



ARTICLE I-NAME

The name of this document shall be referred to as Umbrella Organization Guidelines.

ARTICLE II- PURPOSE

The USG Umbrella Organization Guidelines are considered to be a governing document of the USG. The USG Umbrella Organization Guidelines are an extension of the USG Constitution which supersedes these guidelines. These Guidelines contain more specific information on the formation and operation of Umbrella Organizations.

ARTICLE III- UMBRELLA ORGANIZATIONS

Umbrella Organizations are those Registered Student Organizations whose mandate includes the supervision and administration of other Registered Student Organizations aligned with the mission of the Umbrella Organizations. Typically, Umbrella Organizations are represented in USG with USG senator seats with the exception of the Umbrella Organizations that are attached to departments/ colleges, which will be represented by their elected senators.

a) Formation of Umbrella Organizations

- 1) Formation of Umbrella Student Organizations is not dissimilar from the formation of standard student organizations. The procedure for the formation of student organizations, found in the Registered Student Organization handbook.

b) Umbrella Organization Formation

- 1) Any RSO is eligible to become an Umbrella Organization if they meet the guidelines stated in the RSO handbook, and are recommended by the Committee on Umbrella Organization and approved by the Senate.
- 2) Existing Organizations wishing to become Umbrella Organizations must submit an information packet containing the following:
 - i. Name of Umbrella



- ii. Contact information for advisor
- iii. Contact information for Umbrella Officers
- iv. List of component RSOs being represented
- v. A petition of signatures of leaders from the student groups to be represented under the Umbrella organization.
- vi. Umbrella Constitution
- vii. Except in the absence of an Umbrella Organization, organizations wishing to become Umbrella Organizations must be active and in good standing (as defined by the Registered Student Organization Handbook) and not have been approved as an organization within the current academic year.

3) Additional requirements for New Umbrellas: Meeting with USG

- i. After confirmation of Umbrella status from USG the following meeting must occur:
 1. Once (1) during the semester of confirmation, AND
 2. Once (1) in the following semester after being granted Umbrella status:
 3. The following personnel should be present at such meetings:
 - a. President of the Umbrella
 - b. Vice President of Student Affairs
 - i. The Vice President of Student Affairs shall be responsible for organizing all necessary meetings involving Umbrella organizations
 - c. Advisor of the Umbrella
 - d. Representative from the Office of Student Engagement

c) Umbrella Organizations

- 1) Represent the member organizations to USG in matters concerning the individual club or the collection of clubs as a body.



- 2) Assist USG (and Graduate and Professional Student Council where necessary) in representing an individual club or collection of clubs as a body to the university administration.
 - 3) May allocate funds received from USG to clubs under its umbrella. May also offer recommendations to USG concerning funding allocations to clubs under its umbrella.
 - i. These funds must be allocated in accordance with USG Funding Guidelines.
 - 4) Works to develop the clubs under its umbrella through media relations, special projects, interclub cooperation and other forms of assistance developed in house.
- d) Constituency Registered Student Organization
- 1) Constituency RSOs are those organizations that meet the following:
 - i. Represent an entire constituency of the Undergraduate Student Body (e.g. Asian-American students)
 - ii. Have not chosen to be represented by an Umbrella RSO
 - iii. Are not attached to a department
 - iv. Lack sufficient component RSOs to apply for Umbrella status
 - v. Lacks ability to apply for Umbrella status due to an insufficient number of RSO's willing and able to fall under an umbrella label, as determined reasonable by the USG Body
 - 2) Constituency RSOs may apply for constituency status by recommendation of the Committee on Umbrella Organizations. This recommendation must be ratified by the Senate, and the constitution shall be amended to include the new constituency



Seat after obtaining the necessary signatures to gain a senate seat within USG.

- 3) Constituency organizations that have been granted office space are eligible for operational funding. Said organizations should be granted operational funding at minimum equal to the amount required to maintain the functions of their office.
- e) Committee on Umbrella and Constituency Organizations
- 1) Given the additional responsibilities placed upon OSE and USG, the successful implementation of the above proposal requires the creation of a new committee, chaired by the Vice President of Student Affairs, to assist USG in the additional demands of managing Umbrella Organizations and RSOs. This committee shall be composed of the presidents (or designee) of the existing Umbrella Organizations and no less than FOUR (4) undergraduate senators in good standing with the body. No standing senator is, in the year in which they serve on this committee, permitted to be a current officer of a registered Umbrella Organization. The primary role of this committee is to maintain communication between Registered Student Organizations and USG as well as ensuring accountability of Umbrella Registered Student Organizations. To this end, the committee will be responsible for advising Student Government where the formation, maintenance, and communication with Student Organizations is concerned.
 - 2) Umbrella RSO activity shall be overseen by the Committee on Umbrella Organizations
 - 3) The Committee on Umbrella Organizations may suspend or deactivate an Umbrella as described below
 - 4) At the end of each semester, Umbrella RSOs must submit reports of activities
 - i. Reports should be submitted through email as a word document to the Vice President of USG, the Vice President of Finance of USG, and the official USG email address.
 - ii. Reports should include statements of how the Umbrella benefited its component RSOs and representative persons.



- iii. If the Umbrella was allocated operational funds from USG during the current fiscal year, reports should include statements detailing how the allocated funding was used by the Umbrella in question.
 - iv. Reports should include the individual budgets from component RSOs, for the current academic year.
- 5) The Committee shall coordinate with the Office of Student Engagement and the USG to manage a standing list of active Umbrella Organizations. This list shall be included in the USG's constitution, and shall only be amended through the introduction of a proposal for the creation of a new Umbrella.
 - i. Said Umbrella must have followed and completed all procedures required to gain Umbrella status as stated in this document.
 - ii. If an Umbrella is to become inactive, that Umbrella's status shall not be revoked from the USG Constitution without the approval of a simple majority vote of the Senate.
 - iii. If an Umbrella is considered inactive by its failure to uphold the responsibilities of an Umbrella Organization as listed in this document, said Umbrella will not be eligible for operational funding from the USG in the fiscal year in which they fail to meet those guidelines.
- 6) Coordinate with Umbrella RSO Advisors (excluding Sports Clubs) to ensure Advisor involvement in Umbrella RSO activities, including but not limited to:
 - i. Maintaining monthly contact with Umbrella Organizations to ensure Umbrella Organizations fulfill their mandate and the compilation of a report to ensure that the USG Senate and Executive are aware of Umbrella Organization activities.
 - ii. Informing advisors of the results of Umbrella RSO elections
 - iii. Ensuring advisor involvement with all financial, social, or fundraising activities.
 - iv. Ensuring advisor compliance with OSE guidelines.



- v. Maintain accurate records of funding decisions involving RSOs including, but not limited to
 - 1. Operations allocations to Umbrella Organizations
 - 2. Allocations from Umbrella Organizations to subordinate organizations
 - 3. Funding requests made by Umbrella Organizations to the USG
 - vi. Assist in the collection and maintenance of the information listed under “Umbrella Organizations and Registered Student Organization Administration,” to be provided to the body of the USG.
 - vii. Hold Umbrella RSOs accountable for the information listed under “Umbrella Organizations and Registered Student Organization Administration.”
 - viii. Assist the USG in the formation of new RSOs, as described in the Registered Student Organization Handbook, and Umbrella Organizations as described in the above updated guidelines for Umbrella organizations.
 - ix. Assist the USG and Umbrella Organizations in disciplinary actions concerning RSOs.
- f) Suspension of an Umbrella
- 1) If an Umbrella is found to not be in compliance with the guidelines outlined in this document or is found to be not upholding their constitution as reported by the advisor, an officer, a component RSO member, or member of the Committee on Umbrella Organizations, then the accusing party, officers and advisor of the Umbrella shall be required to meet, in a timely manner, with the Committee on Umbrella Organizations of USG.
 - 2) If the Committee on Umbrella Organizations determines that the Umbrella is out of compliance, the committee will be obligated to investigate the issue and determine what action needs to be taken to resolve the issue
 - 3) The investigation will be led by the members of the Committee on Umbrella Organizations, except the president of the organization that is under investigation. The Committee will be advised by a staff member from the Office of Student



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Engagement. After the conclusion of this investigation, the Committee may make a recommendation to the Umbrella Organization or bring forth a resolution to deactivate the Umbrella Organization to the Senate.



- 4) In the event an officer or other member of an Umbrella is removed from their position, the Umbrella should follow the procedures outlined in their constitution for selecting officers.
 - 5) The Committee on Umbrella Organizations has the right to temporarily suspend spending of operational funds during the investigation and until the solution has been implemented.
 - i. The Umbrella Organization must be notified of the decision to suspend access to operational funding at least one (1) week in advance of the implementation of the policy.
 - 6) The Committee on Umbrella Organizations maintains the right to temporarily suspend activity of the Umbrella during the investigation only until the solution has been implemented.
- g) Deactivation of an Umbrella
- 1) The Committee on Umbrella Organizations maintains the right to propose deactivation of an Umbrella's status to the body of USG.
 - 2) Deactivation of an Umbrella must be approved by majority vote of the Senate
 - 3) The Committee on Umbrella Organizations may propose the deactivation, in the situation the Umbrella is:
 - i. Found to be out of compliance with the guidelines outlined in this document and have not, in a timely manner, addressed the issue and entered into re-compliance with the document, OR
 - ii. Determined to be of inactive status by the Committee on Umbrella Organizations due to consistent failure to comply with above guidelines.



- 4) The body of USG reserves the right to determine the status of an Umbrella, but prior to a vote, will be presented a recommendation on the status of that Umbrella by the Committee on Umbrella Organizations.
- h) Appeals
- 1) After the Committee for Umbrella Organizations has concluded their investigation, they must give written notification to the Umbrella Organization's President and Advisor regarding any recommendations or next steps that the Committee will take.
 - 2) Upon receipt of this written notification, the Umbrella Organization will have five (5) business days to appeal the Committee's recommendations in writing to the Director of the Student Center or their designee.
 - 3) Upon receipt of a written appeal, the Director of the Student Center, or their designee, must meet with the Umbrella Organization within five (5) business days.
 - 4) The Director of the Student Center, or their designee, must notify the Umbrella Organization's President and Advisor and the Committee in writing of their decision within two (2) business days.
 - 5) The Senate is not allowed to vote on any recommendations proposed by the Committee until the appeal deadline is over.
- i) Reactivation of an Umbrella
- 1) If an Umbrella Organization has been deactivated as described above, a group wishing to reactivate the Umbrella must follow the procedures of forming a New Umbrella as described above.
 - 2) An organization that has been revoked Umbrella status will maintain their RSO status.