

# **2023 - 2024 Student Organization Resource Guide**



**Created by:  
Trine University Student Government**



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**Created by:  
Trine University Student Government**





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# The Office of Student Leadership & Student Government has MOVED!

## Benefits for YOU:

- Increased accessibility of Student Government officers
- Assistant Director of Student Leadership available in the same location
- Large multi-purpose space available for organizations to reserve on Ad Astra (contact Wendy Kipfer at [kipferw@trine.edu](mailto:kipferw@trine.edu))
- Craft space with materials available for organizations to use
- Storage space available for organizations (contact [studentgovernment@trine.edu](mailto:studentgovernment@trine.edu) to request space)
- Open 9 AM - 5:00 PM



**Located in the Alwood & Conrad Hall Annex**

# **Student Government Binding Documents**



**Created by:**  
**Trine University Student Government**



# CONSTITUTION OF THE STUDENT GOVERNMENT

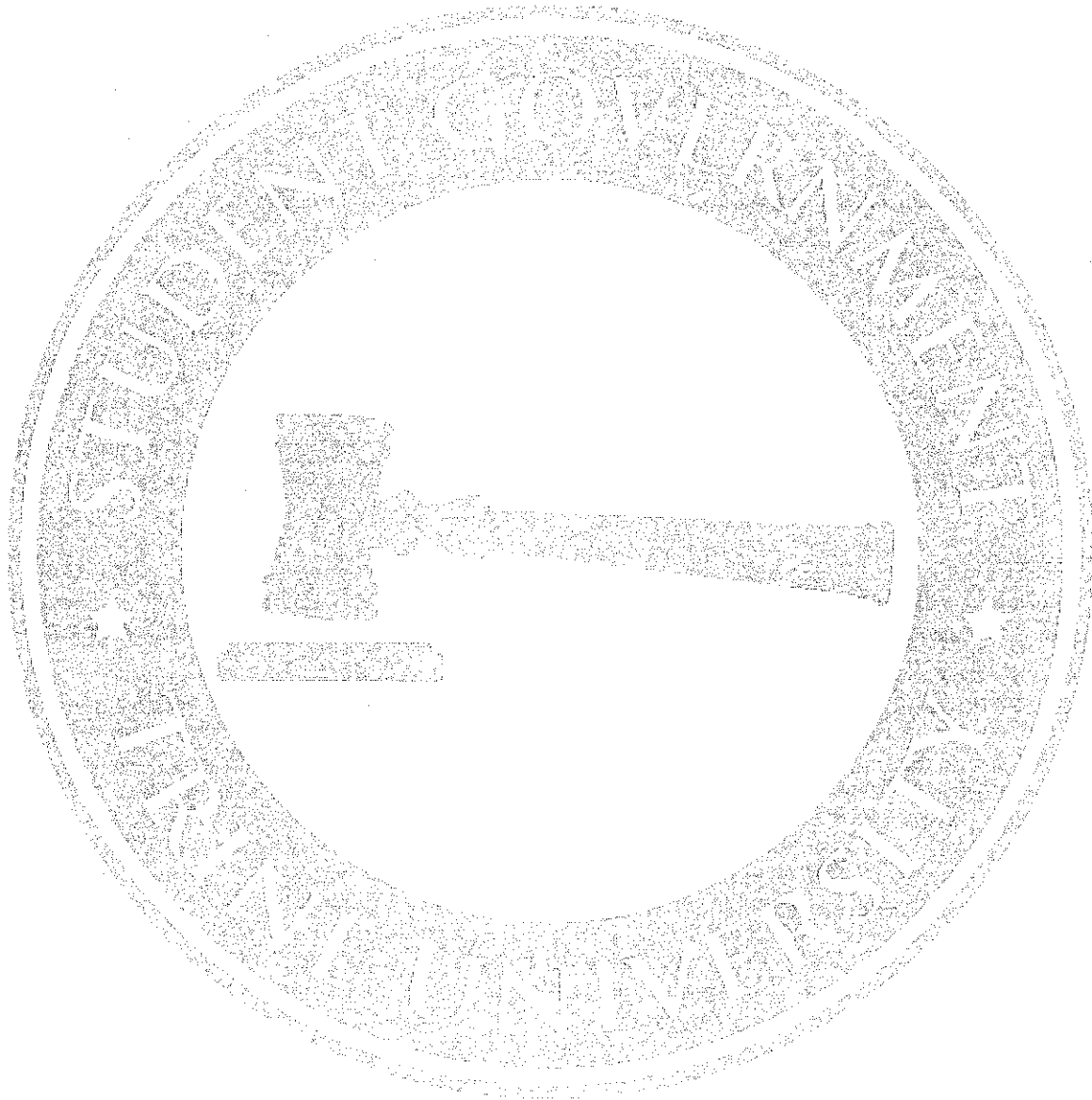
## Trine University

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## **PREAMBLE**

We, the students of Trine University, in order to appropriately represent ourselves as a student body, to provide a voice to the needs of our peers, to provide a venue for the organization of campus activities, and to serve the campus community, do hereby establish this Constitution for the Student Government of Trine University.

## **ARTICLE I: NAME**

The name of this organization shall be the Student Government of Trine University (hereafter referred to as the Student Government).

## **ARTICLE II: PURPOSE**

The purpose of the Student Government is to work actively to represent the school body, to promote school spirit, to promote and coordinate social activities for the campus community, to coordinate and assist in the funding of the Government and student organizations, to foster an active and engaged membership within the campus and local communities, and to support the mission of the University.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: General conditions of membership**

- A. Membership shall not be denied on the basis of race, age, sex, color, national origin, sexual orientation, or ability.
- B. Members have the freedom to discontinue membership at any time.

### **Section 2: Classes of membership**

- A. Regular members: Membership shall be considered of an individual that is in good judicial standing as well as meeting all requirements for an undergraduate student organization by the Bylaws of the Student Government.
- B. Advisor: The advisor(s) shall be assigned to the Student Government by the Office of Student Services. The advisor shall be a non-voting member and attend regular Senate meetings. The advisor shall work with Officers and Senators to ensure a properly functioning Student Government.

### **Section 3: Removal and resignation**

- A. A member in good standing may resign in good standing by sending a letter of resignation to the secretary.
- B. Members absent for more than two (2) consecutive semesters shall be automatically dropped from membership in the Student Government.

## ARTICLE IV: BODIES OF GOVERNMENT

The Student Government of Trine University will be comprised of the Student Senate, House of Representatives, Executive Board, Committees and Correspondents. All positions shall perform all duties as outlined in the Bylaws of the Student Government.

### Section 1: Student Senate

The Student Senate shall consist of two representatives from the Freshman class, the Sophomore class, the Junior class, the Senior class, the Jannen School of Arts and Sciences, the Ketner School of Business, the School of Health Sciences, the Allen School of Engineering and Technology, the Franks School of Education, the International Community, Greek Life, and Commuters.

### Section 2: House of Representatives

The House of Representatives shall consist of the Speaker of the House, all Correspondents, and a representative from each regular member.

### Section 3: Executive Board

The Executive Board shall consist of a President, a Vice President, a Chief of Staff, a Treasurer, a Secretary, a Publicity Director, and a Speaker of the House.

### Section 4: Committees

The committees shall consist of an Oversight Committee, a Finance Committee, an Outreach Committee, a Campus Activities Board, and a Binder Committee.

- A. The oversight committee shall be chaired by the Vice President and only have appointed Senators on the committee.
- B. The finance committee shall be chaired by the Treasurer and be open to Senators, members, and Correspondents.
- C. The outreach committee shall be chaired by the Secretary and be open to Senators, members, and Correspondents.
- D. The campus activity board shall be chaired by the Publicity Director and be open to Senators, members, and Correspondents.
- E. The Binder Committee shall be chaired by the President and be open to Senators only.
- F. Special committees may be created by the Student Senate and by the Executive Board, as necessary.

### Section 5: Correspondents

A Student Government Correspondent shall work directly with Committees to help complete committee responsibilities. A correspondent may voice opinions on an issue but may not vote. Correspondents receive recognition for being a part of Student Government.

## ARTICLE V: OFFICERS

The elected Officers of the Student Senate shall include the Executive Board and the Student Senators.



## Section 1: Duties

- A. The President is charged to:
  - a. Call and preside over Student Senate meetings, following Robert's Rules of Order.
  - b. Oversee Senate elections.
  - c. Be ex-officio member of all committees
  - d. Market the improvements made by Student Government.
  - e. Serve as liaison between the students and administration of Trine University.
  - f. Serve as a member of the University Disciplinary Review Board, as necessary.
  - g. Perform other duties within the realm of the presidency when necessary.
- B. The Vice President is charged to:
  - a. Assume responsibilities of the President when he/she is unable to be present.
  - b. Chair the Oversight Committee.
  - c. Run Student Government Elections in accordance with the Election Process.
  - d. Review the Bylaws of the Student Government once a year.
  - e. Maintain Robert's Rules of Order.
  - f. Perform other duties as assigned by the President or Senate.
- C. The Chief of Staff is charged to:
  - a. Work closely with the Office of the President and Advisor
  - b. Enforce and ensure deadlines are met among the executive offices and senate committees
  - c. Distribute written communication and other information from the Executive Offices to the Senate Offices
  - d. Meet with the 6 Executive Offices at least once a month
  - e. Carry out the duties of preparing the general election held in the Spring semester
- D. The Treasurer is charged to:
  - a. Maintain the Student Government budget.
  - b. Chair the Finance Committee.
  - c. Enforce the Budget Guidelines of the Student Government.
  - d. Perform other duties as assigned by the President or Senate.
- E. The Secretary is charged to:
  - a. Maintain all official records of the Student Government.
  - b. Maintain appropriate records of student organizations, including attendance of Senators.
  - c. Take minutes of all Student Senate and Executive Board meetings and distribute to the Bodies of Government.
  - d. Chair the Outreach Committee.
  - e. Perform other duties as assigned by the President or Senate.
- F. The Publicity Director is charged to:
  - a. Maintain and distribute weekly Campus Activities Board updates.
  - b. Chair the Campus Activities Board.
  - c. Act as service liaison between the Campus Activities Board and the Senate Executive Board.
  - d. Perform other duties as assigned by the President or Senate.

- G. The Speaker of the House is charged to:
  - a. Run the House of Representatives according to Robert's Rules of Order.
  - b. Report to the Student Government Executive Board and the Senate on the happenings of the House of Representatives.
  - c. Bring proposals from the House to the Senate for further review.
  - d. Perform other duties as assigned by the President or Senate.
- H. The Student Senators are charged to:
  - a. Attend all regular body meetings unless excused.
  - b. Represent school body by working with administration to address student suggestions.
  - c. Promote school spirit.
  - d. Promote and coordinate social activities for the campus community.
  - e. Foster an active and engaged membership within the campus and local communities.
  - f. Support the mission of the University.
  - g. Meet with a predetermined number of students, as determined by the President, to survey students in determining the suggestions on campus.
  - h. Serve on pre-assigned committees as well as other committees that may require their participation.

## Section 2: Qualifications for the Election of Officers

Anyone applying for or holding a Student Government position must be in good judicial standing (anything less than 26 judicial points). Anyone holding a Student Government position must be in good academic standing (a cumulative GPA of 2.5 or better). Anyone applying for a Student Government position must satisfy the initial cumulative GPA requirement. "Must have held and completed a term of (position) in another organization..." means that any similar positions held elsewhere must have been within a collegiate organization. Applicable to transfer students.

- A. **President** – Must have held and completed a term of Presidency in another organization or have held a Student Government executive board or senator position for two semesters; need to have and maintain a GPA of 2.75 or greater.
- B. **Vice President** – Will run slated with the President. Therefore, it becomes the responsibility of the nominated President to choose who his/her Vice President will be; need to have and maintain a GPA of 2.5 or greater.
- C. **Chief of Staff** – Will be chosen by the President and Vice President elect. This will take place after elections and can be a member inside Student Government or not; need to have and maintain a GPA of 2.5 or greater.
- D. **Secretary** – Must have held and completed at least one executive board position in a student organization or have held a senator position for two semesters; need to have and maintain a GPA of 2.5 or greater.
- E. **Treasurer** – Must have held and completed a term as Treasurer of a student organization or have been a member of the Finance Committee for two semesters; need to have and maintain a GPA of 2.5 or greater.
- F. **Publicity Director** – Open to all Students, but Communication majors or those who have held Secretary positions in other organizations will be held in high regard over other candidates; need to have and maintain a GPA of 2.5 or greater.

- G. **Speaker of the House** – Open to all Students; need to have and maintain a GPA of 2.75 or greater
- H. **Senator Positions** – Open to all Students; need to have and maintain a GPA of 2.5 or greater.

**Section 3: Elections**

Student Government elections shall follow the timing and all steps of the Election Process.

**Section 4: Vacancy**

- A. If a senator position is vacant after elections are complete, or during the term of office, the following are steps to fill the vacancy:
  - a. Vice President will open up the position for applications.
  - b. Applications will be brought to the Executive Board for approval.
  - c. Once approved, the applicant will come to a Student Government Senate meeting to give a short speech on why they want to position.
  - d. The Student Senate will vote on the applicants.
- B. If an Executive Board member graduates, transfers, resigns, or otherwise vacates a position, the following are the steps to fill the position:
  - a. The sitting President shall conduct individual interviews with those senators who are interested in the vacant position.
  - b. The sitting President shall appoint one of those individuals who he/she deems appropriate, based on their interview, to fill the vacancy.

**ARTICLE VI: COMMITTEES**

**Section 1: Oversight Committee:**

The Oversight Committee will ensure that the rules and regulations of Student Government are followed and organize the nomination/selection process for the Golden Gavel Award.

**Section 2: Finance Committee:**

The Finance Committee oversees appropriating funds for approved campus activities put on by recognized student organizations.

**Section 3: Campus Activities Board:**

The Campus Activities Board shall plan and coordinate campus-wide activities in conjunction with the Director of Student Activities.

**Section 4: Outreach Committee:**

The Outreach Committee will seek out students for information on issues with campus and seeks solutions to solve said issues in conjunction with the Vice President of Student Services and the Dean of Students.



**Section 5: Binder Committee:**

The Binder Committee will review documents in Trine University Student Government Binders and determine any necessary updates a minimum of once a semester. Any changes will be presented in writing and voted on at a General Body meeting.

**ARTICLE VII: MEETINGS**

**Section 1: Call to Order**

The President or Vice President has the authority to call meetings. Other Officers, Senators, and Advisors may petition the President should they request a meeting be held.

**Section 2: Notification**

The Vice President will take responsibility for notifying the Oversight Committee members of any changes in the regular meeting times. The Treasurer will take responsibility for notifying the Finance Committee members of any changes in regular meeting times. The Secretary will take responsibility for notifying the Senate members and Outreach Committee members of any changes in regular meeting times. The Publicity Director will take responsibility for notifying Campus Activities Board members of any changes in regular meeting times.

**Section 3: Quorum**

A quorum of 50% +1 voting members of the Student Senate shall be required in order to conduct any official business of the Senate.

**Section 4: Voting**

A vote of 2/3 of voting members of the Student Senate shall be required to decide any business.

**Section 5: Parliamentary Authority**

Robert's Rules of Order shall be the parliamentary authority for this organization.

**Section 6: Attendance**

All Officers of Student Government are required to attend regular meetings, any other meetings that arise during the course of the term. If an Officer is unable to attend, he/she must notify the Secretary in order to receive an excused absence. Within each semester, two unexcused meetings will result in a review of said position by the Oversight Committee. An excused absence is defined as:

- A. Class
- B. Athletic game
- C. Or as approved by the Executive Board.

Additionally, work is an excused absence within the first two weeks of each semester. After the first two weeks Officers are expected to change his/her work schedule.

## ARTICLE VIII: BUDGET

### Section 1: Responsibilities

The Treasurer shall maintain the budget for student organization events and/or conferences according to the Budget Guidelines.

### Section 2: Funding

The Finance Committee will serve as the primary agent in charge of the Student Government budget. All funding must be reviewed and approved by the Finance Committee, Treasurer, and Advisor(s). Requests for funding will be brought to Finance Committee meetings by the organization making the request. The only exception to this is philanthropic donations by the Student Government which is covered in Section 6.

### Section 3: Senate Conference

\$3,500 will be reserved for the Student Senate for conference attendance and administrative costs. If additional funds are needed, the Student Senate will request additional funds from the Finance Committee.

### Section 4: Vice Treasurer

The creation of a Vice Treasurer position for the finance committee will be necessary to act as a proxy for the Treasurer at Finance Committee meetings should the Treasurer not be in attendance. This position is not an Executive Board position and will be appointed by the Treasurer and should be appointed to a person who exemplifies consistent attendance and candor at Finance Committee meetings. This position will not be able to approve budget requests but will instead listen to budget request presentations and gather the information from the presentations and communicate it to the Treasurer.

### Section 5: Members

The Finance Committee will be populated by at least three members other than the Treasurer. This is done to prevent the Treasurer from making any decisions without the approval of the Finance Committee. This is also done to ensure deliberation and thought put into every budget decision.

### Section 6: Philanthropic Donations

Student Government reserves the right to donate to philanthropic organizations through fundraising by Student Government recognized organizations that are seeking to raise money for a given cause. This should be done by a Trine Person (Advisor, Executive Board Member, Senator, etc.) bringing a potential donation to the Treasurer or member of Finance Committee before a meeting. The Treasurer may then bring this potential donation up to the whole Senate. The approval, in this case, will come from the entire Senate body, and not the Finance Committee exclusively. All members of the Student Organization that are raising money must abstain from voting. These donations are separate from the semesterly amount for an organization, and all checks are to be written directly to the philanthropic organization, not the one recognized by Student Government.

## ARTICLE IX: AMENDMENTS

### Section 1: Timing

Amendments to the Student Government Constitution may be made through the Student Senate no more than twice a year.

### Section 2: Presentation

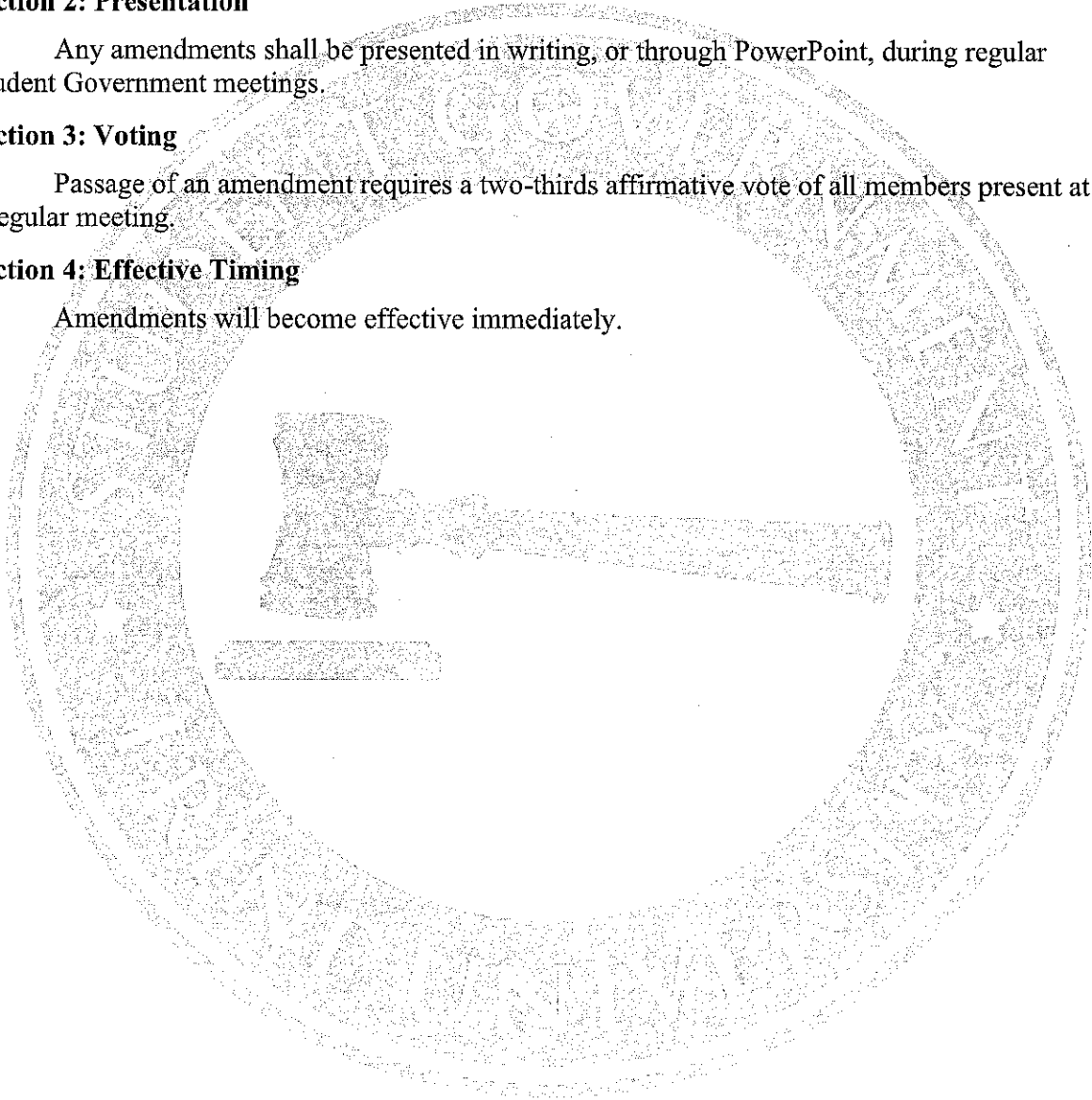
Any amendments shall be presented in writing, or through PowerPoint, during regular Student Government meetings.

### Section 3: Voting

Passage of an amendment requires a two-thirds affirmative vote of all members present at a regular meeting.

### Section 4: Effective Timing

Amendments will become effective immediately.





# BYLAWS OF THE STUDENT GOVERNMENT

## Trine University

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## ARTICLE I: MEMBERSHIP

### Section 1: Existing Organizations

- A. Existing student organizations must attend the Kick-Off Meeting to be held the second Thursday of each semester to continue recognition by the Student Government. If an organization fails to attend the Kick-Off Meeting, that organization will not be recognized for that semester with which the Kick-Off Meeting falls. Organizations that are not recognized will not be able to take advantage of the benefits of Student Government recognition as listed in Article I, Section 3 of the Bylaws.
- B. All recognized organizations must have a representative at the Presidential debate. A representative of all organizations must attend 4 out of 6 House of Representatives meetings each semester.
- C. Existing student organizations must have the following information uploaded to their organization's Presence page by September 15<sup>th</sup> of the Fall Semester and by February 15<sup>th</sup> of the Spring Semester:
  - a. A Current Constitution or mission statement which can be no more than two years old.
  - b. An updated Advisor Statement Letter indicating the following: date, organization name, and willingness to be an Advisor on Trine University letterhead.
  - c. An active roster containing at least six members, which includes those who are in executive positions, to be submitted to Student Government to become a recognized organization.

### Section 2: New Membership

- A. Any new undergraduate student organization may apply for recognition by Student Government at any time during the regular school year. Graduate student organizations are not eligible for Student Government recognition.
- B. Organizations wishing to apply must submit the following in writing and later onto Presence:
  - a. A current Constitution or mission statement which can be no more than two years old.
  - b. An updated Advisor Statement Letter indicating the following: date, organization name, and willingness to be an Advisor on Trine University letterhead.
  - c. An active roster containing at least six members, which includes those who are in executive positions, to be submitted to Student Government to become a recognized organization.
- C. New undergraduate student organizations must give a verbal or slide based presentation to the assembly of the Student Government during a General Meeting to be fully recognized by the Student Government. The content of this presentation must pertain to the activities that the new student organization applying for recognition will be performing. This can include, but is not strictly limited to:
  - a. The purpose of the organization.
  - b. Meeting days and times of the organization.

- c. Goals for the organization.
- D. Upon completion of this presentation, meeting all other requirements of a student organization, and a vote by the Senate, the organization applying for recognition will officially be recognized by the Student Government.

### **Section 3: Membership Benefits**

- A. Recognized groups are able to:
  - a. Receive funding from the Finance Committee.
  - b. Advertise programs and events on campus, including promotion at any university sponsored event.
  - c. Be listed in university publications, the student handbook, and on the university website.
  - d. Use the university's name and logo.

## **ARTICLE II: OFFICERS**

### **Section 1: Qualifications**

All Officers must be currently enrolled as a Student of Trine University and be in good academic and judicial standing.

- A. Good academic standing shall be as defined by the Student Government Election process; currently, a 2.5 or better on a 4.0 scale.
- B. Good judicial standing shall be lost upon receiving over 25 judicial points. If over 25 points, a letter of support may be submitted by a university Judicial Committee member.
- C. Of the Student Senate only a maximum of four senators may be held by members of the same campus organization (Greek or non-Greek).

### **Section 2: Ballots**

All elections will take place by means of an electronic ballot (example: Survey Monkey).

### **Section 3: President**

To be eligible to run for President, a student must have been a member of Student Government for at least one semester. If there is no one willing or capable, the Vice-President shall take the position and the Vice-Presidential vacancy shall be filled instead. In the case of no one being eligible, the Advisor will act as emergency chair of the Government in order to appoint a new President. Of the Officers that occupy the Executive Board there can be no more than two members of one organization represented by the entirety of the Officers (Greek or non-Greek).

### **Section 4: Transition Period**

After the elections for all Officers, which will be held in April, there will be a transition period in April to May in which both the new and previous Officers will work together. In August the new Officers will assume their position.

Final meeting of the school year shall be conducted by the new executive board to ensure a seamless transition between administrations.

### **Section 5: Transitions**

New and previous Executive Board Officers will meet to transition by having a retreat to discuss:

- A. Sharing of information and roles.
- B. Establishing goals for the upcoming term.
- C. Discuss any unfinished business from the previous term.

### **Section 6: Vote of Confidence**

If an Officer or a Senator is not fulfilling his or her duties, he/she may be the subject of a motion to hold a vote of confidence. Likewise, the loss of good academic or judicial standing is grounds for a vote of confidence.

- A. In the event of a vote of confidence being called, the Executive Board shall preside over the vote, with the exception of the Officer in question.
- B. A 2/3 vote from the Senate is required to remove an Officer from the Executive Board and/or Senators from their position.

## **ARTICLE III: OVERSIGHT COMMITTEE**

### **Section 1: Membership**

To become a member of the Oversight Committee a student must:

- A. Be a class or school Senator and volunteer for the position.
- B. Or be appointed by the Vice President of the Student Government.

### **Section 2: Duties**

The Oversight Committee will:

- A. Review Golden Gavel applications for professional organizations and social organizations
- B. Review Student Government infractions and/or violations.
- C. Investigate any issues that may arise.
- D. Review budget and alcohol infractions of organizations.
- E. Communicate monthly with all organizations about committee proceedings.

## **ARTICLE IV: FINANCE COMMITTEE**

### **Section 1: Membership**

To become a member of the Finance Committee, a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.

- D. Or be appointed by the Treasurer.

### **Section 2: Duties**

The Finance Committee will:

- A. Approve all activities and funds request forms submitted to the Treasurer in order with the Budget Guidelines
- B. Attend events to ensure Budget Guidelines are being followed.
- C. Assist the Treasurer in maintaining budget guidelines.
- D. Attend all Finance Committee meetings.
- E. Make sure advertisements have been put up in time.
- F. Ensure Philanthropic donations are possible and ethical

## **ARTICLE V: CAMPUS ACTIVITIES BOARD**

### **Section 1: Membership**

To become a member of the Campus Activities Board a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the Publicity Director.

### **Section 2: Duties**

The Campus Activities Board will:

- A. Plan activities for the entire campus, including homecoming activities and a spring activity.
- B. Provide Office of Student Services with student activity recommendations.

## **ARTICLE VI: OUTREACH COMMITTEE**

### **Section 1: Membership**

To become a member of the Outreach Committee a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the Secretary

### **Section 2: Duties**

The Outreach Committee will:

- A. Bring issues that students are having to Student Government's attention.
- B. Address the issues discovered and find a solution with the help of the Vice President of Student Services and the Dean of Students.



## ARTICLE VII: Binder Committee

### Section 1: Membership

To become a member of the Binder Committee a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the President

### Section 2: Duties

The Binder Committee will:

- A. Annually update/revise existing Constitution and By-Laws.
- B. Assist in reviewing Constitution and By-Laws when an issue arises that puts the wording of an article or clause into question.

## ARTICLE VIII: ADVISORS

### Section 1: Duties

The Advisor's role is to:

- A. Guide the Executive Board.
- B. Regularly attend Executive Board and Senate meetings.
- C. Work collaboratively with Oversight Committee, Finance Committee, and Campus Activity Board.

## ARTICLE IV: MEETINGS

### Section 1: Regularity

Student Senate, Oversight Committee, Finance Committee, and Campus Activity Board will meet regularly.

### Section 2: Timing

Meetings will begin at 6:00pm on the first Monday after the Kick-Off meeting and will last until the final week of classes or as determined by the President.

### Section 3: Cancellation

The only people who may cancel are as follows:

- A. Senate Meeting – President
- B. Executive Board Meeting – President
- C. Oversight Committee – Vice President
- D. Finance Committee – Treasurer
- E. Campus Activities Board – Publicity Director

#### **Section 4: Missing Meetings**

Any officer missing three consecutive meetings with an unexcused absence will be put on probation. An officer on probation may not vote, but is still required to attend meetings. Probation will be lifted when the officer attends two consecutive meetings.

### **ARTICLE XI: BUDGET**

#### **Section 1: Editing**

The budget guidelines shall be edited and maintained by the Treasurer, Finance Committee, Binder Committee, and Advisor(s); guidelines are subject to change at any time. Any changes will be voted on by the Senate.

### **ARTICLE XII: AMENDMENTS**

#### **Section 1: Timing**

The Bylaws of the Student Government will be reviewed once a semester by the Binder Committee.

#### **Section 2: Presentation**

Any amendments shall be presented in writing, or PowerPoint, during regular Student Government meetings.

#### **Section 3: Voting**

Passage of an amendment requires a 2/3 affirmative vote of all members present at a regular meeting.

#### **Section 4: Effective Timing**

Amendments will become effective immediately.



# STUDENT GOVERNMENT BUDGET GUIDELINES

## Trine University Student Government

Authored by 2016 Treasurer **Dustin Arvola**

Approved by 2016 Finance Committee

Approved by 2016 Executive Board

Approved by 2016 Senate

Amended by 2017 Treasurer **Michael Nichols**

Approved by 2017 Senate

Amended by 2018 Treasurer **Alex Stutzman**

Approved by 2018 Senate

Amended by 2020 Treasurer **Ruth Luebcke**

Approved by 2020 Senate

Amended by 2021 Treasurer **Lance Williamson**

Approved by 2021 Senate

Amended by 2022 Treasurer **Justin Rode**

Approved by 2022 Senate

## INTRODUCTION

These budget guidelines are to ensure that all approved Trine University organizations are granted the opportunity to request funding for hosting and/or attending events. It is the job of the Student Government Treasurer, whom oversees the Finance Committee, to evaluate budget requests using the budget guidelines. The Finance Committee votes on the approval of all budget requests. The Finance Committee is reserved the right to deny any budget request that does not follow the budget guidelines. Any item of concern that falls outside of the jurisdiction of the budget guidelines will be subject to interpretation by the Treasurer with approval pending a vote by the Finance Committee. The main mission of the Student Government Finance Committee is to grant financial assistance to Trine University organizations so as to promote student activities on campus, the development of students into campus leaders, and to increase Trine's reputation abroad.

Student Government is a governing body for the students and by the students. It shall be the desire of all who run for a position in Student Government to serve the students. Being a member of Student Government is an obligation. It is the responsibility of those running for any position to know whether they can make a time commitment or not. All those who cannot give a position the utmost attention and effort in completing, will be doing a disservice both to their school and fellow student body. Every candidate needs to research the position and understand the obligations that go along with it. Let us remember that every student pays a "Student Activity Fee" and that Student Government is in charge of spending this money. Therefore, every student already has a monetary investment within Student Government.

## Section 1: Funding Eligibility

In order to be eligible to request Student Government funding, a student organization must:

- A. Send at least one representative from their organization to attend the Student Government Semester Kick-Off Meeting.
  - a. Need to attend the Kick-Off Meeting each semester.
  - b. An individual may represent no more than three organizations.
- B. Submit the following documents at the Semester Kick-Off Meeting.
  - a. Letter of Validation from Advisor.
  - b. Up-to-date Constitution.
  - c. Roster of all active members.
- C. Indicate e-board position holders and include student ID numbers of all active members.
- D. Complete tasks required by Student Government to remain in good standing.
- E. Events must be open to ALL Trine students, advertised to ALL Trine students, and completely free for ALL Trine students to participate in.
  - a. No activity, fundraiser, or admittance fees shall be charged to Trine students for events funded by Student Government.
  - b. Event must be all inclusive for Trine students. There shall be no acts of excluding individuals or groups from an event funded by Student Government.

## Section 2: Request for Funding

The following steps are for submitting a request for Student Government funding:

- A. Blank budget request forms can be found on MyPortal, under the student tab, on the lower left pane and is listed as Student Government or on the Student Government website:  
<https://trinstudentgov.square.site/resources>.
  - a. Fill the form out completely before presenting it to the Finance Committee.
- B. Budget request form requests specific information for conference/convention/competition funding including the registration deadline for event, number of attendees, spending breakdown per attendee, and anticipated outcomes of the event.
  - a. Organizations requesting funds for a conference/convention/competition will be required to complete these elements of the budget request form.
- C. **Budget requests must be submitted to the Student Government Treasurer ([studentgovernment@trine.edu](mailto:studentgovernment@trine.edu)) at least 14 calendar days before the scheduled event.**
  - a. Any budget request submitted past the deadline will not be considered.
- D. **All Submitted budget requests must be presented in-person during a Finance Committee meeting by an organization representative.**
  - a. Each organization requesting funding is allotted 15 minutes to present their budget request to the Finance Committee
  - b. The Finance Committee is allotted 10 minutes to ask questions regarding the request following the presentation
- E. Finance Committee meetings occur immediately after the Student Government general body meetings (unless otherwise specified by the Treasurer during the general meeting). Student Government General Body Meetings are held every Monday at 6:30 PM, in Best Hall 221.
  - a. Budget requests not presented during a finance committee meeting will be at the discretion of the Treasurer as to whether it will be processed.

- b. Whoever submits the budget request to the Finance Committee will be required to give a brief summary of the event, projected number of attendees, and the items for which funding is being requested. They must also answer any questions posed by the Finance Committee.
- F. Budget request approval status will be communicated by the Student Government Treasurer to the individual listed on the budget request no later than 5 business days after the date the budget request was submitted.
  - a. Submitting a budget request does not guarantee it will be approved.
- G. The organization will be required to submit a flyer for any approved campus event, in digital format, to the Student Government Treasurer within 48 hours of the budget request being approved.
  - a. The event flyer must possess the organization name, time, date, and location of the event.
  - b. It must be formatted in landscape view (1920x1080px).
  - c. Must have the Student Government logo placed visibly on it (logo can be found under the Student Government tab on MyPortal).
- H. Any and all budget requests submitted after May 1st for summer funding will not be granted.
- I. Once a budget request has been approved, the amount requested cannot be changed without going through the entire process of submitting a new budget request.

### **Section 3: Receiving Reimbursements**

The following steps are for receiving a reimbursement for an approved budget request:

- A. Purchases using the SGA Purchasing Card
  - a. A Student Government credit card can be obtained at the office of the Assistant Director of Student Leadership.
  - b. The purchasing card and receipt must be checked out on a form in the office of the Assistant Director of Student Leadership.
  - c. The card should be returned within **3 hours** after checkout or face receiving a hearing with the Oversight Committee.
  - d. If using the Student Government credit card, sections C-E are the same.
- B. Purchases Not Using the Student Government Purchasing Card
  - a. Reimbursements will be granted **after**, not before, the event has occurred.
  - b. Retroactive funding requests will not be considered.
  - c. Items purchased prior to event approval will not be reimbursed.
  - d. Reimbursement will match the requested amount on the budget request.
  - e. Items not included in original budget request will not be reimbursed
- C. Submit expense reports, with receipts, to the Student Leadership Office
  - a. Expense report with receipts must be submitted within **10 days** after the scheduled event date.
  - b. Blank expense report forms can be found on MyPortal, under the student tab, on the lower left pane and is listed as Student Government.
  - c. Fill the form out before submitting it to the Student Leadership Office.
- D. Attach all receipts for items that were listed on the budget request to the expense report
  - a. Items not listed on the budget request will not be reimbursed.
  - b. **Only original receipts will be accepted.** Do not submit photo copied, scanned, or fake receipts.



- E. Failure to Submit Expense Report
  - a. Receipts not submitted within the **10 day** time span will result in the forfeiture of the full reimbursement amount.
  - b. Contact the Assistant Director of Student Leadership or the Student Government Treasurer to request an extension of the expense report deadline.
  - c. Approval of an extension is up to the sole discretion of the Assistant Director of Student Leadership and the Student Government Treasurer.
- F. Reimbursement Checks
  - a. Checks can be made payable to either the organization, requestor, or other.
  - b. Checks will either be mailed, be available for pickup at the business office, or transferred to an individual school account.
  - c. The Business Office will send an email to the email address listed on the expense report once the check is ready to be picked up.

#### **Section 4: Funding & Event Restrictions**

- A. Funding will not be granted for senior design projects or senior design presentations.
  - a. Funding will not be granted for reoccurring general organization meetings.
- B. Student Government Finance Committee reserves the right to restrict funding to one scheduled event at a time. Simultaneously scheduled events may be declined by the Finance Committee.
- C. Purchasing alcohol, drugs, or other illegal substances, with Student Government funding is strictly prohibited.
  - a. Infringement of this rule will result in forfeit of all the organization's outstanding budget requests, indefinite suspension of Student Government funding, and any additional judicial sanctions determined by the Oversight Committee.
- D. Alcohol, drugs, or other illegal substances cannot be present at an event funded by Student Government.
  - a. It is the job of the organization requesting funding to enforce this restriction.
  - b. Infringement of this rule will result in forfeit of all the organization's outstanding budget requests, indefinite suspension of Student Government funding, and any additional judicial sanctions determined by the Oversight Committee.
- E. Student Government Funding Requests
  - a. Student Government must go through the same process of submitting a budget request in order to receive funding. Funding for the Student Government shall be determined by the Student Government President and Treasurer.
  - b. Student Government reserves the right to use the Student Government budget how they see fit and are not restricted to the breakdown below.
  - c. The Student Government Finance Committee reserves the right to approve additional funding for the general outlined funding breakdown listed below.

**All Recognized Student Organizations Funding Breakdown**

All recognized student organizations can request money from the Student Government to aid in the success and growth of the organization. Funding will be allocated from a total budget and the funding will be allocated on a first come, first serve basis. Organizations are encouraged to request funding early for large campus events or travel.

**Each Student Organization's Spending Cap is \$2,000 for the Academic Year**

<b>Funding Allocation Description</b>	<b>Total</b>
Student Organization Campus Event Fund	\$30,000
Student Organization Travel Fund	\$8,000
Student Organization Start-up Fund* <i>*Must complete all SGA recognition requirements</i>	\$2,100 (up to 6 organizations per academic year)
Campus Free Food Events* <i>*CCH and participating greek organizations only</i>	\$10,000

**Student Organization Event Fund Spending Categories**

<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Marketing/Promotions/Giveaways	\$300
Event Supplies/Equipment	\$600
Event Consumables	\$200
Entertainment/Rentals	\$600
Fundraising Events	\$200

**Student Organization Travel Fund Spending Categories**

<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Event Registration	\$100 per person- up to 6 attendees
Transportation (airfare, bus/train ticket, or gasoline)	\$200 total
Lodging	\$100 per person- up to 6 attendees

**Campus Free Food Event Fund Spending Categories**

<b>Approved Spending Categories</b>	<b>Amount per Funding Request</b>
Weekly Free Food Events: Greek Life & CCH	\$350

# **Campus Policies**



**Created by:**  
**Trine University Student Government**



# Trine University's Fundraising Policy

## Trine Fundraising Statement:

Any group (sports team, organization, etc.) on Trine University's campus has the ability to fundraise. Fundraising includes all events and activities through which monetary funds are collected. A fundraiser approval form must be completed and turned in to the Department of Student Success & Engagement (DSSE), located on the first floor of the LINK, for approval **before** a fundraiser may take place. These forms will be considered (approved, denied, request for changes) on a first submitted, first approved basis by the Director of Student Leadership or the Director of Student Activities.

- You must receive complete approval before you begin fundraising
- DSSE will email a copy of the fundraiser form to the requestor following approval – **this copy needs to be present at the time of fundraising, available upon request**
- Tabling outside of Whitney Commons
  - Limited to TWO groups at a time (lunch hours or dinner hours) for no more than two consecutive days per week
  - Groups may request to table outside of Whitney Commons during lunch hours OR dinner hours
  - Approval for tabling is on a first come, first serve basis & is dependent on **1)** approval of completed Fundraiser Approval Form **2)** confirmed reservation in Ad Astra Campus Scheduling for approved time/date
    - **DSSE will keep record of the time and dates of approved Whitney Common tabling fundraisers as they are confirmed in Ad Astra**
- Groups **MUST** gain approval for the design of any content planned to be displayed on the glass windows outside of Whitney Commons.
  - If your design is not approved by DSSE at the time of your fundraiser approval, it is not permitted to be displayed in the University Center during your fundraiser

## General Fundraising Policies:

While there are many creative ways to fundraise for your group or philanthropy, the following policies serve as a general guideline to follow while fundraising. *All fundraising must be consistent with the organization's purpose, university policy, NCAA Guidelines and state and federal laws.*

- Groups will not be able to use Trine facilities for their fundraising purposes if the funds raised enrich an individual or commercial sponsor.
- A Trine licensed vendor must be used to print all products bearing Trine trademarks, names, logos, insignias or identifiable properties. **The only official vendor to use is currently St. Andrews Products.**
- Groups promoting fundraisers that benefit one or more organizations must clearly communicate the recipients and distribution of the proceeds.
- When approval from the DSSE has been given and an organization is NOT using Trine University Student Government funds, a student group may sell tickets to a sponsored event.
- **Soliciting students, faculty, and/or staff by going door to door on campus to raise funds is strictly prohibited.**

## Accounting for Fundraising –

- **All funds raised must be turned into the Business Office to be deposited into the respective organization's account.** Funds raised in excess of \$25.00 must be deposited no later than the next business day. A check can then be requested if those funds should need to be dispersed to a company, philanthropy, etc.
  - **If interested in the use of a mobile credit card device, an organization must detail the following items on the Fundraiser Approval Form**
    1. Clearly state why you would like to use the mobile card readers

- There are currently TWO card readers for all student organizations and departments to use, therefore we cannot monopolize the readers for the use of student organizations only. Please use this opportunity to justify the use of a mobile card reader for your fundraiser
- 2. Clearly state the dates & times you would like to use the device
- 3. Understand that if you are approved to use a card reader, you must check it out and return it to the Business Office (or DSSE) at the end of each approved fundraising shift.
- 4. If a card reader is damaged in any way or not returned to the Business Office or DSSE, the organization that checked the reader out is financially responsible for replacing the damaged or missing card reader
- All groups must *keep an accurate record of funds raised and spent* on the Fundraising Accounting sheet, available upon request for inspection or audit.
- All prize winners of any kind should be recorded and maintained in the organizational financial records.

#### Auctions –

- Groups may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant or prizes and/or services provided by a qualified and insured vendor.
- No individual or group may be auctioned for “services” or a “date.” Because our campus values equality and diversity, auctioning individuals or groups places a “value” on a person or group and mimics a tragic time in history when slaves were auctioned. In addition, date auctions can perpetuate a dangerous attitude that “whoever pays is entitled.”

#### Sale of Food/Bake Sales –

- The sale of food on campus by any university-affiliated group other than *Bon Appétit*, the official campus hospitality service, is strictly prohibited.

#### Raffles for Prizes (NO CASH PAYOUT) –

- Raffles and games of chance are regulated by the State of Indiana Charity Gaming Commission. As a result, Trine groups are prohibited from this type of fundraising.

#### Upon approval from the Department of Student Success & Engagement:

- Use your student organization’s Ad Astra log-in information to sign in to the system to reserve a campus space
- If you do not have an account set-up with the Trine business office, create an account for your fundraiser in order to follow the above policy of depositing funds
- Send any marketing pieces for your fundraising efforts that you would like displayed on the UC digital screens to **Clare Danner (cadanner15@trine.edu)** in **.JPEG** format *at least one week before your event date.*

#### Definitions:

- **Recognized Student Organizations** – An organization that has completed and turned in all the necessary documentation (constitution/mission statement, advisor letter, and roster) set forth by the Department of Student Success & Engagement and Student Government.
- **Contest** – A competition for a prize involving actual skill or criteria for winning that is different from a drawing based on luck, such as an academic based contest.
- **Drawing** – A game of chance where the prize is awarded based on participation or attendance, such as a door prize.
- **Giveaways** – Items of nominal value (\$5 or less) provided to everyone participating in or attending an event.

- **Prizes** – Include cash, cash-equivalents (such as gift cards), tangible personal property, and complimentary services.
- **Raffle** – The selling of tickets or chances to win a prize awarded through a random drawing. (I.C. 4-32.2-2-26)
- **Value** – Shall be the fair market or retail value of a prize, regardless of whether the prize is purchased by a Trine University unit, donated, or furnished by an external entity.



## Trine University's Tabling Policy

### Trine Tabling Statement:

Any group (sports team, organization, etc.) on Trine University's campus has the ability to table. Tabling includes all activities through which Campus Operations tables are utilized such as event promotion, giveaways, etc. Monetary funds are NOT collected during tabling.\* A tabling approval form must be completed and turned in to the Department of Student Success & Engagement (DSSE), located on the first floor of the Link, for approval **before** tabling may take place. The forms will be considered (approved, denied, request for changes) on a first submitted, first approved basis by the Director of Student Leadership or the Director of Student Activities.

- You must receive complete approval before you begin tabling
- DSSE will email a copy of the tabling form to the requester following approval – **this copy needs to be present at the time of tabling, available upon request**
- Tabling outside of Whitney Commons
  - Limited to two groups at a time (lunch hours or dinner hours)
    - If two groups are already *fundraising* in the UC, two additional groups are permitted to merely *table*
  - Groups may request to table outside of Whitney Commons during lunch hours or dinner hours or both
  - Approval for tabling is on a first submitted, first approved basis and is dependent upon 1) approval of completed Fundraiser Approval Form and 2) **confirmed reservation in Ad Astra Campus Scheduling** for approved time/date
    - DSSE will keep record of the time and dates of approved Whitney Commons tabling events as they are confirmed in Ad Astra
- Groups **MUST** gain approval for the design of any content planned to be displayed on the glass windows outside of Whitney Commons or on the televisions in the UC
  - If your design is not approved by DSSE at the time of your tabling approval, it is not permitted to be displayed in the UC during your tabling event

### Upon approval from DSSE:

- Use your student organization's Ad Astra log-in information to sign in to the scheduling system to reserve a campus space & any resources you may need **at least 5 days before your scheduled event**
- Send any marketing pieces for your fundraising efforts that you would like displayed on the UC digital screens to the Director of Student Activities ([dlcox15@trine.edu](mailto:dlcox15@trine.edu)) in **.JPG landscape format in 1920 X 1080 px size** as soon as you would like your event advertised
  - Do not begin advertising until your event has been approved in Ad Astra

- If you need resources such as tables or chairs for tabling, you will need to request these through Ad Astra. They will not be reserved for you

\*When monetary funds are collected during tabling, the activity/event becomes a fundraiser. In this case, refer to Trine University's Fundraising Policy.

## Trine University Spirit Rock Painting Policy

Sunday through Thursday, any registered student organization or athletic team is permitted to paint the Trine Spirit Rock.

### **RESERVING THE SPIRIT ROCK**

- Any registered student organization or athletic team must submit a Spirit Rock Painting Request form to the Assistant Director of Student Leadership via Presence **no less than 5 days prior** to the date they wish to paint.
  - Link: <https://trine.presence.io/form/spirit-rock-painting-request-form>
- Any registered student organization or athletic team must reserve the Spirit Rock in Ad Astra Campus Scheduling **no less than 5 days prior** to the date they wish to paint.
- After all forms have been submitted, the request will be reviewed by the Assistant Director of Student Leadership and either approved or denied. **Approval or denial of the request will be communicated to the organization or athletic team via email.**

### **STIPULATIONS**

- Any student organization in bad standing with the university will not be permitted to paint the Spirit Rock.
- **Once the Spirit Rock is painted by a registered student organization or athletic team, the Spirit Rock may not be painted again for no less than 5 days from the date the organization began painting the Spirit Rock.**
  - The 5-day count begins the day the organization or team begins painting the Spirit Rock, even if the organization or team takes more than 1 day to finish their design.
  - Trine University Administration is exempt from this 5-day rule in the event the President's Office or another member of the Administration must paint the Spirit Rock for an important campus event (e.g., homecoming).
- Trine University Administration reserves the right to deem the design of the Spirit Rock inappropriate at any time. If the design is deemed inappropriate, Trine University Administration will notify the organization or team and request that the design be changed. Failure of an organization or team to comply with the Administration's request will result in consequences.
- Student organizations and athletic teams must supply their own painting supplies when painting the Spirit Rock.

# **Student Organization Request Forms**



**Created by:  
Trine University Student Government**

## Trine Fundraiser Approval Form

<b>Name of Organization:</b>	_____
<b>Name of Fundraiser:</b>	_____
<b>Event Date/Collection Date(s):</b>	_____
<b>Organization/Philanthropy the Funds Are Benefitting:</b>	_____
<b>Contact Information:</b>	
Name:	_____
Phone:	_____
Email:	_____
<b>Estimated Cost for Organization/Team:</b>	_____
<b>Estimated Funds to be Raised:</b>	_____

<b>Location on Campus for Fundraising:</b>	_____				
<b>If location includes tabling outside of Whitney Commons:</b>					
Requested Dates for tabling:	_____				
Requested Time for tabling:	<table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">LUNCH</td> <td style="border: 1px solid black; width: 40px; height: 15px;"></td> <td style="border: 1px solid black; padding: 2px;">DINNER</td> <td style="border: 1px solid black; width: 40px; height: 15px;"></td> </tr> </table>	LUNCH		DINNER	
LUNCH		DINNER			

<b>Are you interested in borrowing a mobile credit card reader for your event?</b>	_____
<b>Reasoning for use of card reader:</b>	_____
<b>Dates for reader use:</b>	_____

<b>Description of Fundraiser:</b>

\*Groups must have a copy of the their approved fundraiser form at event to be shown upon request  
 \* Please attach a copy of the design for any content wished to be displayed on Whitney Commons windows, if applicable

Requester Signature	Printed Name	Date
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<b>For the Office of Student Services Use Only</b>		
Approval Status:	(Circle One)      Approved      Not Approved	
Approver Signature:	_____	Date: _____



## Trine Tabling Approval Form

Name of Organization: \_\_\_\_\_

What do you wish to promote through tabling (event, cause, etc.)? Be specific.

Requested Dates for Tabling: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location on Campus for Tabling: \_\_\_\_\_

If Location Includes Tabling Outside of Whitney Commons:

Requested Dates for Tabling: \_\_\_\_\_

Requested Time(s) for Tabling:     \_\_\_ Lunch     \_\_\_ Dinner

Description of tabling event (will you be giving out anything, etc.):

\*Groups must have a copy of their approved tabling form at the event to be shown upon request.

Requester Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

For the Department of Student Success & Engagement Only:

Approval Status (Circle One):     Approved     Not Approved

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **Presence Page Management**



**Created by:**  
**Trine University Student Government**



## How – To Guide for Organization Presence Administrator

### HOW TO LOGIN TO PRESENCE

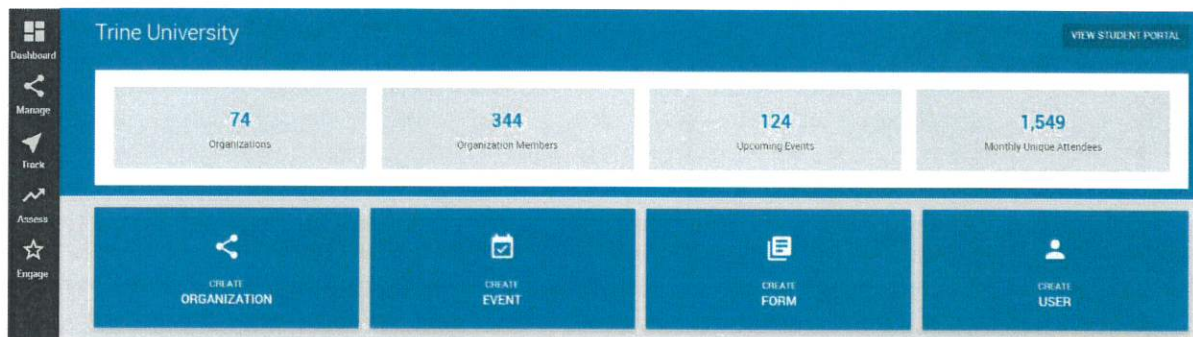
- Go to [trine.presence.io](https://trine.presence.io)
  - You can also access presence through the Trine website
    - <https://www.trine.edu/campus-life/index.aspx>
      - Click on the Campus Events button
- Once on the homepage for Trine University Campus Activities
  - Click on the user symbol in the top right corner to open a dropdown list and select login
- Login with your Trine username (email) and password

### HOW TO ACCESS THE ADMINISTRATOR VIEW

- Once you are back on the Trine University Campus Activities page
  - Click on the user symbol again to open the drop down menu and select Admin Dashboard

### HOW TO NAVIGATE THE ADMINISTRATOR VIEW (DASHBOARD)

Your screen should look similar to this



- On the left hand side of the screen, scroll over the “Manage” option
- Once you are hovering over the “Manage” icon, a list will generate to the right of the icon
- Click on “Organizations”

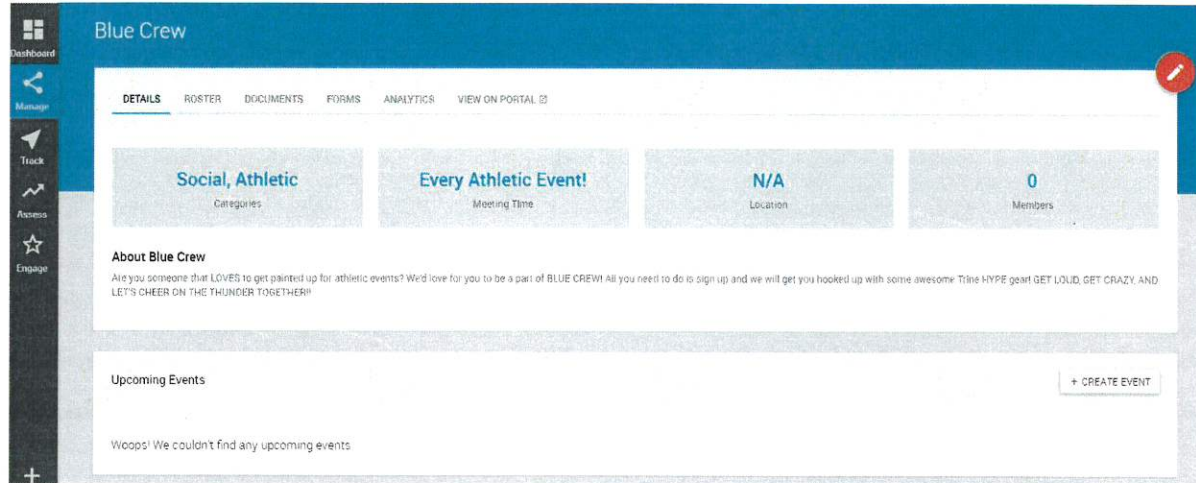
Your screen should look similar to this



- Click on your organization name

## How – To Guide for Organization Presence Administrator

Your screen should look similar to this

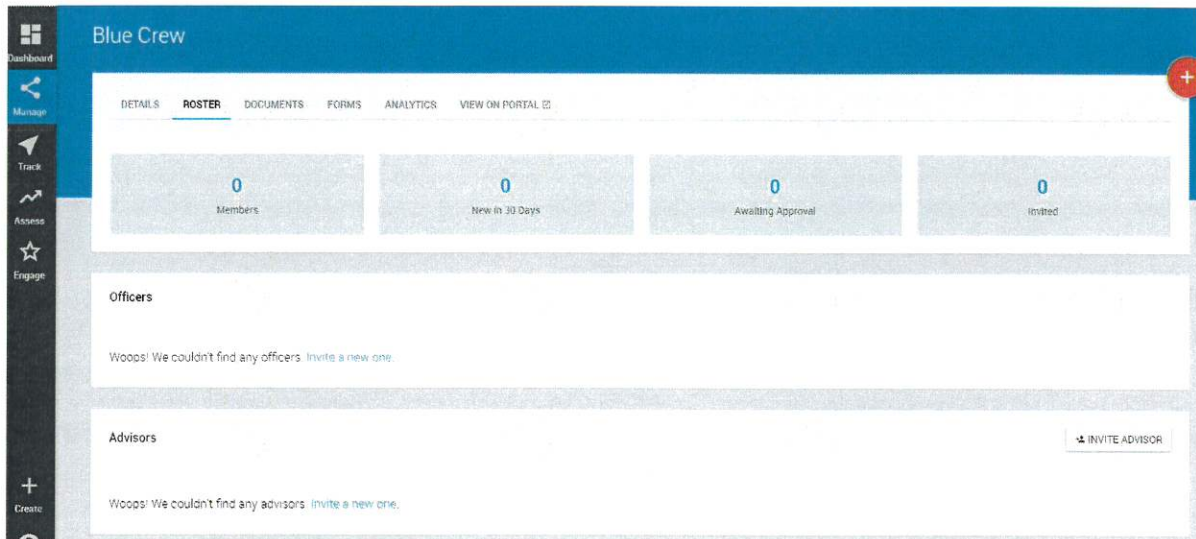


- Across the top of the screen underneath your organization’s name is a series of tabs
  - Details, Events, Roster, Documents, Forms, Analytics, View on Portal

### ADDING MEMBERS TO YOUR ORGANIZATION ROSTER

- Click on “Roster”

Your screen should look similar to this



- Click on the + button in the top right corner to add members
  - Type in the student’s full name or Trine email address
  - Hit the “search” button
  - A list will be generated with names that match what you searched for
  - Click the green “add” button to the right of the person you would like to add to your organization’s roster

### **ADDING POSITION TITLE TO MEMBER ON ROSTER**

- Click on the pencil icon to the right of the member’s name on the roster
- A pop-up box will appear – Member Position will be a drop down menu option
- Click on the option of title that you would like to assign to the person
  - If the position is not listed – choose committee chair
- Click save

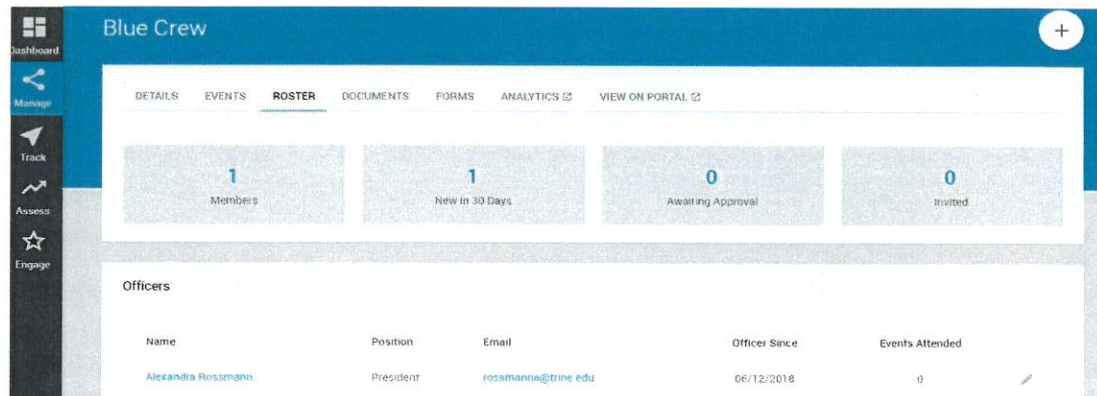
### **CHANGE SETTINGS FOR ROSTER**

- Click on “Roster”
- Scroll down to “Members” section
- Click on “Settings”
- Options:
  - “Allow students to join on portal” – students can add themselves to the organizations membership roster by clicking on the “join” button on the student portal page
  - “Allow organizations to restrict members” – admins are in control of membership numbers
  - “Require approval for members” – if a student requests to join the organization from the student portal, the admin will receive notification to approve or deny the pending membership request

### **REMOVING MEMBERS FROM YOUR ORGANIZATION’S PAGE**

- Click on “Roster”

*Your screen should look similar to this*

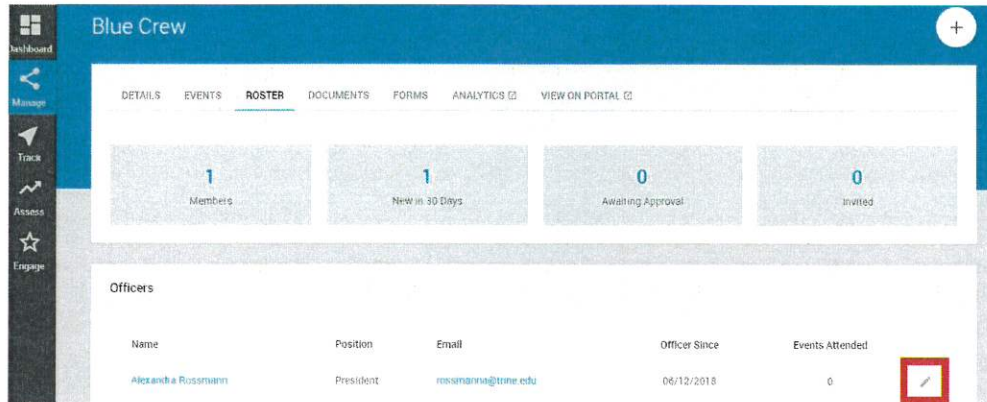


- Click on the pencil on the right side of the screen next to the name of the person you are removing from the organization

*Click on the icon in the red box*

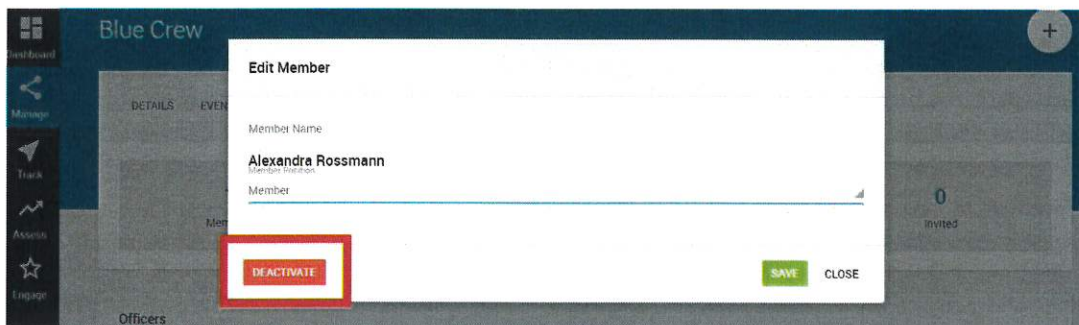


## How – To Guide for Organization Presence Administrator



- A pop-up box will open with the information for the member, click on the red DEACTIVATE button in the left bottom corner of the pop-up box

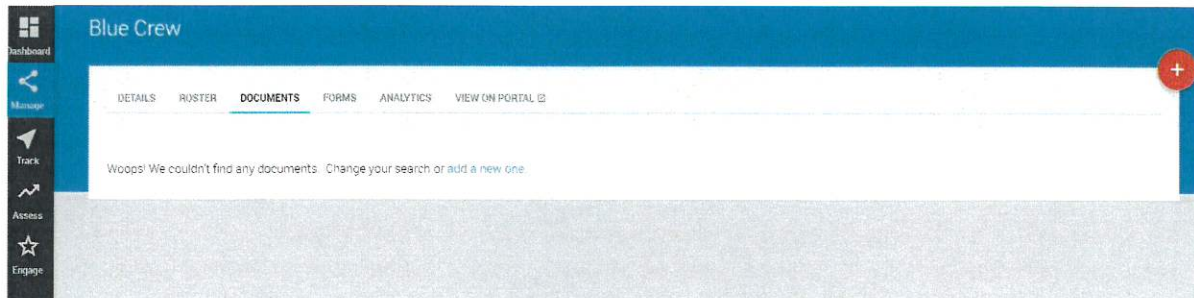
As shown below



### ADDING DOCUMENTS TO YOUR ORGANIZATION'S PAGE

- Across the top of the screen underneath your organization's name is a series of tabs
  - Details, Events, Roster, Documents, Forms, Analytics, View on Portal
- Click on **"Documents"**

Your screen should look similar to this



- Click on the + button in the top right corner to add documents
  - Enter a Title for your document
  - Enter a Description for your document

## How – To Guide for Organization Presence Administrator

- Decide if you would like document to be seen by members only, officers only, or public
- Upload file
  - Any standard type of document (e.g. Word, Excel, PDF) will work
  - Images cannot be uploaded as documents
  - There is a 5mb limit for the file size
- Click the green “Save” button
- Your documents should then be reflected on the “documents” screen

### **CREATING EVENTS FOR YOUR ORGANIZATION**

- Navigate to administrator dashboard

Your screen should look similar to this



- Hover over the “Create Event” box and click

Once you’ve clicked on Create Event – the screen below will open

- Fill out the following sections:
  - Event Name
  - Host Organization

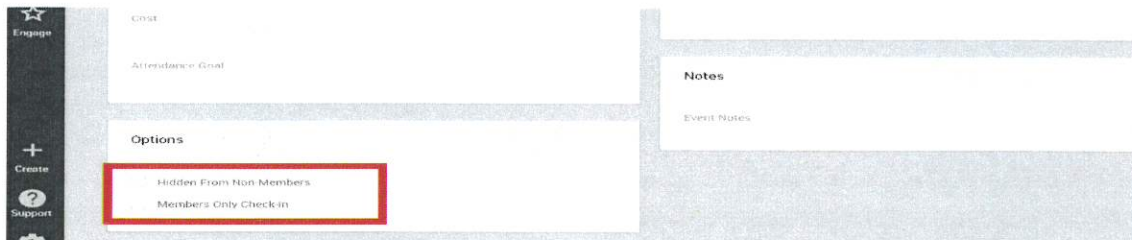
## How – To Guide for Organization Presence Administrator

- About Event
- Location
- Date/Time – start and end
- Contact Person
- Image

### **OPTIONS FOR CLOSED EVENTS:**

- At the bottom of the event creation page – there are two options to limit the event view
  - Hidden from Non-Members (click check box if you want to apply to your event)
    - This will allow for only members on your roster to see the event on the calendar when they are logged into the campus activities website/app
  - Members Only Check-in (click check box if you want to apply to your event)
    - This will allow for only member on your roster to be able to check in for attendance at the event

*View of the options on the screen*

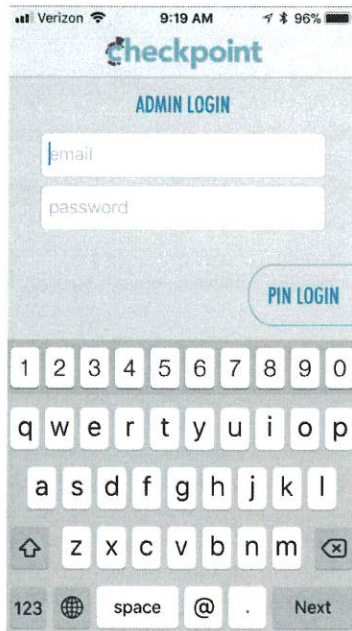


## Tracking Attendance for an Event on Presence:

### 1. Download the "Presence CheckPoint" app onto your device



*Application icon*



*Home screen of application*

### 2. Log into the administration portal of Trine's Presence site

#### LOGIN TO PRESENCE

- Go to [trine.presence.io](https://trine.presence.io)
  - You can also access presence through the Trine website
    - <https://www.trine.edu/campus-life/index.aspx>
      - Click on the Campus Events button
- Once on the homepage for Trine University Campus Activities
  - Click on the user symbol in the top right corner to open a dropdown list and select login
- Login with your Trine username (email) and password

#### HOW TO ACCESS THE ADMINISTRATOR VIEW

- Once you are back on the Trine University Campus Activities page
  - Click on the user symbol again to open the drop down menu and select Admin Dashboard



## Tracking Attendance (CheckPoint & Presence Admin)

Your screen should look similar to this



### 3. Access the Events page of the portal

- On the left hand side of the screen, scroll over the “Manage” option
- Once you are hovering over the “Manage” icon, a list will generate to the right of the icon
- Click on “Events”

Your screen should look similar to this



### 4. Access your event's PIN code

- From your view of the events page, you should see a listing of all your current events (active or drafts)
- The fifth column on this view is entitled “Pin”
  - The 4 digit code is the PIN you would use in the Checkpoint app to open your event to track attendance

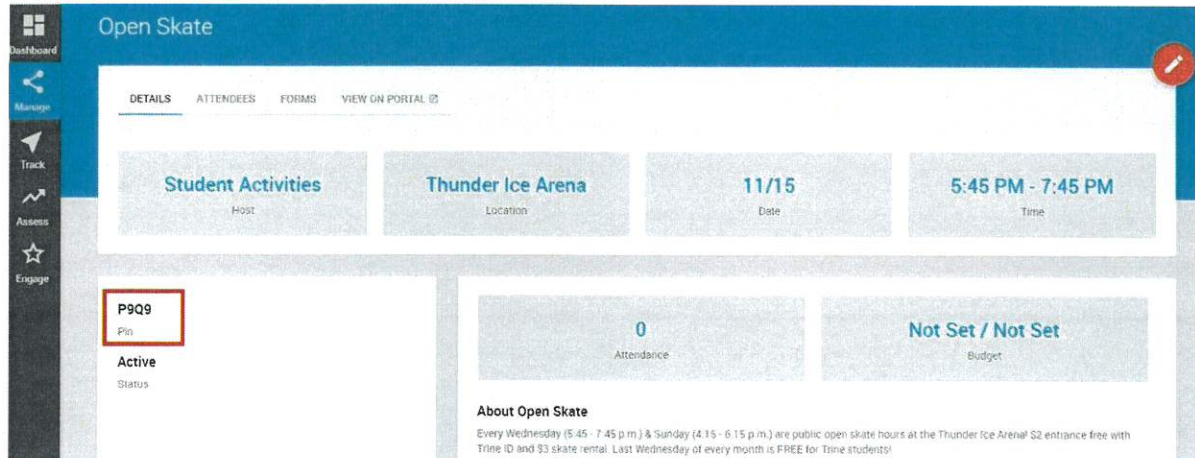




## Tracking Attendance (CheckPoint & Presence Admin)

- You can also access the PIN code by opening up an event from the main events page
  - Click on the hyperlink of the event name

Your screen should look similar to this



- The PIN code is listed on the left side of the screen, directly underneath the host organization name and above the status of the event

### 5. Using your PIN code to access event in Checkpoint app

- Open Checkpoint application on device (phone, iPad, iPod)



- Click on PIN LOGIN button

Your screen should look similar to this



## Tracking Attendance (CheckPoint & Presence Admin)

- Enter your PIN code that you retrieved from the Presence Admin page into the 4 digit boxes

Your screen should look similar to this



### 6. Using the Checkpoint app to track attendance at events

- You have two options to collect the student's information via this app – barcode scan or manual entry

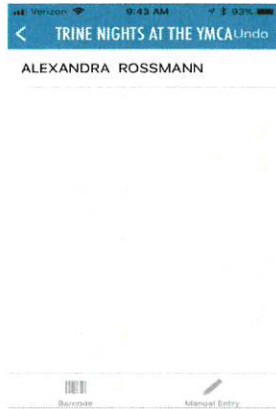


- If you use the barcode scanner on apple device, you will need to allow your camera to function as the barcode scanner
  - It will prompt you to “allow” when you click the barcode icon on the screen
  - Android devices require an additional app download (small in size) or a barcode scanner
- If you click the manual entry icon, you will be prompted to enter the student's 7-digit ID number or their Trine email address
  - Their ID is located on the front of the student's Trine ID card



## Tracking Attendance (CheckPoint & Presence Admin)

- Once you successfully enter the student's ID information, their full name will populate in the screen as shown below

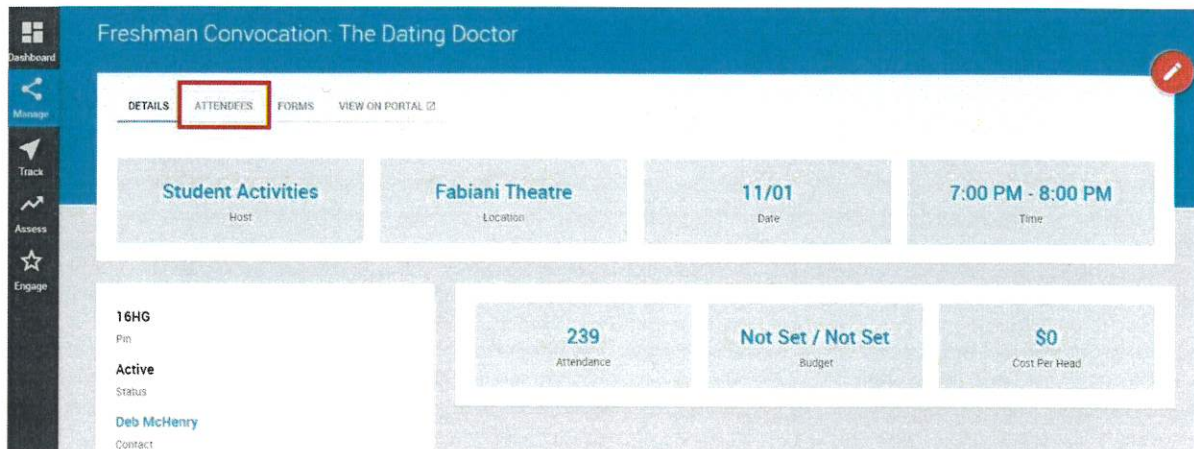


- Continue to enter in the students information individually and the names will continue to populate

### 7. Exporting the attendance list to Excel document or CSV file

- Return the individual event page of the event you recorded attendance for (see steps 2-4)

Your screen should look similar to this



- Click on the ATTENDEES tab below the event title and in-between Details & Forms
- Once on ATTENDEES page, there will be a drop down menu entitled "Email Attendees" on the right hand side at the top of the attendance list
  - Click on the drop down menu
  - Select "Export list as CSV"

## Tracking Attendance (CheckPoint & Presence Admin)

The screenshot shows a web interface for "Freshman Convocation: The Dating Doctor". The top navigation bar includes "DETAILS", "ATTENDEES", "FORMS", and "VIEW ON PORTAL". Below this, two summary cards display "239 Attendees" and "0 Members". The main section is titled "Attendees" and features a search bar. A dropdown menu labeled "EMAIL ATTENDEES" is open, showing options: "Add As Members Of Organization", "Export List As CSV" (highlighted with a red box), and "Add Attendees". Below the menu is a table with columns for Name, Email, and Check-in Time.

Name	Email	Check-in Time
Doyle, Camden	cadoyl17@my.ttime.edu	11/01/2017 - 7:15 PM
O'Brien, Neil	nsobrien16@my.ttime.edu	11/01/2017 - 7:15 PM

- This will generate a CSV file with student names and email address of all attendees in your downloads
  - You can then save it as a CSV or Excel file to your documents
- **\*\*\* If you need student ID numbers as part of your attendance data – please contact Alex Rossmann, O'Shea Owens or Jeremy Howard to request that information. The access to confidential information (student IDs) is limited to campus administrators**



# Miscellaneous Resources



Created by:  
Trine University Student Government



# How to Receive Funding from Student Government

## Budget Request form can be found on:

MyPortal > Student > Student Government > Finance Committee > Budget Request  
(<https://trinstudentgov.square.site/>) > More > Resources > Budget > Budget Request Form

## Filling out the Budget Request Form:

To complete the *Item Purchase Description*, enter first the quantity of an item in the column labeled *Quantity*. Next, write what the item is in the *Item Description* column. Then, write the price of only one unit of the item in the *Unit Price* column. After, multiply the *Quantity* by the *Unit Price* to get your amount and write the amount in the *Amount* column. Repeat the steps for every item your organization wants funding for. Finally, add the *Amount* column and write the sum in the *Total Amount Requested* cell.

## Purchasing Options:

Amazon	Gift cards	Physical Store or Online Purchase
Amazon purchases must be done on the SG Business Account (not on a personal account).	Gift card purchases must be made by the Assistant Director of Student Leadership.	SG purchase card can be checked out from the Office of Student Leadership & Student Government for your purchase. Reimbursements will only be granted if you cannot use the SG purchase card.

After using the SG purchase card fill out the *Student Government Purchase Card Tracking Form* in the Office of Student Leadership and Student Government when returning the SG purchase card. Staple receipt(s) to the *Student Government Purchase Card Tracking Form* and submit it to the Office of Student Leadership and Student Government.

To indicate how your organization is purchasing the items highlight the option under the *Purchasing Options* and highlight all corresponding items in the item purchase description with the same color you highlighted in the *Purchasing Options*. For example, if you highlighted Amazon yellow, you would highlight all items in the *Item Purchase Description* yellow if the item is being bought on Amazon.

Email the completed *Budget Request* form to (studentgovernment@trine.edu). *Budget Requests* must be emailed **14 calendar days prior to your event date**. Only the *Budget Request* must be submitted 14 days prior to your event date.

## Budget Request Presentation:

*Budget Requests must be presented in person to the SG Finance Committee*. Sign up for a presentation slot with the scheduling sheet replied to your submission of your organization's budget request. The presentation will decide the approval of your budget request. The presentation must be within **14 days of the submission of the Budget Request and the event date**.

## After Approval of Budget Request:

A flyer about your event must be replied to the approval email within **48 hours after the approval email**.

## After Event Process:

Receipt(s), *Program Evaluation*, and *Expense Report* must be submitted within **10 days after your event** to the Office of Student Leadership and Student Government.

If the SG purchase card was used only submit the *Program Evaluation* and *Expense Report* to the Office of Student Leadership and Student Government as receipt(s) were already submitted.

Any questions regarding the process please contact the Student Government Treasurer.  
Reminder this document is for the process, please refer to the *SG Budget Guidelines* for more information.

# Colors: Primary / Secondary / Accents

## Primary Color

PMS 540, a rich dark blue is Trine's primary color and logo color. It should be used for large solid color areas or with the radiating background image.



C100 M55 Y0 K55  
HEX 003767  
(Modified CMYK for better print color)

## Secondary Color

PMS 7531 should be used for official Trine logos, marks and seals. Gold can be used as a seal color. Use both colors sparingly as a secondary color.



## Accent Colors

Bright colors are to be added for accent. Light tints of the color may be used for backgrounds, do not use at 100% for large background areas or with the radiant background image.

