SPONSORS: Senator Giacobbi, Miranda, Bridges, Shereos

Umbrella Organization Guidelines

WHEREAS, Undergraduate Student Government is the official undergraduate student governing body for Southern Illinois University;

WHEREAS, The Senate will recommend and bring about policy that represents the interest of the undergraduate student body (USG Constitution: Article IV, Section 11, Part E);

WHEREAS, The USG Governing Documents Advisory Board recommends the Senate moves to adopt the proposed Umbrella Organization Guidelines and all associated changes as an amendment to the Constitution;

THEREFORE BE IT RESOLVED, The Senate moves to amend (Article VI, Section 4) the USG Constitution by adding:

Definition: 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; however, those Umbrella Organizations attached to departments and/or colleges do not receive senate seats; they are presumed to be represented by their college senators elected per the constitution.

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, is duplicated below.
2) **Student organizations can be formed and recognized when Undergraduate Student Government (USG) determines that the purposes of the group are in accord with the stated purposes and policies of the university. A group of students wishing to form an Umbrella Organization must do the following:**

   i. **Confirm with the Office of Student Engagement whether or not the proposed organization can be formed (has not existed in the past or does not already exists on campus)**

   ii. **Complete and submit the “Register New Organization” Form**

      1. **Upload the required petition information needed for any potential organization to form; petitions for student groups must include a minimum of ten (10) names.**

      2. **Upload proposed constitution (templates available online)**

   iii. **Once the “Register New Organization” Form is submitted, the Office of Student Engagement will review the academic and disciplinary standing of the officers listed**

   iv. **The Office of Student Engagement will confirm that the proposed RSO's constitution meets minimum requirements**

   v. **Upon approval of the officer list and constitution by the Office of Student Engagement, the Internal Affairs Committee (IAC) Chair will receive the RSO Registration Packet and contact the group to meet with IAC**

   vi. **Once the proposed group has met with IAC, a bill will be presented at the next USG Senate Session for a vote of final approval of the proposed organization. A representative of the organization seeking RSO status must attend the IAC/USG meetings at which the RSO Registration Packet will be reviewed. The RSO representative is responsible for knowing the time and location of the meeting(s)**

   vii. **After the petition and constitution have been properly reviewed and approved by USG:**
1. Notification will be sent to both the listed advisor and president of the RSO

2. The RSO will have now have access to their RSO portal in OrgSync:
   a. RSOs leadership will be given Administrator rights for the portal
   b. Customize their portal

b) Umbrella Organization Formation

1) Any RSO is eligible to become an Umbrella Organization if they meet the above guidelines 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 Undergraduate Student Government

   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 hear complaints by club members against other club members, or rule violations by clubs or individuals within clubs. The executive committee (or its equivalent) makes recommendations for resolution of conflicts between those clubs that fall under its Umbrella.*

   4) *Assist USG in the execution of disciplinary action for registered student organizations as outlined in pgs. 10 – 12 of the Registered Student Organization Handbook.*

   5) *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.*
6) 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 Undergraduate Student Government 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 Undergraduate student government.

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 Undergraduate Student
Government 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 Treasurer 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
Undergraduate Student Government to manage a standing list of active Umbrella
Organizations. This list shall be included in the Undergraduate Student
Government’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 Undergraduate Student Government Constitution without the approval of a simple majority 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 Undergraduate Student Government 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 Undergraduate Student Government

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 Undergraduate Student Government.
vii. Hold Umbrella RSOs accountable for the information listed under
“Umbrella Organizations and Registered Student Organization
Administration.”

viii. Assist the Undergraduate Student Government 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 Undergraduate Student Government 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 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 Undergraduate Student Government.

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 need be taken to resolve the issue.

3) In the event the Umbrella is not functioning well due to poor leadership from the
advisor or officers, the Committee on Umbrella Organizations possesses the right
to request an investigation into the operations of the Umbrella Organization, and
make recommendations to the Umbrella.

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 Undergraduate Student Government.

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 Undergraduate Student Government 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) 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.
BE IT FURTHER RESOLVED, this amendment has been made in accordance with the Undergraduate Student Government Constitution, and shall officially be established as a formal procedure there within, until such a time where its contents have been properly amended to state otherwise.

Adopted by the Legislation of the Undergraduate Student Government on the 25th day of April, 2017.

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government:

[Signature]
President, Undergraduate Student Government
SPONSORS: Internal Affairs Committee

SB 17-251

Funding Policies

WHEREAS, Undergraduate Student Government is the official undergraduate student governing body for Southern Illinois University;

WHEREAS, The Senate will recommend and bring about policy that represents the interest of the undergraduate student body (USG Constitution: Article IV, Section 11, Part E);

WHEREAS, to reduce subjectivity in allocating USG funds, IAC has formulated funding restrictions to aid in the transparency and equality of event funding allocated to RSOs from USG;

THEREFORE BE IT RESOLVED, The Senate moves to amend (Article III, Section 2) the Student Funding Guidelines by adding:

Event Funding

a) Before applying the standards listed below, the Student Funding Board will first critically review each application and determine to what extent the activity or event will impact the SIUC campus community before any funding decisions are made. USG may adjust funding accordingly. Funding is always subject to the availability of funds, which is assessed on a yearly basis.

1. Standards and restrictions are subject to change, especially between academic years.
2. Maximum allocation for any one RSO is $6,000 per year. All funding is calculated against the price paid before taxes.
3. USG will fund only one event or travel activity per application.
4. It is recommended that quotes for services on application funding requests are provided during the application process.

b) Contractual Services
1. Maximum allocation for any single contractual service is $3,500, inclusive of travel costs.

2. USG will fund up to 15% up to $250 of contractual fees for speakers and performers for SIUC hosted events and competitions. These events require speaker/performer contract for cost verification.

3. For speakers or performers, USG will not fund the same RSO more than once per year.

4. Every contractual service request requires that a speaker biography or résumé, and a publicity plan for marketing the event be submitted to the appropriate USG Board pre-reviewer (Treasurer). If a contractual service is $6,000 or more, USG requires a co-sponsorship. If co-sponsored event, application must be submitted together; allocated funds will be split evenly by number of RSO sponsors w/cap of total funds available to RSO combined.

5. The "Sponsored by USG" identifier must be visibly included on: all advertising, publicity, etc., for events funded or partially funded by USG fees. The document(s) must be submitted with the USG Expenditure Request form to receive reimbursement.

   c) Rental (Facility, Equipment, Services)

      1. USG does not fund costumes or uniforms.
      2. USG will fund 50% rentals (including required personnel) up to $750.

   d) Permanent Equipment

      1. USG will fund 50% up to $1,000 for permanent equipment.

   e) Licenses/Royalties for Films or Performing Arts

      1. USG will fund up to 75% of the cost of a license or royalty to present a motion picture, perform a stage production, including but not limited to plays or musicals, recite a literary work or perform a score of music. The presentation or performance must be public and free to University students. Any live performance
must be performed by the RSO receiving funds or a significant number of the
RSO's members.

f) Publications/Communications
   1. USG will fund 50% of production of journals, magazines, or newspapers.

g) Marketing
   1. USG will fund copies/flyers/newsletters at 50% up to $200 per event.
   2. USG will fund electronic advertisements at 50% per location up to $30/event.

h) Travel
   1. Maximum allocation for any single trip is $1,500.
   2. USG will provide funding for competitive, educational, performance, or service
      related travel off-campus to include transportation, lodging, registration, and/or
      international travel insurance.
   3. USG will fund up to 25% of pre-tax/fee roundtrip ticketed travel (domestic and
      international) up to $100/person; this includes travel by air, rail or sea;
      whichever is more practical.
   4. USG will fund up to 25% of roundtrip mileage for automobile travel (personal or
      rented) at the University rental rate per mile or daily rate, whichever is greater.
   5. USG will fund up to 50% of roundtrip mileage for chartered bus travel at $1.50
      (45 people and overnight travel required)
   6. USG will fund 50% of Lodging up to $55/night/room for rooms with a 4-person
      capacity. If utilizing a shared lodging service, such as Air BnB, official occupancy
      for the lodging must be presented during the application process. USG will fund
      per occupancy rates at $13.75/night/person.
   7. USG will fund up to 50% of registration fees up to $50/person.
   8. USG will fund up to 50% of team registration fees up to $150/team.
   9. USG will fund up to 50% of mandatory international travel insurance for Canada
      up to $30/person.
BE IT FURTHER RESOLVED, this amendment has been made in accordance with the Undergraduate Student Government Constitution, and shall officially be established as a formal procedure there within, until such a time where its contents have been properly amended to state otherwise.

Adopted by the Legislation of the Undergraduate Student Government on the 25th day of April, 2017.

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government:

[Signature]

President, Undergraduate Student Government
SPONSORS: Internal Affairs Committee

Funding Policies

WHEREAS, Undergraduate Student Government is the official undergraduate student governing body for Southern Illinois University;

WHEREAS, The Senate will recommend and bring about policy that represents the interest of the undergraduate student body (USG Constitution: Article IV, Section 11, Part E);

WHEREAS, The Student Funding Guidelines currently state:

The Student Funding Board may decide to not recommend funding for any line item. The following line items are not eligible for funding:

a) Prizes, awards, trophies
b) Items for fundraising
c) Any item considered operational funding (except during Operational Allocations)
d) Clothing (except necessary uniforms)
e) Items not directly related to the event
f) The Student Funding Board reserves the right to decide not to recommend funding for any specific item.

(Article III, Section 4)

WHEREAS, to reduce subjectivity in allocating USG funds, IAC has formulated funding restrictions to aid in the transparency and equality of event funding allocated to RSOs from USG;

THEREFORE BE IT RESOLVED, The Senate moves to amend (Article III, Section 4) the Student Funding Guidelines to state:

The Student Funding Board may decide to not recommend funding for any line item. The following line items are not eligible for funding:
a) **Types of Requests That Are Prohibited**

1. *Alcoholic beverages, or any activity or communication which incorporates a reference to alcoholic beverages or promotes or is supported by an alcoholic beverage manufacturer, distributor, sales organization or vendor.*
2. *Court actions, arbitration or legal fees.*
3. *Decorations.*
4. *Events or activities which raise money, unless for charitable purposes, or are otherwise fundraising projects, events, or activities, including supplies/costs associated with such.*
5. *Internal organization business.*
6. *Investments in or capital to any business or commercial enterprise, or intended to generate a profit.*
7. *Lethal weapons or ammunition, tobacco or tobacco products, illegal or illicit substances or devices.*
8. *Shipping fees.*
10. *Private vehicle rental entity (USG will fund mileage per travel standards)*
11. *Prizes, awards, trophies*
12. *Items for fundraising*
13. *Any item considered operational funding (except during Operational Allocations)*
14. *Clothing (except necessary uniforms)*
15. *Items not directly related to the event*

b) **Additional Reasons Why Requests May Be Denied**

1. *The RSO is not in good standing with Southern Illinois University or USG Accountants.*
2. *The RSO’s application for funding is incomplete.*
3. *The RSO fails to communicate with USG during the pre-review process.*
c) The Student Funding Board reserves the right to decide not to recommend funding for any specific item.

BE IT FURTHER RESOLVED, this amendment has been made in accordance with the Undergraduate Student Government Constitution, and shall officially be established as a formal procedure there within, until such a time where its contents have been properly amended to state otherwise.

__________________________

Adopted by the Legislation of the Undergraduate Student Government on the 25th day of April, 2017.

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government:

[Signature]

President, Undergraduate Student Government
SPONSORS: Senator Giacobbi, Miranda and Shereos

Governning Documents Committee

WHEREAS, Undergraduate Student Government is the official undergraduate student governing body for Southern Illinois University;

WHEREAS, The Senate will recommend and bring about policy that represents the interest of the undergraduate student body (USG Constitution: Article IV, Section 11, Part E);

WHEREAS, The Governing Documents Advisory Board was created to be an extension of Undergraduate Student Government to address legislation issues where Senators and non-Senators can come together;

WHEREAS, Every Senator is required to serve on a committee (Article VI, Section 2, Part H);

THEREFORE BE IT RESOLVED, The Senate moves to amend (Article VI, Section 10, Part H) the USG Constitution to include the Governing Documents Committee;

BE IT FURTHER RESOLVED, The Senate moves to add a new Article XII to the Constitution that includes:

Governning Documents Committee

1. SECTION 1 – Composition
   a. Governing Documents Committee (GDC) will be comprised of the following members:
      i. GDC Chair
         1. The Chairperson shall be a member of the board, who is nominated and elected by a simple majority vote of the Governing Documents Committee with no abstentions
      ii. Five Senators and four non-senators
1. The President of the Undergraduate Student Government shall nominate two Undergraduate Students to serve on the Governing Documents Committee whom must be confirmed by a simple majority of the senate.
   a. If the President does not notify the senate of the nominations before the second USG meeting of who these Senators are, the Senate can choose to nominate Senators to the committee.

2. Senators shall nominate seven Undergraduate Students to serve on the Governing Documents Committee whom must be confirmed by a simple majority of the senate.
   iii. A student can serve on the GDC who is currently serving on either Judicial or Executive Board, however, will not have voting rights.

II. SECTION 2 – Chairperson Duties and Responsibilities

a. The Chairperson will oversee and control all operations of the Governing Documents Committee.
   i. The Chairperson will regularly report to the Executive and Legislative Branches on the workings of the committee.

   1. May delegate duties as seen fit.

III. SECTION 3 – Removal of Committee Members

a. In order for a Governing Documents Committee member to be removed from the committee the Chairperson must make a motion to Senate and that motion must be approved by a simple majority affirmative vote of the Senate.

BE IT FURTHER RESOLVED, this amendment has been made in accordance with the Undergraduate Student Government Constitution, and shall officially be established as a formal procedure there within, until such a time where its contents have been properly amended to state otherwise.
Adopted by the Legislation of the Undergraduate Student Government on the 16th day of April, 2017.

We hereunto set our hands in affirmation of the adoption of this bill by the Legislation of the Undergraduate Student Government:

[Signature]

President, Undergraduate Student Government