



Recognized Student Organization Handbook

**Nebraskan Student Union and
Student Engagement**

A Division of Student Affairs

308.865.8523

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WELCOME

NEBRASKAN STUDENT UNION & STUDENT ENGAGEMENT

The Nebraskan Student Union is responsible for a variety of programs, co-curricular and social activities, and student organizations. The professional staff seek to encourage student and faculty involvement in all programs and activities.

The Nebraskan Student Union & Student Engagement staff members aid in the development of activity programs, program ideas, advise committees, work to develop the services of the Union in relation to programs and act as consultants to student organizations and individuals or groups needing help with program planning. The Nebraskan Student Union & Student Engagement Office is located on the West end of the lower level near Starbucks, of the Nebraskan.

MISSION OF THE NEBRASKAN STUDENT UNION

The Nebraskan Student Union is the heart of campus activity for UNK students, faculty, staff, alumni, and guests. Here is where you can eat, have meetings, play a game of pool, buy books or grab coffee. The Union is home to the Office of Student Life, including student government, LPAC, Multicultural Affairs, Student Organizations, Fraternity & Sorority Life, Student Conduct and the UNK ID Card office.

Building Hours:

Fall/Winter/Spring

Monday-Friday: 6:30 a.m.-11:00 p.m.

Saturday: 7:30 a.m.-11:00 p.m.

Sunday: 8:30 a.m.-11:00 p.m.

Summer

Monday-Friday: 7:00 a.m.-9:00 p.m.

Saturday-Sunday: 10:00 a.m.-6:30 p.m.

NEBRASKAN PHONE NUMBERS

Antelope Book Store.....	865-8555
Chartwells (UNK Dining Services).....	865-8428
Multicultural Affairs.....	865-8127
Student Organization Advertising & Promotions.....	865-8523
UNK ID Card.....	865-8154
Welcome Desk.....	865-8441
Reservations.....	865-8392
Nebraskan Student Union & Student Engagement Office....	865-8523

WHAT IS A STUDENT ORGANIZATION?

At the University of Nebraska at Kearney, student organizations are a vital component of the co-curricular educational experience. Student organizations receive no academic credit, and their primary purpose for existence is to serve the student population and to enhance the goals and

mission of the University of Nebraska at Kearney. Significant contributions to the intellectual, cultural, recreational and spiritual life of the University are provided by student organizations. In addition, the students who become involved more fully develop and enhance their own lives while in college, and long after they graduate.

Membership in student organizations is composed predominately of currently enrolled students. Officer positions are held by students while Administration, Faculty, and Staff serve in an advisory roles for student organizations.

These organizations are open to all students regardless of sex, handicap, race, color, religion, age, marital status or national or ethnic origin. A listing of organizations is published by the University of Nebraska at Kearney, Nebraskan Student Union and is available in the hard copy at the office or online at

<https://orgsync.com/login/university-of-nebraska-kearney>.

FORMING A NEW ORGANIZATION

The University of Nebraska at Kearney encourages the development and formation of new organizations to help meet the educational, cultural, recreational, spiritual and social needs of students.

Students wishing to form a new organization should contact the Nebraskan Student Union & Student Engagement Office in the Nebraskan Student Union.

A professional staff member from the Nebraskan Student Union & Student Engagement Office will meet with you and others who are interested in forming a new organization. Student Senate may also be available to provide assistance to you and your group.

The Nebraskan Student Union & Student Engagement Staff or Student Government member will:

- 1.) Assist you in locating an advisor and a meeting place.
- 3.) Assist you in writing a constitution.
- 4.) Help you in planning a campus activity and locating a facility.
- 5.) Assist you in having your constitution approved by Student Senate.

Once your constitution is approved:

1. We will list assist you in registering your new organization on Org Sync (the Student Organization Guide) and UNK web page.
2. We will provide you with information important to the success of your group and with important current campus information.
3. We will help your group obtain University Program and Facility Fees for your campus activity if you desire.

ADVISING STUDENT ORGANIZATIONS

A faculty or staff member involved in advising a student organization is frequently confronted with the question, "What role does an advisor fulfill?" While no one answer will suffice in every situation, some basic concepts may be helpful:

1. The advisor should meet with the executive officers of the organization to assist them in establishing their goals and directions. Once these are clarified, the advisor should attend regularly scheduled and any special group meetings.
2. Visibility is important. As an advisor, you are an integral component of the group process. As such, here are some suggestions:
 - Advisors should be familiar with the organization's constitution and bylaws.
 - Advisors should be knowledgeable of the institutional policies related to recognized student organizations. These are available in the UNK Student Handbook.
 - Advisors should not hesitate to contact the Associate Director of the Nebraskan Student Union to discuss organizational problems, procedures or changes in their organization's status.
 - Advisors may want to be aware of the policies and procedures for funding requests through University Programming and Facility Fees (UPFF). These procedures are available in the Nebraskan Student Union & Student Engagement Office.
 - Advisors should be aware that they may be put in the position of serving as a personal confidant to members of the organization. In these instances, the advisor will want to provide assistance to the person seeking advice without compromising their relationship with the group.
 - An advisor must be willing to address his/her group if the group is planning something inappropriate, including: anything that will compromise the reputation of the University, violate state, federal or local laws, or programs that discriminate or compromise personal safety. Alternate suggestions should be offered when possible.

- Advisors should not hesitate to engage in general discussion during organizational meetings; however, they should not normally dominate the discussions.
- Advisors should attend the programs of groups they advise or have someone take their place to insure the appropriateness and safety of the function.
- Advisors are encouraged to keep the Nebraskan Student Union & Student Engagement Office updated on organizational and officer changes.

PROCEDURES FOR RECOGNITION

The Student Senate of the University of Nebraska at Kearney is responsible for granting official "recognition" status to student organizations. Recognition is achieved through a process of reviewing and approving the student organization's constitution.

Procedures:

1. Secure a sample constitution from the Nebraskan Student Union & Student Engagement Office.
2. Hold organizational meetings. An advisor/sponsor should be selected and a constitution prepared. The Nebraskan Student Union & Student Engagement office will provide assistance if needed.
3. If a meeting room on campus is needed, secure a reservation through the Nebraskan Student Union Reservation Office (located on the second floor of the Nebraskan Student Union), 865-8392.
4. After a constitution has been completed, it should be submitted to the Student Senate Screening Committee for review. The committee may suggest changes for compliance with Student Government guidelines.

After the constitution is reviewed and approved by the Senate Screening Committee, it will be presented to Student Government at its next, regularly scheduled meeting. At this meeting, action on the proposed constitution will be taken. Representatives from the organization must be present at these meetings to answer any questions.

RECOGNIZED STUDENT ORGANIZATION ADVANTAGES

1. Information: Recognized student organizations are kept informed of a variety of events and services. This is often done through the mail, e-mail and Org Sync.

2. **Publicity:** Recognition enhances campus awareness of your organization and the group's activities on campus. An active Org Sync profile (a published listing by the Nebraskan Student Union and Student Engagement Office) will make your group known to others. In addition, when an organization is officially recognized they are automatically invited to the annual Student Organization Fair sponsored by Student Government each September. This event has grown annually and is not only an opportunity to recruit and network, but is a lot of fun for students. It offers free food and entertainment around the Cope Fountain.

3. **Facility Usage:** Recognized Student Organizations are given priority for meeting space on campus and they may use campus space for FREE.

4. **Funding:** Recognized student organizations have the opportunity to submit a budget for programming every other year. Upon receipt of your budget, it will be reviewed by the Student Program Board for revisions and funding.

HOW TO APPLY FOR UPFF FUNDS

All approved student organizations have the right to apply for funding through University Program and Facility Fees (UPFF).

1. An officer or advisor of an approved student organization may obtain a UPFF Request Form from the Nebraskan Student Union & Student Engagement Office.

2. Both an organization's officer and advisor must sign the request.

3. Each group will be notified as to when they will meet to review their budget. A knowledgeable representative must be present to answer any questions Senators might have.

4. Once a student organization's request is approved, it is the responsibility of the organization to submit all contracts and obtain purchase order numbers from the Nebraskan Student Union & Student Engagement Office before any transactions are initiated. If this is NOT followed, please note that organizations and individuals will not be reimbursed for purchases made with their OWN money!

STUDENT ACTIVITY FEE

All UNK students pay a Student Activity Fee that becomes part of University Program and Facility Fees.

The Student Activities Budget Commission oversees the disbursement of funds from the University Programming and Facility Fees (UPFF) to recognized student organizations.

The regulations that apply to state funds apply to UPFF expenditures. Specific guidelines are also placed on the expenditure of UPFF monies by Student Senate and the University of Nebraska Board of Regents.

Advisors should be aware of the following regarding UPFF funds:

- Personal expenses cannot be paid from the UPFF. For example: Printing business cards.
- Food expenses within Kearney are not an appropriate UPFF expenditure. For example: Catering a meal at an awards banquet at a local hotel.
- Capital equipment cannot be purchased. For example: Tables and chairs, computers and printers, or clothing and fabric signs.
- All food and printing items must be presented to Chartwells (UNK Dining Services) and University Communications and Marketing. This is mandatory by campus contract.
- When a contract is submitted to the Nebraskan Student Union and Student Engagement Office for payment, it must have original signatures and include federal identification numbers.
- Processing of payment takes approximately two (2) weeks. If a student organization is sponsoring an event under contractual agreement, the contract should be submitted to the Student Life Office at least six (6) weeks prior to the event.
- Any publicity or advertising of an event funded by UPFF money must state: FUNDED BY UPFF.

As an advisor, you are a very special part of the interaction that takes place between the faculty/staff and students of UNK

REQUIREMENTS FOR STUDENT ORGANIZATION CONSTITUTIONS

Becoming a Recognized Student Organization

To become an officially recognized student organization, a group must have their constitution approved by a formal vote of Student Government. Constitutions must be updated and renewed every four years.

Student groups that are updating their constitution, or becoming officially recognized, should contact the Chair of the Selections and Constitutional Review Committee of Student Government. To contact the Chair, call the Nebraskan Student Union & Student Engagement Office at 308-865-8523. Organizations should allow two to four weeks for the Selections and Constitutional Review Committee to review a constitution. If the Committee approves the constitution, it will be reviewed and voted upon at a Student Government meeting. Student Government meets on Tuesday evenings during the regular academic year. A representative of the student organization must be present to address Student Government when the constitution receives an approval or renewal vote.

Recognized student organizations are expected to update the names of officers and advisors each semester through OrgSync. For assistance updating OrgSync, call the Nebraskan Student Union & Student Engagement Office at 308-865-8523.

BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

I. Eligibility for UPFF funding

Organizations may submit a budget every other year to receive UPFF funding for events, programs, and speakers that are open to the entire UNK student body. For information about UPFF funding, contact the Nebraskan Student Union & Student Engagement office at 308-865-8523.

II. Free Publicity

Recognized organizations receive free publicity in the Student Handbook and on the university website. They are invited to have a table at Blue and Gold Day and at the Student Organization Fair. Organizations may also have their events publicized in the UNK Student Bulletin.

III. Use of University facilities

Recognized organizations may utilize university facilities such as meeting and conference rooms at no charge. Many nice meeting areas are available in the Student Union, but reservations must be made in advance. To reserve a room, visit the Nebraskan Student Union & Student Engagement Office or call 308-865-8392.

Writing a Constitution

If your group needs assistance writing a constitution, feel free to contact the Selections Chairperson or any Student Senator for help. You may also contact the Nebraskan Student Union & Student Engagement Office at 308-865-8523.

Every organization must follow standardized criteria and procedures. Without these, meetings may be unproductive and day-to-day operations inefficient. The guidelines laid out in this document are provided to outline a consistent pattern for all organizations.

In addition to a constitution, your organization may also have by-laws, rules of order, and standing rules. All are explained below.

CONSTITUTION: The constitution provides the most fundamental and broader rules for your organization. Suggestions for the content of the constitution are listed at the end of this section.

BY-LAWS: Policies and Procedures that are necessary for your organization to operate day-to-day, but are not appropriate for your constitution, should be included in the by-laws. If your organization changes a policy frequently, it should not be included in the constitution. The by-laws provide an easier way to update operations, but the purpose and philosophy in your constitution should be quite permanent.

ROBERT'S RULES OF ORDER (RRO): Necessary to run a successful meeting. RRO keep the meeting on focus and allow every member the opportunity to speak. Learn parliamentary procedure, and consider reading Robert's Rules of Order at www.robertsrules.com.

Sample Constitution

University of Nebraska at Kearney

Article I – Name

It is not necessary for organizations to follow the exact wording of the sample constitution. The sample constitution is intended to serve as a guide in authorizing and/or revising the constitution.

Section 1. The name of this organization shall be _____

Section 2. The organization is affiliated with _____
(Insert national affiliation if applicable. Otherwise, Article 1 is composed of only Section 1. In such cases, it is not necessary to indicate “Section 1”, but list the name of the organization without indicating a section number.)

Article II – Statement of Purpose

The object of this organization will be to _____
_____.

Article III – Membership

Section 1. Membership in this organization is open to _____
_____ (insert qualifications). It is necessary to include a non-discriminatory statement. The following are examples that the Selections Committee deems appropriate for the non-discriminatory clause.

1. “Active membership is open to all UNK students in accordance with Student Senate and the UNK non-discriminatory clause.”
2. “Membership in this organization is open to any student, regardless of race, color, gender, national origin, religion, creed, sexual orientation, or physical disability, who is currently enrolled at the University of Nebraska at Kearney and has a sincere and genuine interest in promoting the goals and objectives of this organization.”
3. Define Membership, for example: Attendance, help at events, etc.

Section 2. State the various categories of membership and what each category entails.

Article IV – Officers

Section 1. Designate the officers. (Example: The officers of this organization shall be a president, vice-president, secretary, etc.)

Section 2. State the qualifications members must have to hold an office. (Example: Must be a member of the organization for one year before holding office.)

Section 3. Specify the duties of the officers.

Section 4. State the procedure to follow for removing an officer from his or her position. (Example: $\frac{3}{4}$ vote of the membership of the organization.)

Section 5. Define a method of election. (Example: A majority of all votes cast shall be necessary to constitute an election.)

Section 6. State how vacancies in offices will be filled. (Example: By special election, appointed by executive committee, etc.)

Article V – Advisor

State provisions for the selection of an advisor. (Example: Two advisors shall be selected by the organization. They must be approved by a $\frac{3}{4}$ vote of the committee.)

*(Note**Each organization must have at least one advisor who is a member of the Faculty, Staff, or Administration of UNK*)*

Article VI – Elections

Section 1. Define the date of election and length of term of office. (Example: All members shall be elected at the _____ specific meeting.)

Section 2. State how nominations for your organization will be made. (Example: All interested persons can fill out applications and return them to the appropriate office.)

Article VII – Meeting and Quorum

Section 1. State how often meetings shall be held: monthly, weekly, etc.

Section 2. State the provisions for special meetings. (Example: Special meetings may be called by the president or any three members.)

Section 3. State the percentage of active membership needed for quorum. (Example: Fifty-one percent or more of membership is necessary to constitute a quorum.) *A quorum is the number of members necessary to transact business.

Article VIII – Finances

Section 1. State the source of funds. (Dues, special assessments, contributions, etc.)

Section 2. State the method of expenditure of funds. (Example: funds shall be expended upon the authorization of the organization by a majority vote of those present or, in case of an emergency, upon the approval of the president or treasurer and the advisor.)

Section 3. State which persons in the organization have the authority to make expenditures. (Example: All charges must have the signature of the advisor, president, and treasurer.) *There should always be at least 2 officers/advisors to make a transaction.

Article IX – Executive Board (optional)

Section 1. State who shall comprise the Executive Board.

Section 2. State functions and duties of the Executive Board.

Article X – Committees

Section 1. State the names and duties of the various committees in the organization.

Section 2. State the means of forming new committees.

Article XI – Amendments

Section 1. Make provisions for amending the constitution. (Examples: This constitution may be amended at a regular meeting by 2/3 vote of all members. The proposed amendments shall be submitted in writing to all members of the organization at least seven days before being voted upon.) No constitution or by-laws should be amended by less than a 2/3 vote.

Section 2. Include the following or similar statement: “Amendments to this constitution shall become effective upon approval of the organization by the Selection Committee of Student Senate and the full Student Senate.”

Article XII – Ratification

Make provisions for ratifying the constitution as it currently reads. (Example: 2/3 vote of all members.)

After the constitution is written

After a constitution has been completed, it must be submitted for review by the Student Senate Selection Committee. The committee may suggest changes deemed necessary to be in compliance with the aforementioned guidelines.

After the constitution is reviewed and approved by the Senate Selection and Constitutional Review Committee, it will be presented to the full Senate at its next regularly scheduled meeting. At the next meeting, action on the proposed constitution will be taken. Representatives from the potential organization should be present at the Selection and Constitutional Review Committee, and must also be present at the Student Senate general assembly meeting in order for the constitution to be presented, and questions to be answered as necessary.

HOW TO HAVE SUCCESSFUL MEETINGS

The manner in which an organization conducts its meetings can often determine the success of the organization. Few people relish sitting through long and drawn out meetings where little gets accomplished. The particular nature of each organization should dictate the degree of formality used in conducting its meetings. Whether a meeting is formal or informal, a good leader should strive to facilitate maximum participation to keep members interested. The following are some suggestions which may help your organization have successful meetings.

1. Plan an agenda

Planning an efficient agenda is the best way to insure that meetings are expedient, yet thorough. The agenda is normally developed by the officers and other members of the executive council and should be done at least one day before the meeting in order to allow time to obtain any materials, information, or resources needed. The written agenda should reflect consideration of what has to be accomplished and also what should be done in light of the group's goals. Lastly, it is strongly recommended that each member have a copy of the agenda to refer to during the meetings. The most commonly used format for an agenda is as follows:

1. Call the meeting to order
2. Roll Call
3. Minutes of the previous meeting
4. Reports of officers
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary (significant correspondences)
5. Standing committee reports
6. Special committee reports
7. Old or unfinished business
8. New business
9. Adjournment

2. Pre-Meeting Planning

The work of most organizations is actually accomplished between meetings, not in them. Meetings are generally for planning, reporting, and decision making. Encourage everyone scheduled to be involved in the meeting to plan their presentation.

Check the seating arrangement of your meeting room before the meeting starts. Strive for formality and friendliness. Have a table for the chairperson of the meeting and the secretary so they can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close to the table to facilitate eye contact and maximum participation.

Finally, check again on the agenda for the meeting and with those members or guests who are scheduled to give reports to insure their attendance. It is advisable to meet with the advisor and executive committee before the meeting starts.

3. During the Meeting

Start the meeting on time. Give warning then do it. Once the meeting has started, stick to the agenda. "We're here to ...", "The purpose of the meeting is ...", "The next point is ...".

Control interruptions during the meeting. Interruptions should be allowed for emergency purposes only. Deliberations during the meeting can be expedited by having members stand while they have the floor.

Meetings should always end on time so participants can manage their own time. The meeting should end by restating conclusions and assignments to insure agreement and to provide reinforcement or a reminder.

4. Follow-up

After the meeting, discuss with the officers and your advisor any problems encountered during the meeting. Ask for their feedback regarding the running of the meeting.

Try to hold members accountable for follow through on any assignments made at the meeting in a supportive manner. Offer them your assistance in initiating the task or hurdling any stumbling blocks they may encounter.

Be sure to express your appreciation for the participation of any invited guests at your meeting.

5. Minutes

Although it's a natural tendency for groups to think only in terms of "here and now", the decisions you make today may have a significant impact on the organization in future years. Consequently, it is extremely important that a thorough record of all organization meetings be maintained.

The minutes are a record of what is done and not of what is said. Generally, personal opinion of members and other discussions should be avoided.

Normally, the minutes are signed by the secretary. When they are to be published, they should be signed by the president as well. In either case, they should be signed in order to be considered official.

INDIVIDUAL PARTICIPATION

Your organization can be a success only if individuals work together to achieve carefully planned goals. Each member should be committed to the group's goals, and willing to combine efforts with others to deal with the issues at hand.

Individual input can have a direct influence on the direction a meeting will take. Speak when you have something worthwhile to say, but keep your remarks to the point and brief as possible, also encourage others to stick to the issues.

Differences of opinion expose people to other points of view. Let others know how you feel about their ideas, however, be careful that your remarks do not become a personal attack.

MEETING MANNERS

Proper etiquette can help ensure that goals are met according to schedule.

Here are a few suggestions for good meeting manners:

1. Arrive on time. Latecomers may delay the meeting, create confusion, and break the flow of progress.
2. Avoid unnecessary interruptions. In most cases, phone calls, messages, etc., can wait until the meeting is over.
3. Observe specified time limits. This will allow others a chance to speak and helps insure that all issues on the agenda are covered.

4. Refrain from distractions. This includes whispering to your neighbors, doodling, shuffling papers, etc.
5. Stay until the end. Important follow-up plans are often made during the final minutes of a meeting.
6. If use a room in the Nebraskan, be sure your group has finished by the time stated on your reservation form. The rooms are used a lot and another group may be scheduled immediately following your group.

COMMUNICATION SKILLS

Good communication is essential for a successful meeting. Good communication involves not only speaking, but also listening. Each speaker deserves your full attention. Treat all members in the same way you would like them to treat you. Do not interrupt speakers or distract others with inappropriate remarks or actions. Careful listening also prevents you from missing valuable information and allows you to take accurate notes.

Another important communication skill is the ability to consider a variety of options. Everyone has the right to express an opinion. Avoid making hasty judgments of other's ideas. Allow others to express their ideas completely before you offer comments, and when their ideas conflict with yours, do not become defensive. Use the ideas to refine and develop your own.

There are also a few basics to remember when speaking. Good pronunciation and enunciation will be appreciated by your listeners. Proper volume and tone also enhance delivery. Furthermore, speakers should always face the group. (Don't speak when drawing on the board, etc.)

Occasionally your remarks may be long and complex because of the topic of discussion. In such cases, you can help your listeners by summarizing your main points before you finish speaking.

It is important that all members feel they are an important part of the meeting. You can help by speaking to each member. Never direct your comments only to the person sitting beside or opposite you.

Offering suggestions is another necessary aspect of public speaking. Most people welcome good advice, but offer it an appropriate time and in a positive manner.

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules for conduct at meetings. The rules are applicable within the framework of any political belief and within the

structure of any club, organization, or meeting that must transact business. Parliamentary procedure, properly used, provides the means whereby the affairs of an organization or club can be controlled by the general will within the whole membership.

Organizations which choose not to follow the rules of parliamentary procedure will not be able to move through the meeting's agenda as expediently as possible. Discussion will tend to stray from the topic at hand and it may be difficult for all members to have a chance to speak.

ROBERTS' RULES OF ORDER

BASIC INFORMATION ON MOTIONS

MAKING A MOTION

Parliamentary procedure works through the process of members discussing the issues and then making motions which are acted upon by the members of the organization. A motion is simply a proposal that the assembly takes a stand or takes action on some issue. The steps are really quite simple:

1. Obtain the floor after the last speaker is finished.
2. Make your motion.
 - a. Speak clearly and concisely.
 - b. State your motion affirmatively – say, "I move that we ..." Instead of "I move that we do not ..."
 - c. It is proper to say "I move that we ..." not "I make a motion that we ..."
 - d. Avoid personalities and stay on the subject.
3. Wait for a second on the motion.
 - a. Another member will automatically second the motion or the chair will call for a second.
 - b. If there is not a second on the motion, it will not be considered.
4. The chair states your motion.
 - a. The chairperson must say, "It is moved and seconded that we ...", then debate or voting can start.
 - b. Once debate has begun, the motion cannot be changed without the consent of the members.

5. Expand on your motion.
 - a. The individual that makes the motion is always allowed to speak first.
 - b. Keep to the time limit for speaking.
 - c. The person who puts the motion on the floor may speak again after all other speakers are finished.
6. The motion is voted on.
 - a. The chairperson asks, "Are you ready for the question?"
 - b. If there is no more discussion, a vote is taken. The chairperson announces the results.
 - c. Or a motion for the previous question may be adopted.

TYPES OF MOTIONS

There are four general types of motions:

1. Main motions introduce a topic to the members for consideration. Main motions cannot be made when another motion is on the floor. They yield to privileged, subsidiary, and incidental motions.
2. Subsidiary motions change or affect how the main motion is handled. An amendment to a main motion is a subsidiary motion.
3. Privileged motions are about special or important matters not related to pending business. A motion to adjourn for example is a privileged motion.
4. Incidental motions are motions that must be considered before other motions.

VOTING

There are five different methods of voting. The method you use will depend on the situation and the laws of your organization.

For majority votes, the chairperson may take a vote by voice. Those in favor of the motion respond by saying "aye" and those opposed say "no". Members may move for an exact count after a voice vote.

Members may raise their hands to vote as sight verification of or as an alternative to a voice vote. This vote does not require a count, although a member may move for an exact count.

If a record of each person's vote is needed a roll call vote is taken. In a roll call vote each member answers "yes", or "no", or "present" or "abstain" (indicating the choice not to vote) as his or her name is called.

When secrecy is desired, members vote by ballot, simply by writing their votes on a slip of paper.

When a motion is not likely to be opposed, the chairperson says, "If there is no objection ...". Members show their agreement by silence, however if someone objects, the matter must be put to a vote.

There are a few more important things to know about voting:

- A question (motion) is pending when it has been stated by the chair but not yet voted on.
- The last motion stated by the chair is the first pending.
- A motion may be made to "table" the pending question. This motion is used to set something aside and deal with a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.
- A motion may be made to indefinitely postpone a motion. This allows members to dispose of a motion without making a decision for or against. It is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.

FINANCES

Disclaimer: these notes are offered to assist RSOs in the process of financial reporting. The University of Nebraska at Kearney is NOT responsible for handling financial issues or accounting procedures for Recognized Student Organizations. Please consult a financial professional or a Certified Public Accountant with questions and further financial reporting instructions.

UNIVERSITY PROGRAM AND FACILITY FEES (UPFF)

University Program and Facility Fees exist to enhance student programming at the University of Nebraska at Kearney. UPFF allocations may be used for the establishment of a speakers program and may therefore be expended for:

1. Campus Speakers
2. Campus Entertainment
3. Campus Conferences
4. Campus Printing

5. Campus Catering

6. Other Campus Programming

Due to the enactment of University Regents' Policy, no UPFF money may be allocated to student organizations for travel, office supplies, or equipment. UPFF money is intended for students and their involvement on campus. Thus, programming funds are to be used for events on campus only.

**University Programming and Facility Fees Guidelines for
Recognized Student Organizations at UNK**

I have read and understand the guidelines for requesting University Programming and Facility Fees funding. I understand that any overages or expenses of any kind not covered in this budget are the responsibility of the associated organization. In the event of no available organizational funds, such expenditures and/or overages will become the responsibility of the individual signing this request.

All food purchases must first be presented to UNK Dining Services (865-8428) located on the second floor of the Nebraskan Student Union.

Student organizations are welcome to create and produce their own posters, advertising, etc. However, any printed or professionally designed materials purchased for the event, including advertising, must be purchased through University Communications and Marketing (865-8134), located in the Communications Center Building, or Student Organization Advertising and Promotions (865-8523), located in the Student Union.

Contracts or agreements for service must be processed six weeks in advance through the Nebraskan Student Union & Student Engagement Office. It is the organization and its representatives' responsibility to notify the Nebraskan Student Union & Student Engagement Office (865-8523) to assure the process is started in time for your event. **All purchases also must be requested in advance** from the Office of Student Life.

Do not spend any personal funds or out-of-pocket money including cash, credit cards, or checks! No individual student or advisor will receive payment or reimbursement for purchases!

Thank you for your help in these matters, and best wishes for a great event!

Signature of Student Representative

Signature of Advisor

Date

Date

University Programming and Facility Fees
Allocation Request Form
(Budget Request)

Date Submitted

Organization _____

What is the purpose of the organization and of this request?

Estimated Number of Students Affected by Event _____

Number of Active Members _____

Current Balance in Organization's Treasury \$ _____

President (please print) _____

Address and Phone Number _____

Treasurer (please print) _____

Address and Phone Number _____

Advisor (please print) _____

Address and Phone Number _____

Please explain each individual expense on the form on the next page. List only the total dollar amount below.

Total UPFF Request \$ _____

ADVERTISING EXPENSES

Campus resources must provide all signs, posters, and other printed materials. Examples of the resources to be used are Student Organization Advertising & Promotions (865-8523) in the Student Union and UNK Advertising and Creative Services (865-8134) in the Communications Center Building. In the event campus resources are not able to provide your specific needs, UNK Advertising and Creative Services must document verification of this.

	Event 1	Additional Event(s)
Student Organization Advertising and Promotions	_____	_____
University Communications and Marketing	_____	_____
Community Paper, Radio, TV	_____	_____
UNK Newspaper	_____	_____
UNK Radio	_____	_____

FOOD EXPENSES

UNK Dining Services must provide all food and beverage. If UNK Dining Services is unable to provide the food or beverage needed, then the possibility exists to find services off campus. UNK Dining Services must verify that it is okay to go off campus for food orders they cannot provide.

UNK Dining Services	_____	_____
Other (if unavailable with UNK Dining Services)	_____	_____

MISCELLANEOUS OPERATING EXPENSES

Contract	_____	_____
Equipment	_____	_____
Sound System, DJ Service	_____	_____
Janitorial Staff	_____	_____
Other	_____	_____

TRAVEL EXPENSES FOR GUESTS COMING TO UNK

Air	_____	_____
Car (\$0.57/mile or current university rate)	_____	_____
Ramada Inn (\$59.00/night)	_____	_____
Meals (\$10 for breakfast and lunch, \$20 for dinner)	_____	_____
Miscellaneous	_____	_____

LIABILITY EXPENSES

Insurance Expense-Premium	_____	_____
Legal Services	_____	_____

OTHER REQUESTS

Decorations	_____	_____
Prizes	_____	_____
Other	_____	_____

UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES

Student organizations that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. Officially recognized student organizations only may submit a Budget Request.
 - a. UNK Student Senate will consider for recognition those organizations that submit an approved constitution including a statement of purpose and membership qualifications. To be considered, student organizations must have an advisor who is currently a member of the UNK faculty or staff.
 - b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
 - c. In order to petition for UPFF funding, an organization must have a current, approved constitution on file with UNK Student Government.
2. Granting of UPFF funding is made on a fiscal year basis (Fall semester beginning in August through Spring semester terminating in May); funding for a single organization may not occur more than once in a two-year period.
3. An officer of the student organization shall present a UPFF Student Programming Allocation Request (Budget Request) consisting of the following:
 - a. A statement regarding the purpose of the organization.
 - b. Description of the event requesting funds for.
 - c. An itemized statement detailing how funds will be used.
 - d. The number of members in the group and the names of the President, Treasurer, and Advisor.
 - e. The current balance of the organization's treasury.
4. Prior to submitting a budget request, an organization should seek funding from all other possible resources including the department the organization is structured under.
5. Student Programming Board (SPB) will utilize the following guidelines to approve UPFF Student Programming Allocation Requests:
 - a. The activity must be open and free to all UNK students.
 - b. The activity must be held on the UNK campus.
 - c. Allocations will be made upon the discretion of SPB weighing UNK student benefit.
 - d. SPB will not allocate UPFF Program funds for wages, non-contractual, equipment, office supplies, travel, fundraising or membership drives.

- e. A majority of the quorum of SPB must vote in favor of an allocation in order for the UPFF allocation request to proceed to the Director of the Nebraskan Student Union & Student Engagement for approval.
- 6. Any SPB student must abstain from voting on matters relating to an organization's allocation request, if they are a member.
- 7. **Organizations receiving funding or partial funding from UPFF shall be required to place the words "Funded by University Program and Facilities Fees" or "Partially Funded by University Program and Facilities Fee" on all printed (advertising) material for such events.** An organization's president shall be given a written warning for failure to comply. After the second offense within the same academic year, the organization may become ineligible to receive UPFF funding for the next year that it would normally submit a budget. The latter will be decided by SPB.
- 8. Because funding is limited, generally, no student organization will be allocated a disproportionate amount of money over the course of the academic year their funding is granted.
- 9. Purchases must **first** be requested by **coming to** the Nebraskan Student Union and Student Engagement Office in the Nebraskan Student Union. Shopping trips must be completed **one (1) week prior to event date**. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are:

UNK Dining Services	Menards
UNK Advertising & Creative Services	Oriental Trading
The Antelope Bookstore	Party America
Builder's Warehouse	Recognition Unlimited
Dick Blick	Family Fresh
Eakes	

- 10. Funding for FOOD requests must be open to all students. On campus food requests must be catered by UNK Dining Services. A request for Food/Refreshments Expense Form must be completed and submitted with receipts immediately after the event to the Office of Student Life. Forms are available at the Nebraskan Student Union Office.
- 11. PRINTED items must be submitted to University Communications and Marketing (865-8134), located in the Communication Center Building, or Student Organizations Advertising and Promotions (865-8523), located in the Nebraskan Student Union.
- 12. Funds allocated for a specific line can **only** be spent for costs incurred under the line. Any money left over will be returned to the general UPFF fund. Contracts with speakers/performers must be submitted to the Associate Director or Director of the

Nebraskan Student Union and Student Engagement Office for review and approval **six weeks** in advance.

13. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** are required to identify the attendance at the event.
14. If an event sponsored by a recognized student organization receives any funding from SPB allocated University Program and Facility funds, that group **will not be able to assess charges or disburse contributions of any kind** as a result of that event.
15. If a requested item that falls under the SPB definition of Equipment, Capital Item, or Office Supply **can be proven to be used for setup or decoration for an event; the SPB holds the authority to grant or refuse funding for the item.**

The following is a list of most items that cannot be funded by SPB dollars:

SPB Definition of Equipment or Capital Items

- (1) Fabric: banners, uniforms, clothing of any type, ribbon, tablecloth, etc.
- (2) Furniture: couch, table, desk, chair, wall hangings, filing cabinet, etc.
- (3) Building Materials: twine, rope, wire, lumber, nails, hammer, screws, paint, etc.
- (4) Electronic Equipment: typewriter, computer, printer, calculator, phone, DVD Player, copier, extension cords, etc.
- (5) Office Supplies

SPB Definition of Office Supplies:

letterhead	paper
pencils	pens
rubber bands	notebooks
tape	tacks
staples	stapler
paper clips	clip boards
scissors	envelopes
postage	files
three ring binders	hole punches, etc.

Recognized Student Organization Funding Opportunities

UPFF

Purpose: Funding for event programming on the UNK campus. Events must be open and free to all UNK students. Sponsored by Student Government. Budget guidelines and Application form can be found at: www.unk.edu/offices/student_life/student_government/

Pepsi Sponsorship Program Fund

Purpose: To provide a limited amount of beverage products and Pepsi logo items to UNK organizations that further the vision of the university by hosting events which benefit students and the recruitment of students. The application form can be found at: www.unk.edu/bf/pepsi_sponsor.php

Student Talent Fund (SET)

Purpose: Financial support enabling students to travel off campus to attend programs that develop student leadership skills or that provide venues for students to display intellectual talent and other exceptional accomplishment. Student Talent Application can be found at: www.unk.edu/bf/student_talent.php

LoperNites Fund

Purpose: The mission of LoperNites is to make available to students quality late night entertainment during prime social times, namely 7:00 p.m. through 1:00 a.m. (Friday & Saturday) and 7:00 p.m. through midnight (Thursday). Funding is financed by the residential student laundry fee. The application form can be found at: www.unk.edu/bf/lopernites.php

Catering Fund

Purpose: Provides food/beverages for campus events which are open and free to all UNK students. Sponsored by University Dining Services. The application form can be found at: www.unk.edu/bf/rso_catering_fund.php

TAX EXEMPT STATUS

Student Organizations can only use the tax exempt status if the payment of a bill is made through the University Accounts payable or Purchase Order requisition procedure.

Raffle Ticket Policy for Recognized Student Organizations

Recognized Student Organizations may host raffles at UNK by carefully adhering to the State of Nebraska Regulations governing raffles as outlined in the Nebraska State Lottery and Raffle Act.

Nebraska Small Lottery and Raffle Act guidelines can be found at:
<http://www.revenue.nebraska.gov/gaming/infoguide/raffle.pdf>

Small Lotteries and Raffles State Law Summary

Nebraska law states that gross proceeds must not exceed \$5,000 for a small raffle or \$1,000 for a small lottery, and that these proceeds must be used solely for charitable or community betterment purposes, awarding of prizes to participants, operating costs or civic activities conducted by Recognized Student Organizations (RSO) for the benefit of its members. Tickets for a small lottery or raffle need to be sequentially numbered and be the same size, shape, and weight. To qualify as a raffle, 80 percent of the prizes to be awarded must be merchandise prizes not redeemable for cash.

Additionally, the Nebraskan Student Union and Student Engagement Office mandates that prizes for raffles not include tobacco or alcohol. Random raffle drawings must be held in a public venue with at least three individuals from the student organization and/or an advisor present.

Non-Profit Checklist – Fundraisers/Sales Tax

Types of Events

- Fundraiser where a product has been purchased by the organization for resale.
- Banquet or other events where there is an admission fee.
- Car wash where a fee is charged for the service (not a free will donation).

To Do Ahead of Time

- Apply for Nebraska ID number (Form 20*) and indicate you will have taxable sales. This application is a one-time process. Once you have a Nebraska ID number, you do not need to reapply each time you have an event.
- If you have admission tickets, indicate on the ticket the value of the item received (such as a meal), show the amount of sales tax on that amount, and then indicate that the rest of the admission price is a contribution.
- So for a \$15 event ticket, you should indicate:

Meal or item	\$5.00
Sales tax @7%	.35
Contribution	9.65

- If you are purchasing something to resell (meal, t-shirts, hats), when you purchase them, you need to fill out a Form 13*, complete section A to indicate that you are making a purchase for resale, and give that to the restaurant/caterer/t-shirt seller. Then you will not be charged sales tax on your purchase.

At the Event

- Track the number of meals or items sold and the funds collected.
- Have at least 2 people working together who will count the money at the end and sign off on how much will collected. Deposit funds as soon as possible.

After the Event

- File the Nebraska sales tax report Form 10* and remit the tax due. Normally this form is due by the 20th of the month following the event.
 - If total sales tax due is less than \$500, this qualifies you as an annual filer. Annual filers must complete Form 10 by January 25th.
- Include the income and expenses related to your fundraiser when determining which Form 990 to file after the end of the year. It is normally due by May 15th.

*Forms can be found at: <http://www.revenue.nebraska.gov/>. Click on *Forms* on the left side. Use the drop down arrow for *NUMERIC LISTING OF ALL CURRENT NEBRASKA FORMS* to obtain each form.

Non-Profit Checklist – Other Receipts

Cash donations, Membership dues

- No sales tax is due on these receipts.
- Include them on the appropriate line, if filing Form 990.

Collecting donations of cash or goods to give to another charity

- No sales tax is due on these receipts
- Include them on the appropriate line, if filing Form 990. They will be listed in both the receipts and expenses.

Collecting donations of cash to sponsor a speaker or event (such as a band)

- No sales tax is due on these receipts. If you are also selling tickets, then remit sales tax only on the ticket sales as described on the Fundraiser sheet checklist.
- Include the donations on the appropriate line, if filing Form 990.
- If you pay the speaker or performers more than \$600, you will need to have them fill out Form W-9 to get their ID number. Then at the end of

the year, you will send them a Form 1099-MISC for the amount paid to them.

****Reminder on deductibility of donations to non-profit organizations****

- Only donations to qualified charitable organizations (normally 501©3 organizations) are tax deductible to the donor. Unless you are this type of organization, do not state that donations are tax deductible.

RSO Name: _____

RECOGNIZED STUDENT ORGANIZATION (RSO)
UNIVERSITY OF NEBRASKA AT KEARNEY
PERFORMANCE AGREEMENT

This Agreement dated (TODAYS DATE) is made by and between Recognized Student Organization (hereinafter referred to as the RSO), located at the Nebraskan Student Union, University of Nebraska at Kearney, Kearney, Nebraska 68849, and (AGENT OR PERFORMER NAME) (hereinafter referred to as the CONTRACTOR).

Section 1. PERFORMANCE.

The CONTRACTOR will, pursuant to the terms and provisions of this Agreement provide (PERFORMANCE DESCRIPTION) to be held at the (PERFORMANCE LOCATION), University of Nebraska at Kearney, Kearney, Nebraska, hereinafter referred to as the performance site, at (START TIME), on (PERFORMANCE DATE), hereinafter referred to as the performance starting time.

Section 2. COMPENSATION.

The RSO agrees to pay the CONTRACTOR the gross amount of \$(AMOUNT) less any deductions or withholdings required by state or federal law, Social Security Number or Federal I.D. Number (SSN OR FED ID #) upon completion of the performance, provided the CONTRACTOR performs faithfully according to the terms of this Agreement.

Section 3. TAX WITHHOLDING.

It is mutually understood that should the State of Nebraska adjudge that the payment hereunder is subject to the Nebraska State Withholding Tax Laws, the RSO will deduct the amount ordered by the State of Nebraska from the payment hereunder, and will pay such amount directly to the State of Nebraska, to be credited to the CONTRACTOR's State Income Tax Account. The CONTRACTOR directly with the State of Nebraska must make settlement of this account by filing a Nebraska State Income Tax Form through the Department of Revenue, P.O. Box 94818, Lincoln, NE 68509.

Section 4. GROSS RECEIPTS.

In the event that the CONTRACTOR's fee is based in part or in whole on the gross receipts of the performance, gross receipts will be defined as the gross sales minus sales refunds minus any legitimate taxes.

Section 5. DEPOSITS.

No deposits or advance payments shall be made prior to the performance due to restrictions on the expenditure of RSO funds.

Section 6. MERCHANDISE SALES.

In the event the CONTRACTOR wishes to sell any type of merchandise at the performance site, the sale of such items must be approved in advance. Sales must be made in the designated areas. The RSO shall have the right to sell its own merchandise at any performance.

Section 7. TRAVEL ARRANGEMENTS.

The CONTRACTOR agrees that they will notify the RSO at least twenty-four (24) hours prior to the specified first performance time hereunder of their travel arrangements, arrival times, lodging arrangements and other pertinent information concerning the CONTRACTOR's whereabouts.

Section 8. ARRANGEMENTS.

The CONTRACTOR will make all transportation and housing arrangements unless the RSO agrees in writing prior to the performance to provide assistance in this respect.

Section 9. TERMINATION BY THE RSO

In the event that the RSO terminates this agreement for any reason other than those defined as "Force Majeure" below, the RSO shall reimburse the CONTRACTOR for legitimate out-of-pocket expenses incurred as a result of such termination. The CONTRACTOR shall present all such expenses with substantiation to the RSO no later than thirty- (30) days after the date of the termination with reimbursement to the CONTRACTOR no later than ten (10) working days following receipt of such expenses. Notwithstanding the foregoing, the RSO may terminate this Agreement at any time without incurring damages if notice of such termination is provided to the CONTRACTOR in writing no less than thirty- (30) days prior to the performance starting time.

Section 10. TERMINATION BY THE CONTRACTOR

In the event that the CONTRACTOR fails to appear, present or otherwise terminates this Agreement for any reason other than those defined as "Force Majeure" below, the CONTRACTOR shall reimburse the RSO for substantiated expenses incurred in connection with the performance, including but not limited to: printing of tickets, advertising, rental of hall, charges for any I.A.T.S.E. personnel, equipment, and costs incurred in notifying public that the performance has been postponed or canceled. The RSO shall present all such expenses with substantiation to the CONTRACTOR no later than thirty- (30) days after the date of the termination with reimbursement to the RSO no later than ten (10) working days following receipt of such expenses. Notwithstanding the foregoing, the CONTRACTOR may terminate this Agreement at any time without incurring damages if notice of such termination is provided to the RSO in writing no less than thirty- (30) days prior to the performance.

Section 11. CONSTRUCTION

This Agreement is subject to the rules and regulation and statutes governing activities conducted on property controlled by the Board of Regents of the University of Nebraska. No use of alcohol or controlled substances by any of the employees of the CONTRACTOR will be allowed during the performance or while the employees are present on the premises of University property. In the event of noncompliance on the part of the CONTRACTOR, legal sanctions may result. It is agreed by both parties to this Agreement that the RSO shall not be held liable for any breach of contract based on the provisions herein, if, by court action caused by the county board having jurisdiction, it is determined that this public gathering or event as described by the terms of this Agreement, will adversely affect the public health or welfare, resulting in restraining and permanently enjoining this event from taking place. The court action described about is pursuant to Neb. Rev. Stat. §23-382 (Reissue 1997), or as amended relating to public gatherings.

Section 12. INDEPENDENT CONTRACTOR.

Neither the RSO nor the University of Nebraska accepts any responsibility for the supervision, direction, or control of services of the CONTRACTOR or the CONTRACTOR's employees for the manner, means, and/or details by which the CONTRACTOR's employees carry out the terms of this Agreement. It is understood that the CONTRACTOR signs this Agreement in the capacity of an independent contractor and not as an employee or agent of the RSO or the University of Nebraska at Kearney and the CONTRACTOR agrees to assume all liabilities normally accruing thereto.

Section 13. DEFAULT.

Determination of default by either party shall be such that the one party has duty to notify the other of the default and give reasonable time to cure the default before any further action may be taken.

Section 14. ENTIRE AGREEMENT.

This agreement (and the attached Contracts/Riders) shall constitute the entire Agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

Section 15. AGREEMENT MODIFICATION.

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

Section 16. FORCE MAJEURE.

Neither the RSO nor the CONTRACTOR shall be liable for damages due to delay or failure to appear, present or perform if such delay or failure is caused by or due to serious illness, accidents, civil commotions, riots, strikes, lockouts, acts of government in either is sovereign or contractual capacity, perturbation in telecommunication transmission, inability to obtain suitable equipment or components, fire, water damage, flood earthquake, or other natural catastrophes, epidemics, acts of God, or other legitimate conditions beyond their control. The RSO shall have the sole right to determine in good faith whether conditions of inclement weather or other occurrences beyond the control of the RSO render the performance hazardous or unsafe to life and/or property, upon such determination, to cancel or reschedule the performance.

Section 17. CHOICE OF LAW.

This Agreement shall be construed and enforced in accordance with the laws of the State of Nebraska and the sole and exclusive jurisdiction of any action, claim, or suit in connection with this Agreement will lie within the applicable state or federal venue located in Nebraska. Each of the parties hereby consents and submits to said jurisdiction and consent to the venue thereof. The CONTRACTOR hereby waives and agrees not to assert, in any such suit, action or proceeding, any claim that it is not subject to the above jurisdiction, that its property is exempt from attachment or execution, that such suit, action, or proceeding is brought in an inconvenient forum, or that the venue of such suit, action, or proceeding is improper.

Section 18. INSURANCE.

Section 18.1. INDEMNIFICATION.

The CONTRACTOR agrees to indemnify, defend, and hold the Board of Regents of the University of Nebraska, the University of Nebraska at Kearney, the Recognized Student Organization, their employees, agents, and/or representatives of any of these bodies free and harmless from and against any and all actions, liabilities, assertions of liability, loss, costs and expenses including, but not limited to, attorney fees, reasonable investigation and discovery costs, court costs, and claims for bodily injury, death of persons, and loss of or damage to property in connection with or relating to any actions, claims, or demands by third parties, in tort, to the extent that such actions, claims, or demands are based upon the acts, defaults, or neglect of the CONTRACTOR and/or any of its employees or agents.

Section 18.2. COVERAGE.

The CONTRACTOR shall carry and maintain in full force and effect Comprehensive General Liability Insurance with minimum limits of \$1,000,000.00 and Non-owned and Hired Automobile Insurance with minimum limits of \$500,000.00. The CONTRACTOR agrees to furnish a Certificate of Insurance to the RSO upon receipt of a written request therefore.

Section 18.3. LIABILITY.

For the purposes of liability insurance required to be carried, the CONTRACTOR shall be deemed to be primarily liable for all acts, occurrences, or omissions arising out of or relating to the presentation of the performance in the performance site as distinguished from the operation of the performance site.

Section 19. NOTICE

Whenever provision is made in this Agreement for the giving, serving or delivery of any notice, statement or other instruction, such notice shall be deemed to have been duly given when mailed by certified mail to the party entitled to receive the notice at the address below, or such other address as such party provides in writing to the other subsequent to the execution of this Agreement by certified mail.

If such notice is to CONTRTACTOR,
then:

If such notice is to the RSO, then:

(AGENT OR PERFORMER NAME)	(RSO CONTACT NAME)
(AGENT OR PERFORMER ADDRESS)	(RSO CONTACT ADDRESS)

Section 20. POWER AND AUTHORITY; NO CONFLICTS

Each party hereto represents and warrants that: (a) the execution, delivery and production services of this Agreement (i) has been duly authorized by such party and (ii) will not violate any agreements with, or rights of, third parties; and (b) this Agreement has been duly executed and delivered by such party and is enforceable against such party in accordance with its terms.

This agreement commits only those resources of the Recognized Student Organization aforementioned in this Agreement. It does not commit any resources of the Board of Regents of the University of Nebraska, the University of Nebraska at Kearney or their members, agents, servants, employees, officers, advisors, student workers, volunteers and directors.

Agreed to and Accepted:

 (AGENT OR PERFORMER NAME)

Federal I.D. #/SSN: _____
 (SSN OR FED ID#)

By: _____

Print Name: _____

Title: _____

Date: _____

Address: _____

Agreed to and Accepted:
 (RSO NAME) _____

By: _____

Jon Watts

Vice Chancellor for Business and Finance

Date: _____

Student Organization Advertising and Promotions

Student Organization Advertising and Promotions is a campus advertising option, economically priced with discounts for student organizations. They are located in the Nebraskan Student Union, where student organizations can have banners, posters, fliers, and table tents designed by student staff members.

To place an order, stop by the Nebraskan Student Union and Student Engagement Office for an order form. All orders must be submitted at least 10 days prior to their due date. Organizations will be billed after the completion of their orders.

POSTING MATERIAL AND DISTRIBUTION POLICY

Posters

1) Only those events sponsored by recognized UNK student groups or campus departments or a program or meeting taking place on campus may be advertised by displaying posters on campus. Advertising for other university or community events may be posted only as space allows with permission granted by Approver. All posters must list all organizations sponsoring the event. Advertising for events sponsored by recognized UNK student groups must also be signed by the group's advisor.

2) Posters may be 11" x 17" or smaller. Due to the large number of visitors on campus, all posters should be suitable for all ages, and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination. Posters not meeting the above criteria or posters that do not have the approval signature will be removed from bulletin boards.

3) Person seeking approval to hang a poster on campus public bulletin boards must get an approval signature from their organization's faculty advisor and one of the following approvers:

- a) Dean, Division of Student Affairs or Designee
(Memorial Student Affairs Building)
- b) Director, Nebraskan Student Union and Student Engagement or Designee
(Nebraskan Student Union)
- c) Director of Police and Parking Services or Designee
(General Services Building)
- d) Facilities Director or Designee (General Services Building)
- f) Director of Residence Life (Conrad Hall)

(if hanging posters in Residence Halls)

Approver will place a date near signature indicating when the item must be removed from bulletin boards.

If possible, Approver will scan the poster and email the image to building supervisor(s) and other approvers to alert them that this is a valid signature and to expect appearance of the poster in their buildings.

4) Approved and signed poster will be returned to requester, who may then make copies and hang the posters on the various public bulletin boards around campus. Note that some bulletin boards are departmental and not public. Approval is for public bulletin board only. Posters advertising specific events may remain up until the event is concluded, but not more than a total of 30 days. Persons hanging posters will be asked to remove them at the conclusion of event, however Building Supervisors will also be asked to regularly monitor bulletin boards to remove outdated items.

POSTER APPROVAL POLICY

Events sponsored by recognized student groups, campus departments and/or programs held on campus may be advertised. Posters **MUST** have the following information displayed on the flyer:

- **Date of the event with the day of the week included**
- **Time of the event**
- **Location of the event**
- **Name of the organization sponsoring the event**
- **Signature of the advisor of the organization**
- **If a raffle occurs or prizes/awards will be awarded at the event, flyer needs to state that prizes will be awarded.**

Due to the large number of visitors on campus, posters should be suitable for all ages and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination.

Approved posters may be displayed on public bulletin boards (Note: Some bulletin boards are departmental only, and not for public posting). Approval is for PUBLIC bulletin boards only.

Posters should NEVER be hung on painted surfaces, doors, windows or non-bulletin board surfaces. Posters should be promptly removed after the event has concluded.

Any poster that is being displayed in a non-residential building will need the signature of the Director of the Nebraskan Student Union and Student

Engagement. The Nebraskan Student Union and Student Engagement Office is located in the Nebraskan Student Union. If planning to have flyers distributed/displayed in the residence halls, a signature from the Associate Director of Residence Life is also necessary. The Office of Residence Life is located in Conrad Hall. **Using an electronic signature without previous approval is not acceptable.**

Thank you for the time and effort you have devoted to planning an event for the campus!!

*UNK publications should have the following statement included in the text:

“Individuals needing accommodation under ADA should contact the University’s ADA Coordinator (308)865-8655, or the Event Coordinator in a timely manner.”

Sidewalk Advertising

The event to be advertised via sidewalk chalk must be sponsored by an officially recognized UNK student group and held on campus. Recognized UNK student organizations wishing to use sidewalks to advertise organization activities may do so by sending the following information by email or letter to one of the above approvers:

- a) A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's faculty advisor.
- b) A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union, however sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organization members are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

Sandwich Boards

Use of sandwich boards is limited to the Nebraskan Student Union. Use and design of sandwich boards do not require signatures as noted in #1 above,

but require approval of Director of Nebraskan Student Union and Student Engagement. Sandwich boards are subject to all other requirements of this policy.

Banners

Banners may only be posted in the Nebraskan Student Union Atrium.

Banners may be posted three weeks prior for any event per semester.

Banner space will be allocated on a first come, first serve basis. Priority will be given to events held on campus that are sponsored by active student organizations.

RESERVATION REQUEST IN THE NEBRASKAN STUDENT UNION

Facilities at the Nebraskan Student Union are generally available free of charge for recognized student organizations to use for meeting and activities. Rooms and tables in the Atrium can be reserved in the office of the Nebraskan by completing the Reservation Request Form.

Reservations are schedule on a first come, first serve basis. Consequently, it is recommended that organizations complete reservation forms at least 4-6 weeks in advance. No group should be meeting in the facility without a reservation form filled out and approved prior to the meeting time.

The University reserves the right substitute facilities and/ or cancel reservation agreements at its discretion.

Food in the Nebraskan is catered through the University Dining Service. Chartwells offers an outstanding array of dining options; no other vendors are allowed. <http://www.dineoncampus.com/UNKearney/>

When completing a reservation form be sure to have your advisor sign the form before turning it into the Student Life Office. A presiding officer and the advisor are expected to attend events sponsored by student organizations.

Individuals reserving rooms for their organization should make any special requests on the reservation request form. Common special requests include: podiums, microphones and audio/ visual equipment. Groups are asked to furnish their own laptop any time a computer is needed. The request form also asks the estimated attendance at your event. In order for the staff of the Student Life Office to assist you in making reservations, you will need a close estimate of how many people will be attending your event.

For information concerning reservation requests in the Nebraskan Student Union, stop by the office, located behind UNK Dining Services on the second floor, email reservations@unk.edu, or phone (308)865-8392.

Campus Reservation Requests

For scheduling events throughout the campus of UNK, contact the Events and Reservations Coordinator at (308)865-8469 or visit Campus Events and Reservations website at

http://www.unk.edu/offices/facilities/events_and_reservations/index.php.