wages
- E. Honorarium for advisors and/ or coaches with exception of discretion of the Funding Committee
- F. Expenses incurred for activities during the summer or intercession
- G. Religious services
- H. Debts incurred while unregistered

- I. Purchase of alcoholic beverages or illegal substances
- J. Unregistered organizations (this includes membership fees in national organizations)
- K. Athletic teams or organizations recognized by Recreational Services
- L. Donations
- M. Recruitment of students to the University
- N. Organizations that limit membership based on gender or academic progress (i.e.; honoraries, social fraternities and sororities)
- O. Illegal Activities

V. VIOLATIONS AND PENALTIES

The Funding Committee reserves the right to hold hearings for organizations that are discovered to be conducting themselves in violation of the Guidelines. Should this hearing conclude that violation(s) did indeed occur, the case will be referred to the SGA and the OCI, which has the final authority to decide to place this organization on probation (based on the understanding that should the same organization violate the Guidelines, it will not receive funding from the Funding Committee the following semester)

- A. The Funding Committee has the authority to review individual accounts and obtain an organizations' official ledger book to discover violations.
 - B. No Student fee monies may be paid as dues or honorarium to other Rutgers University organizations without the authorization of the Funding Committee.
 - C. The Funding Committee may order an organization to replace its Treasurer when that Treasurer continually violates financial policy and hinders the financial operations of the organization.
 - D. All revenues collected by Student Organizations must be deposited in individual accounts in the Rutgers Student Fund Accounting Office. Violations of this policy will cause all privileges to be withdrawn and student activities money to be frozen.
 - E. Any organization whose executive officers or members forge names or records of members lists for an organization or activity shall forfeit the privilege to use any student allocated funds and be in violation of University code of conduct.
 - F. If a group is accused of an infraction of the Guidelines, funds may be frozen at the discretion of the SGA Funding Committee.
- *Please note that any funds allocated by the Funding Committee with the approval of the RUCSGA belong to the Rutgers Camden student body at large, not to individuals. Use of allocated fees is a privilege, which may be withdrawn or curtailed