THE UNIVERSITY OF RHODE ISLAND
STUDENT SENATE

Student Organization
Information Packet

Updated Fall 2018
Introduction

Whether your organization is newly recognized or has been established for years, it is the intention of this information packet to present you with up to date information for the benefit of your organization. Enclose in this packet are the responsibilities of your organization as well as information on services that are available to help you succeed.

This packet is not an all-inclusive source of information. To learn more, please visit the Student Senate Office in Memorial Union, Room 201 or arrange a meeting with the Student Organization Advisory and Review Committee (SOARC). Visit the URI Student Senate website for up-to-date meeting times and dates.

This material is designed to help your organization succeed and enhance your experience here at the University of Rhode Island. The URI Student Senate wants to help your organization prosper and make a difference. The Senate is here to work with you.

Listed below are the relevant contact information for those who you may wish to contact for further information.

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Senate Website: web.uri.edu/studentsenate
Responsibilities of Student Organizations

1. Every organization president must attend the monthly President’s Meetings and SOARC Check-In Meetings. President’s Meetings are held at 7:00pm on the first Monday of September, December, February, and April. SOARC Check-In Meetings will be scheduled during the other months with your designated SOARC liaison. Notifications of these meetings will be emailed to your organization in advance.
   A. Attendance for these meetings are mandatory and failure to attend will result in the following disciplinary actions:
      i. First Absence – Written warning of your absence
      ii. Second Absence – Your account will be frozen until you meet with SOARC detailing the reasons for your absences.
      iii. Third Absence – Your organization will be de-recognized and will be ineligible to be recognized again until the following academic year.

2. Student Organizations must regularly check their rhodysenate.org email account. If you are unable to access your email account, please see the Student Senate Coordinator to gain access to your account.
   A. Any communication from the Senate will be sent exclusively to this email.

3. Read the Finance Handbook! (Located on the Senate Website and in the Office) It contains important information on Student Senate finances relevant to your organization.

4. The President, Treasurer, and any member who may handle organization finances must successfully complete the Finance 101 Quiz, located on the Senate Sakai Page. (See the Finance Guide for directions to the Sakai Page)

5. After successfully completing the Finance 101 quiz, the President and Treasurer must sign the signature cards with either the Chairs of Finance or SOARC, or Senate Coordinator.

6. In the event that there is a change to your organization’s Executive Board, you must update your organization’s information on the Student Senate website. Signature cards cannot be signed until the information for your organization is updated.

7. Come into the Senate Office to check your organization’s mailbox and meet with the Senate Coordinator, Zachary Yip. He is there to assist you with any questions you may have.

Goals for a Successful Student Organization

1. Complete Re-Rec in the fall by the determined due date.
2. Attend the Fall Finance Training Session.
3. Attend the monthly President’s Meetings and SOARC Check-In Meetings.
4. Host an event to all of campus.
5. Participate in at least one of the student life recruitment events, such as First Night.
6. Co-Sponsor an event with another organization on campus.
7. Fundraise for your organization.
8. Have a social media presence and update the contact information for your organization online.
9. Complete transition materials for the upcoming year’s officers.
10. Hold elections for the upcoming year in March. Elections must be completed, and results sent to soarc@rhodysenate.org by April 1st.
Important Finance Information

- Read the Finance Handbook. (Located on the Senate Website and in the Office)
- New Presidents and Treasurers must pass the Finance 101 Quiz.
  - Upon completion, visit the Senate Office to fill-out Signature Cards with the Chairs of Finance or SOARC, or Student Senate Coordinator.
- Complete budget applications in the Spring by the determined due date.
- The Senate Accounts Clerk is Cheryl Campbell and she is located in Memorial Union, Room 211.
  - Visit Cheryl in order to access your account.
- The Student Events Advising Office (SEA) is located in Memorial Union, Room 206.
  - Visit the SEA Office to prepare for a hosted event and to learn about proper procedures to follow.
- All funded organizations receive money for recruitment.
  - All organizations have access to the computer and copier. Cost is 10¢ per black & white page and 25 per color page.

Contingency and Capital Improvement Grants

Contingency is money that can be applied for. It is meant to fund programming and other things that you are not budgeted for. If an organization would like to host an event that is open to the URI community, they are eligible to apply for a contingency grant. If an organization charges for admission, the grant must first be paid off back to the Student Senate before turning a profit. For further information, review the Finance Handbook.

Organizations can also apply for Capital Improvement Grants, which can be used to fix existing assets, or purchase new assets to be used by the entire organization.

Eligibility

All organizations who are recognized as a Funded Organization are eligible to receive contingency grants.

To Apply for a Contingency Grant:

1. Pick up a Contingency Grant Request Form
2. Fill out the upper portion of the form.
3. Submit the required and recommended documents to the Finance Chair for preapproval review by noon the day of the meeting.
4. Sign-up for and attend a Meeting with Finance. (Located on the Senate Website)
5. If required, attend the General Senate Meeting, held on Wednesdays at 6:30pm.
6. Bring the White Copy of the Contingency Grant Request Form to the Senate Accounts Office to receive the funds.
Resources Available to Student Organizations

1. Printing and copying is available to organizations in the Student Senate Office in Memorial Union, Room 201.
2. Mailboxes for your organization are used to relay updates and information.
3. Host Events which must be registered with the SEA Office.
4. Reserve space on campus through the Memorial Union
   A. Visit the Memorial Union website and make a reservation.
      i. If you have not created an account, you must do so to reserve space on campus.
      ii. Note, that it may take up to 24 hours for your account to be entered into the system.
   B. Visit the Scheduling Office next to the Information Desk in the Memorial Union for any other questions.
5. Storage space may be available for your organization – contact the Memorial Union building managers for more information.
6. Go on a free Team-Building Retreat hosted by Student Organization Leadership Consultants (SOLC).
   A. Request a Retreat on the SOLC Website
7. Office Supplies are available in the Senate Office in Memorial Union, Room 201
   A. Computer, Printer, and Copy Machine are also available to groups who have an allocated budget or a fundraising account. See the Senate Accounts Office for more information.
8. The Senate has various equipment, which is available to borrow.
9. Advertisement is available on the Memorial Union Television Screens (email digitalscreens@etal.uri.edu for this), in the Good 5 Cent Cigar, WRIU radio, and other methods.

The Student Senate has various other resources available to recognized organizations. If you have any further questions, feel free to stop into the Senate Office or send an email to the appropriate person(s).