

# **University of South Carolina Beaufort**

## **Student Organization Manual**

### **INTRODUCTION**

The Office of Student Life under the Office of Student Development is continually seeking innovative ways to provide activities and services that are of interest to all USCB students. USC Beaufort offers a variety of extracurricular activities in the form of clubs and organizations. Information on any club or organization may be obtained from the Office of Student Life located in room 117 of the Sandstone Building and room 115 of the Hargray Building.

This handbook has been developed by the Office of Student Development and the Business Office to provide information to existing and future clubs and organizations. The handbook contains rules and regulations governing all recognized USC organizations, fundraising, reserving facilities, and other aspects of organizational structure are explained in this handbook. This handbook is made available to all organization officers and faculty advisors. Additional copies are available in the Office of Student Life, 117 Sandstone Building and 115 Hargray.

# Student Organization Manual

## TABLE OF CONTENTS

Mission Statement.....	4
Registered Organizations.....	5
- Definition.....	5
- Registering a New Organization.....	6
- Denial/Grant of Registration.....	7
- Membership.....	8
- Summer Procedures.....	9
- Disciplinary Procedures.....	9
Club and Organization Advisors.....	9
- Purpose.....	9
- Duties.....	10
Eligibility and Student Program Funding.....	11
- Budget Requests.....	11
- Purpose of Funds.....	12
- Eligibility for Funding.....	13
- Priority for Funding.....	14
- List of Organizations and Account Numbers.....	15
- Restrictions for use of Funds.....	16
- End of Year Balance and Carry-over Funds.....	17
- Ticket Sales.....	17
- Forfeiture of Funds.....	18
Spending Procedures.....	18
- Purchase Requisition.....	18
- Charge Accounts.....	18
- Bookstore.....	19

Procurement Procedures by Dollar Value.....	<b>19</b>
Food Policy.....	<b>20</b>
Speakers.....	<b>20</b>
Travel .....	<b>21</b>
- Advances.....	22
- State Vehicles.....	22
- Reimbursement.....	22
- Liability Release and Insurance.....	22
Printing.....	<b>23</b>
Service Related Expenses and Contracts.....	<b>23</b>
Catering.....	<b>23</b>
Performers.....	<b>24</b>
Telephone Calls.....	<b>24</b>
Mail.....	<b>24</b>
Request to Reserve the Student Lounge.....	<b>25</b>
Space Request Form and Rental Agreements.....	<b>25</b>
USCB Student Social Event Policies (parties, dances).....	<b>26</b>
Campus Posters and Publicity Policy.....	<b>27</b>
- Bulletin Boards.....	27
- Solicitation.....	28
Financial Code Implementation.....	<b>28</b>
Reference for Further Policies and Procedures.....	<b>29</b>

## **STUDENT DEVELOPMENT MISSION STATEMENT**

As an administrative office of the University of South Carolina Beaufort, the division of Student Development supports the overall mission of the university by providing services and programs for students, faculty and staff. The division of Student Development provides both administrative and co-curricular services and programs for students at the University of South Carolina Beaufort

It's mission is two-fold: To guide students through the university's administrative process and to serve students by providing co-curricular activities designed to capitalize on the wealth of traditions and opportunities of the Lowcountry. Student Development strives to help students address the challenges of academic life and gain the leadership skills they will apply upon graduation. As partners in the educational process, Student Development offers services and programs designed to complement and enrich the classroom experience, to meet the developmental needs of a diverse student population and to prepare students to take an active role in achieving their intellectual and interpersonal potential.

### The Office of Student Life's Relationship to the Divisional Mission Statement

1. By designing and implementing a wide range of activities and programs for the student body, the Office of Student Life supports the divisional mission to provide co-curricular activities that capitalize on the wealth of traditions and opportunities of the Lowcountry, complement and enrich the classroom experience and strengthen connectedness among students, faculty and staff.
2. By overseeing all student clubs and organizations the Office of Student Life supports the university goals and USC Beaufort 2003-2008 Strategic Plan, Goal II to provide support to and enhance the presence of student clubs and faculty/staff led activities whose mission is to complement and enrich the classroom experience and/or assist in developing students' abilities to achieve educational, career and/or personal goals.
3. By working with the entire University community to address multicultural programming needs, the Office of Student Life supports the university goals to provide co-curricular activities focused on diversity and multi-culturalism that meet the developmental needs of the diverse student population, demonstrate tolerance and commitment to diversity and provide cultural enrichment.

4. By advising the USCB Student Government Association, the Office of Student Life supports the divisional mission to facilitate and support student efforts to undertake challenging leadership roles within the campus community and provide extra-curricular programs that assist students in actively achieving educational, intellectual and interpersonal potential.
5. By designing and implementing events and programs at all four campuses, the Office of Student Life supports the USC Beaufort 2003-2008 Strategic Plan, Goal VI to strengthen connectedness and improve access and participation in campus programs between the Beaufort, Hilton Head, Parris Island and Air Station students and campuses.
6. By designing and implementing all aspects of new and transfer student orientation, the Office of Student Life fulfills the USC Beaufort 2003-2008 Strategic Plan, Goal II to maintain effective orientation programs which include optimal faculty, staff and student participation
7. By identifying, promoting and participating in community sponsored programs and events, the Office of Student Life supports the USC Beaufort 2003-2008 Strategic Plan, Goal VII and university goals to contribute to the University's image and develop effective relationships with the local and educational community through active program support and participation.

### **REGISTERED ORGANIZATIONS**

The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The University, in the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization.

## Student Organization

A student organization shall be defined as any group, consisting of at least 70% USCB students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

- a) Have illegal goals and objectives;
- b) Advocate or support the overthrow of the United States Government;
- c) Propose or participate in activities which would violate regulations of the Board of Trustees, the University, or federal, state, or local laws and regulations or materially disrupt activities and discipline of the University;
- d) Advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or
- e) Discriminate on the basis of sex, race, color, national origin or handicaps unless otherwise exempt.

Any groups existing on campus that wish to use University facilities and/or services and that fulfill the above description must be registered. Only groups that registered will have access to campus facilities and/or services.

## Registration

Registration shall be defined as the collection and recording of specific information required of qualified student organizations as defined in section I. The registration, in turn, affords those organizations certain privileges.

The University views student organizations as private affiliations and does not endorse the mission, goals, or purpose of the organization. The University of South Carolina Beaufort does not allow its name to be used in the organization's name in any form or allow the organization to represent the University on behalf of the University. Registered organizations exist only on the University of South Carolina Beaufort campus. Registered student organizations shall be referred to as "\_\_\_\_\_, a registered organization at the University of South Carolina Beaufort."

## New Organization Registration Procedure

Students wishing to form a new student should contact the Director of Student Life and follow the following procedure:

- a) Representative(s) of the proposed organization must meet with the Director of Student Life.

- b) A constitution (including appropriate membership clause), Petition to Register Form and the Registration Form must be turned in and reviewed by the Director of Student Life.
- c) Upon final approval by the Vice Chancellor for Student Development, and when the registration form is complete and returned to the Office of Student Life, the organization will be considered a registered organization, an account will be set up for the organization through the Business Office and notification of the organization's registration status will be sent to the organization as well as specified departments/service areas on campus.
- d) Should an organization be denied registration, the representatives will be notified in writing no more than two days after all criteria has been turned in and reviewed. The organization may appeal to the Vice Chancellor for Student Development.

#### Organizations Pending Approval

Once a prospective student organization has turned in the Registration Form, the Petition to Register Form and the constitution to the Office of Student Life, and before the organization is registered, the organization must follow the guidelines below:

- a) It may meet on campus no more than three times in a University facility.
- b) These meetings shall be for the sole purpose of organizing. The organization shall not sponsor speakers, fund-raising efforts or any program or event.
- c) The organization may publicize meetings and invite membership but is not eligible to use the name University of South Carolina Beaufort (USCB) in association with the organization. It must be specified that the meetings are for organizational purposes only.

Failure to follow these guidelines could impact the approval/disapproval of the organization's registration.

## Grant of Registration

### 1. Acceptance of a Registration

Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and university laws and policies, procedure, rules and regulations.

### 2. Responsibilities of a Registered Organization

- a) The organization will immediately inform the Director of Student Life of changes made in its constitution.

The organization will register all changes that occur within the organization. The names, addresses, phone numbers and social security numbers of officers as well as the name of the advisor must be kept up-to-date in the Student Life Office.

## Denial of Registration

Organizations which are not in compliance with the above stated criteria or who do not appropriately complete the registration procedures will be denied registration based on similarity of purpose to previously registered organizations. The names of such organizations must be different.

## Loss of Registration Status

A registered student organization may lose its status of registration and all privileges associated with the registration status if any of the following occur:

- 2) A student organization submits a written notification of its disestablishment,
- 3) A constitutional provision deactivates an organization as of a certain date,

To function as a part of the University rather than as an outside organization of citizens, a student organization must be registered to obtain the following privileges:

- a) Reserve campus facilities
- b) Conduct meetings on campus
- c) Solicit funds/request funds (if eligible)
- d) Use of University services
- e) Use of a USCB campus address



When an organization becomes registered it accepts the responsibility of adhering not only to federal and state law, but university regulations as well.

### Membership

While community members may participate, active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff, and students.

### Summer Procedures

1. Should the President of the organization be unavailable, the organization shall designate an individual to conduct the affairs of the organization during the summer and interim periods.
2. The name, address, and telephone number of this individual shall be filed with the Director of Student Life.

### Disciplinary Procedures

See the University Discipline Policy section of the Student Handbook for information regarding disciplinary procedures for violations of University policies, procedures, rules and regulations by registered organizations.

## **CLUBS AND ORGANIZATIONS ADVISORS**

### Purpose

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an advisor. The advisor must be selected from full-time faculty or administrative staff members at USCB. The Director of Student Life will (upon request) assist organizations in securing advisors. The Director of Student Life will also assist advisors with questions concerning their organizations.

### Procedure

#### A. For Appointment

- 1) The signature of a full-time faculty or staff member must be secured on a new organization's application to receive recognition, to signify

his/her willingness to serve as advisor to that organization.

- 2) The advisor's signature must also be obtained annually during registration, to signify agreement to continue as the organization's advisor.
- 3) Should an advisor step down from his or her position at any time during the year, the Director of Student Life should be contacted immediately, and a replacement acquired within three weeks

#### B. For Advising

- 1) Become familiar with and understand relevant University policies and procedures
- 2) Act within the scope of your authority
- 3) Act in an advisory capacity, as opposed to a directive relationship in the organization. The following education functions are cited as examples:
  - a) Providing the officers with the elements of good organizational practice.
  - b) Teaching the techniques and responsibilities of leadership and following.
  - c) Teaching the principles of effective group operations.
  - d) Developing procedures and plans for actions.
  - e) Keeping the group focused on its goals.
  - f) Developing self-discipline and responsibility in the group, and stimulating and initiating activity
- 4) Be available to the officers and members to share ideas about organization affairs.
- 5) Meet with the officers of the group to discuss the progress and direction of the group.
- 6) Attend as many meetings and functions as possible.
- 7) Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained. For non-funded organizations, provide financial and

budgetary advice.

- 8) Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
- 9) Sign or co-sign appropriate University forms, such as those for use of campus facilities, purchase orders, travel requests, or the registration of visiting speakers or lecturers.
- 10) Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
- 11) Contact the Director of Student Life when questions or problems arise.

### **ELIGIBILITY AND STUDENT PROGRAM FUNDING**

Student organizations are stewards of student fees. The SGA receives its operating revenue primarily from a portion of the student activity fees charged to each undergraduate student attending USC Beaufort during the Fall and Spring semesters.

#### **Requests for Student Activity Funds Allocation**

All registered student organizations that have been granted registration by the Director of Student Life and are active on the campus are eligible to apply for student activity funds. Allocations are made during the fall and spring semesters. Organizations wishing to request funds for the upcoming fiscal year should submit their applications to the Student Government Office within the deadlines established by the Senate Finance Committee.

It is the responsibility of the SGA to allocate funds within the D-funds accounts see article 300.30 in the SGA Financial Policy for account structure explaining D-funds) to approved campus organizations. The procedures for budget hearings are as follows:

- 1) All clubs and organizations should submit a proposed budget to the SGA's mailbox in the Office of Student Life by the deadline given by the SGA treasurer in the budget proposal address sent out by the end of the previous semester (at the treasurer's workshop of fall semester for new organizations). Also the Student Organization should submit updated information sheets at this time.

- 2) Budget hearings will be scheduled and allocations made within two weeks of the established deadline for the receipt of budgets for fall semester for new clubs who did not submit a budget at the end of the previous year. Another hearing will be scheduled in January for Spring allocations and one in April for the following Fall.
- 3) Upon conclusion of these hearings, the Student Senate Financial Committee deliberates and votes upon appropriations. A majority vote decides all allocation questions. A quorum consists of two-thirds of all voting members.
- 4) When the SGA has approved allocations, these recommendations are subject to the approval of the Vice Chancellor for Student Development and the Chancellor of the USCB campus. Once approved, these allocations are sent to the Business Office where a journal entry is completed and clubs may begin spending their approved allocation **within University procurement policies and procedures.**
- 5) The treasurer of the SGA then notifies each organization, in writing, of the amount allocated to the organization.

### Appeal of Decision

An organization may appeal in writing to the SGA Executive Committee within one week of the allocation, stating why the allocation is unsatisfactory. If the appeal is rejected, the organization may then appeal in writing to the Vice Chancellor for Student Development. The Executive Committee of the SGA will submit in writing to the Vice Chancellor for Student Development a statement of its decision. Upon review, the Vice Chancellor for Student Development will notify the organization and the SGA Executive Committee of a final decision in writing.

### Purpose of Club and Organization Funds

The purpose of the “Club and Organization Funds” is to provide opportunities for student development and personal and social enrichment which derive from participation in co-curricular activities; to create a forum for the expression of diverse interests, views, ideas, and knowledge; and to provide a balanced educational perspective for the student body at the University of South Carolina Beaufort by providing a supplemental source of funding for student organizations that is consistent with each organization’s specified goals and objectives as stated in their constitution and bylaws providing that funds shall not

be allocated for activities that are restricted on the basis of race, religion, gender, age, ideology, or culture.

### Eligibility for Funding from Clubs and Organizations Funds

Any student organization which has been granted registration by the Director of Student Life, has been active on campus, and has an active volunteer advisor who is a full-time employee of the University is eligible to apply for general program funding.

Programmatic activities of clubs and organizations receiving general funding must be predominately educational, recreational, or social in nature. Membership must be open to all individuals within the student body.

The following would not qualify for general funding:

- a) Religious Organizations
- b) Political Organizations
- c) Social Fraternities and Sororities
- d) Organizations whose memberships receive academic credit for participation
- e) Organizations whose students are required by their curriculum to attend or join.

Clubs and organizations that are not eligible to receive general funding may apply for funding from the Director of Student Life for specific content neutral programs that are educational and of benefit to the general student body.

### Definition of "Political"

Political organizations shall include any group which dedicates a part of their activities or purpose to carrying out informational campaigns or propaganda designed to, or resulting in, individuals petitioning Federal or State legislative or executive bodies for policies advocated by that group. For purposes of these codes, "Political" shall also include organizations that are affiliated with national political parties or support the election of candidates for public office. Any organization that publicly endorses either through its program or through its officially recognized officers, a political candidate for any elected office, including student offices shall be considered a political organization. "Political" shall not include activities carried out by Student Government or Executive Branch committees delegated to the express power of representing the student body to legislative or executive bodies; however, this exception does not include student elections.

## Special Interest Clubs and Organizations

Organizations that serve a special interest student population such as organizations for minorities, veterans, women, disabled, and international students are eligible for general funding providing the membership is open to all students.

### Priority of Funding

The Finance Committee shall give priority to the allocation of funding to organizations based on the following criteria:

- 1) Size of organization
  - a. The number of students served by the organization's activities.
  - b. The number of students participating in the organization.
- 2) Activities
  - a. The number and scope of the services provided.
  - b. General or educational value of the programs/events or service provided to the student body.
- 3) Past use of allocated funds
  - a. A comparison of the approved budget with previous years' budgets.
  - b. Economical use of past funds.
  - c. Past and expected future performance of the specific program/event.
- 4) Discrimination
  - a. The organization does not discriminate based on race, religion, sex, creed or national origin.
- 5) Other
  - a. Contribution to University's image.
  - b. Contribution in the form of special or unique service (especially communications).

## Account Structure

All student organization accounts are designated as “D” accounts which identify the source of revenue as primarily student activity fees. Some “D” accounts also generate revenue by sales, raffles, membership fees, etc.

The current Student Organization funds are:

- D902 – Campus Activities**
- D903 – Roges & Vacaboundes**
- D904 – African American Student Association**
- D905 – Gamma Beta Phi**
- D906 – Business Club**
- D907 – Shark Byte (Newspaper)**
- D908 – Hilton Head SGA Activities**
- D909 – Education Majors Club**
- D910 – Apostrophe**
- D911 – SEA Club (Student Environmental Awareness)**
- D912 – Chi Delta Chi**
- D913 – Psychology Club**
- D914 – History Club**
- D915 – Gamma Beta Phi Scholarships**
- D916 – Literary Society**
- D917 – AASA Scholarships**
- D918 – AIDS Symposium/ Health Fair**
- D919 – Golf Club**
- D920 – Music Club**
- D921 – University Ambassadors**
- D922 – USCB Christian Student Fellowship**
- D923 – SGA Scholarships**
- D924 – Paddling Club**
- D925 – Scuba Club**
- D926 – Club Anime**
- D927 – Alcohol Awareness**
- D928 – Hospitality Management Association**
- D929 – English**
- D930 – USCB Resident Community Government**
- D931 – Society of Creative Writers**
- D932 – Substance Abuse Awareness Club**
- D933 – Human Services Student Organization**

All Student Organizations will receive quarterly printed reports with budget information and expenditures. If discrepancies are found on the Level I or the

Student Organization Treasurer is unaware of a charge that has posted, complete a memorandum to the Business Office so that a search for the source document can be provided or a correction can be made.

### Prohibited Uses of Student Funds

Student Services Fees shall not be used:

- A. To purchase alcoholic beverages;
- B. To fund academic journals;
- C. For any type of political or religious donations;
- D. As cash rewards or scholarships;
- E. By an organization for investment purposes;
- F. To pay for individual memberships or private lessons; or
- G. As contributions to charitable organizations in any form or manner. An organization may sponsor a fund raising event for the purpose of raising money for contributions. It must be clearly understood that only net profits may be used for contributions. Net profits are the monies left after all direct expense have been paid.

Organizations may use “D-funds” for funding the fundraising events and funds raised at those events may be used for scholarships or charitable awards, but clubs may not request D-funds directly for scholarship awards. Any monies spent on the organization of a fundraising event must be documented in receipts after the event.

All funds collected by student organizations must be receipted through USC Beaufort. Any organization may not spend funds collected until they have deposited the money and filled out an intention to spend form. Organizations may not establish separate bank accounts.

Stipends for the student newspaper editorial staff and funds for club advisor travel and accommodations when accompanying the organization on trips must be itemized within the submitted budget proposal.

### Restrictions on Uses of Student Funds

Funding for the following expenditure areas shall be limited as follows:

- 1) Funds requested for travel may not exceed the level of funding matched by the organizations own fund-raised budget for the trip.



- 2) Food for regularly scheduled meetings shall not be funded. An exception may be made for food functions that are an integral part of an organization's program, such as Health Fair, Rest and Re-Energize, etc.
- 3) Clothing or gear of a personal nature shall not be funded. Re-usable gear, T-shirts that promote the university and clothing for athletic events may be purchased.

### Unused Carry-over Funds

Unused funds allocated to clubs and organizations by the Student Government in the Fall or Spring semester that are still remaining in the accounts at the end of the Spring semester shall be removed from those accounts by the USCB Business Office **at the direction of the Vice Chancellor for Student Development** and put back into the D900 account to be reallocated the following Fall semester, unless either the student president or the advisor of the club projected to carry over a surplus balance submits a budget proposal designating the use of the funds to the Director of Student Life not later than 5:00 P.M. on April 15.

### Fund Balance

Balances left in the student activity accounts may carry over from one fiscal year (July 1 through June 30) to the next, only if the funds are income from fund raising efforts made by the club. Likewise, a deficit caused by overspending will have to be made up by the organization in the following year. Naturally, every effort should be made with the organization's president and Treasurer to keep spending within budgetary limits.

### Ticket Sales

In addition to funding by student fees, an organization may also elect to charge an admissions fee for certain events to help defray any costs that might be involved. If admission is charged, numbered tickets are required and must be provided by the student organization. **The Business Office will not provide a change fund.** Monies collected from the event must be turned in on the next business day following the event. The group must reconcile funds received to tickets sold and provide the record to the Business Office. A change box may be provided by the Business Office.

## Forfeiture of Funds

Student Government reserves the right to review any organization's budget and to rescind from any residual account funds that were not expended on implementing an approved program.

## **DEPOSITING AND COLLECTING FUNDS**

Before an organization collects funds, the treasurer of the organization must meet with the Bursar to determine the appropriate method to collect and account for funds received. The treasurer will be instructed with regard to the proper use of ticket sales and receipts. A receipt book may be obtained from the Business Office.

All deposits will be brought to the Business Office immediately following an event or fundraiser. A funds transmittal form must be filled out and all appropriate documentation must be attached, including ticket stubs and receipts.

## Invoicing

If an organization will be invoicing a business for goods or services provided, the treasurer of the organization must contact the Business Office to have an invoice sent. No independent invoices are to be sent without the approval of the Bursar.

## **CLUBS AND ORGANIZATION SPENDING PROCEDURES**

The manner in which student activity monies are intended to be spent are at the discretion of the organization, its advisors, and in consultation with the Director of Student Life in accordance with the goals of the University and the charter of the organization.

An "Intention to Spend" form must be filled out to actually begin the process of spending. The spending of University monies must follow State & University procurement policies and procedures

## Purchasing Goods

For any expenditure, student organizations must have prior approval. There are several procedure for procuring a wide variety of goods and services. Choose an appropriate method and plan well in advance. All purchases must be approved

in advance by the organization's president, treasurer, advisor, and the Director of Student Life.

**Small Item Purchases:** Small purchases that do not exceed fifty dollars can be reimbursed by the Business Office. An original receipt for the goods must be presented in order to be reimbursed. This method of reimbursement is not suitable where many small receipts are presented at one time totaling more than fifty dollars. No petty cash advances are permitted.

**Larger Purchases:** Items costing over twenty dollars may be obtained in several ways:

- **Purchase Requisition** – If enough lead-time is provided (3-4 weeks), a purchase order is as fast and efficient as the company's shipping schedule. Purchase requisitions are available online at: <http://purchasing.sc.edu/pu-req.pdf> (must have Adobe software to access). Most suppliers recommend allowing four weeks for delivery. A purchase requisition may only be used to obtain goods – not services.
- **Charge accounts** – USC Beaufort is working to secure a charge account with Food Lion in Bluffton. This account may be used by Student Organizations after receiving proper authorization from the Director Student Life and the Business Office. A food approval form must be signed and on file in the Business Office before a charge authorization will be provided to the student organization.
- USCB keeps a small checking account that may be used to purchase goods or provide reimbursement for goods already obtained. Checks are generally limited to reimbursement for amounts of \$150 or less. For each check written, an itemized receipt must be presented to the Business Office. Checks are written by the Business Office and are generally only completed once a week. Authorized signatures for these checks are limited to those of the Chancellor of the University and the Vice Chancellor for Finance.
- **Shark's Cove Bookstore** – For items displaying the USC or Gamecock logos, the campus Bookstore stocks many items from notebooks to mugs to clothing. The USCB Bookstore may assist student organizations with the purchase of promotional materials, but reserves the right to add a surcharge above the cost of the items for handling. An "Intent to Spend" form must be completely and signed by appropriate parties before the item(s) will be charged to the organization's account.

- For purchases that require a check issued from USC Columbia allow at least 2-3 weeks. All checks cut by USC Columbia are mailed directly to the vendor. Checks will not be sent to USCB for disbursement since that is a violation of the Internal Audit Policy.
- Credit card purchases can be made through the Director of Student Life for internet orders.

### **PROCUREMENT PROCEDURES BY DOLLAR VALUE**

Departments should anticipate their needs far enough in advance to allow Purchasing time to process requests in compliance with the South Carolina Procurement Code. The following are minimum time allowances:

1. Small purchases not exceeding \$2,500.00 may be accomplished within 1 to 3 days without competition if prices are determined to be “fair and reasonable” by the procurement officer.
2. Purchases from \$2,501.00 to \$10,000.00 require a minimum of 3 to 10 days processing time with solicitation of written quotes from at least 3 qualified sources.
3. Purchases from \$10,001.00 to \$50,000.00 will require a minimum of 10 to 21 days processing time. The Purchasing department will prepare a formal written solicitation as well as advertise the requirements in the South Carolina Business Opportunities publication.
4. Purchases exceeding \$50,000.00 will require a minimum of 21 to 60 days. The Purchasing department will prepare a formal sealed solicitation for issuance.

Contract awards in excess of \$100,000.00 require an additional 10 day Intent to Award Period before a purchase order can be issued. Please remember that splitting of orders to avoid the above required competitive methodologies is NOT permissible. If a department has a requirement at a certain dollar level, the above appropriate actions are required initially. Splitting orders to avoid these levels causes audit problems and less than cost effective procurement activity.

The full Procurement Policy is available online:

<http://www.sc.edu/policies/busf700.doc>

## FOOD POLICY

In an effort to more closely monitor food purchases for any purpose, USC requires that all food purchases be approved in advance by the Chancellor of the University. A food policy form must be submitted to the Director of Student Life at least two weeks in advance. All organizations purchasing food must keep a listing of attendees for audit purposes. The list of attendees is due to the Business Office the day following the event. The list of attendees is due to the Business Office the day following the event. Remember that purchasing guidelines for bid limits apply in all food purchases. The food policy is intended for any consumable product including ice, candy, and drinks. Please refer to the USC Food Policy online:

<http://www.sc.edu/policies/busf705.doc>

## SPEAKERS

A guest speaker, unless handled by an agency, may be paid an honorarium for his or her services. Regardless of the remuneration set by the organization, this sort of payment must be handled through the Business Office. The payment will be processed on the payday immediately following the lecture date provided that the appropriate paperwork has been completed. The check is sent directly to the speaker at the home address. Honoraria are considered income and a 1099 will be sent at the end of the tax year.

**No speaker who is a member of the University of South Carolina Beaufort or the USC system campus faculty, staff, administration or student body may receive payment for a personal appearance.** In the case that a member of the USC Beaufort or USC system speak at the USC Beaufort event, a gift may be offered to this individual, under the amount of \$25. If this is a consumable gift, a food policy must be on file in the Business Office.

The maximum speaker fee including expenses is as follows:

Local	\$100.00
South Carolina	\$200.00
Regional	\$500.00
National and International	\$1000.00

In order to arrange for a payment of this sort, submit to the Business Office an "Intention to Spend" form with the speaker's name, home address (where the check is to be mailed), Social Security Number, dates and times of the performance and amount to be paid. The Business Office should have this

information at least two weeks prior to the event. In no way can payments of this sort be made except through the Personnel/Payroll system.

## **TRAVEL**

Money may be allocated for travel where members of the organization will:

- Represent the University and thereby enhance the image of the University and the individual's organization.
- Gain knowledge or experience of benefit to the student body and the individual's organization.

All requests for travel funds must specify itinerary, cost of transportation, and subsistence per number of people traveling. All expenditures will follow established state regulations and University policies.

No student in his/her last semester at the University will be eligible to attend conferences without the Student Government Association approval when the funds for these conferences come from student activity fees.

Whenever the SGA or any other organization funded by the SGA desires to take a trip twenty miles or more from Beaufort, certain procedures must be followed to pay for the excursion.

**Travel Authorization Form** – Available online, the TA form should be completed by the organizational representative or faculty advisor. Information necessary will be the VIP ID number of all participants, destination, length of stay and expected costs of the trip. This form should be submitted at least three weeks prior to the travel

### Travel Advances

Travel Advances are permissible under certain circumstances. Check with the Office of Student Life at least three weeks in advance.

USC Beaufort uses Island Travel (843/525-0777) for airfare and other common carrier tickets. Only tickets purchased through that agency will be paid in advance.

### Use of State or Personal Vehicle

Travel via State or Personal vehicle is limited to 500 miles roundtrip. Requests for use of state or personal vehicles in excess of 500 miles must be made through the Business Office.

### Travel Reimbursement

To obtain reimbursement for travel, fill out a Travel Reimbursement Form available online at: <http://web.admin.sc.edu/control/forms/trv-form.pdf>. Submit this form to the Business Office with original receipts and allow two weeks for processing. Checks will be issued directly from the USC Columbia campus.

### Waiver of Liability and Release Form

Participating in student activities on or off campus is strictly voluntary. In order to participate in such activities as field trips, club or intramural sports, travel, etc., a student is required to fill out a Waiver of Liability and Release Form.

### Travel Insurance Form

When students use their own vehicles to transport other students to a school sponsored activity out of town, they must fill out the Travel-Insurance Form. This form is to make the student driver aware that proper automobile insurance for the State of South Carolina is required and that all passengers would be covered under his or her insurance coverage.

## **PRINTING**

USC Columbia operates an excellent, low cost printing department able to print anything from business cards to manuals. All transactions must be handled through the mail, including delivery of the finished goods. Some advance preparation is necessary, however, since most orders taken from 2 to 3 weeks depending on size. The Printing Request Form is available online at: <http://printing.sc.edu/forms.asp>. Printing requests for student organizations are coordinated through the Office of Student Life.

## **SERVICE RELATED EXPENSES/CONTRACTS**

Service related expenses should always be itemized in a contract. This helps protect both parties and helps to ensure that the event paid for is exactly what was anticipated. A copy of the Contract Approval Form is available through the Office of Student Life. Contracts must be reviewed by the Business Office and the

Chancellor of the University. Please allow at least 8 weeks for a Contract Approval as the contract may need to be sent to Columbia for additional approval.

It is permissible and even helpful to use the vendor's own contract when making an agreement. However, be sure to read its contents carefully and attach any riders that may be necessary. A contract is **not** binding to the University until it receives the proper authorization as noted above.

**The Chancellor is the only authorized signatory for USC Beaufort. A contract signed by a student or other unauthorized individual is a personal liability to that individual.**

### CATERING

In signed agreements for catering services it is important **not** to commit to an estimated number of guests until as late in the planning process as possible. Once committed, the organization must pay for the food prepared for this number of participants regardless of how many individuals actually attend. Find out exactly how much notice the caterer needs for the final estimate of guests and use that time to revise the initial guest list. Request that the caterer bill the organization and include the caterer's tax id number. Catering contracts must follow the same procedures as outlined above. In order for a catering contract to be signed by the Chancellor, a food policy must be on file in the Business Office.

### PERFORMERS

When obtaining agreements with individuals to perform at any sponsored function, it is necessary to obtain the Social Security number or Federal Identification number of the performer(s) before any payment can be made. No payments will be made in advance. Performers are expected to bill the University and will receive payment directly from USC Columbia. All contracts go to the Director of Student Life who will forward them to the proper University channels.

If using the artist's contract, make sure there are no hidden clauses that may entail special considerations over and above what was originally intended.

Payments for catering and performances will be paid for by check from USC Columbia. Payment takes 2-3 weeks. If a check is needed in advance it cannot be delivered to the performer or caterer until the day of the event. To request that a check be sent to USC Beaufort, request the check through the Business Office no later than three weeks before the event to allow ample time for check delivery. This sort of advance notification is especially necessary when the



performer's contract specifically requires payment "during the first intermission" or some other specified time.

## **TELEPHONE CALLS**

The telephone system at the University can provide all student organizations with a wide variety of phone services. Check with the Director of Student Life to approve use of phones for calls other than local.

## **MAIL**

All of USC Beaufort's mailing facilities are available to the SGA and other student organizations. To make normal mailings of first class U.S. Postal Service mail, simply place the sealed envelopes in the outgoing mail tray or bin located in the Business Office. Complete and attach an outgoing mail form (available in the Business Office). For bulk mailing, the organization will be charged the amount of postage used and will be responsible for preparing the bulk mail and taking it to the post office with a check. And Intention to Spend Form must be completed.

### Direct Mail Solicitation

The University of South Carolina Beaufort mailroom is responsible for providing services for USC faculty, staff, and students for official University business only. Mail determined to be of a personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. Student organizations may be contacted through the Office of Student Life.

## **REQUEST TO RESERVE THE STUDENT LOUNGE**

Persons wishing to schedule the student lounge must submit the Request to Reserve form to the Office of Student Life. Once the form is received, it is entered into the log of reservations which is posted in the Office of Student Life. If there is no conflict, the reservation is granted and the contact person is notified and a copy of the reservation form is returned to the contact person. A sign to post on the doors of the lounge the day of the event is available upon request.

- Maintenance and the Department of Public Safety will be notified of the reservation.

If the reservation is made for an after hours meeting (after 11pm or on a weekend or holiday) the sponsor may be charged a fee for maintenance and security personnel overtime.

On the day of the event, the event sponsor should post the sign on the doors of the lounge indicating that the lounge will be closed for a special event, the time, and the sponsoring organization.

### **SPACE REQUEST FORM AND RENTAL AGREEMENT**

All student activities, which are social in nature, e.g., dances concerts, talent shows, musicals, etc., must have a minimum of one University full-time administrator/faculty member present in addition to one security officer. Rental fees and other charges are explained in the Space Request and Rental Form. Student Organizations are responsible for completing a Space Request and Rental Form and a work order, if necessary, two weeks prior to any on campus event.

### **USCB STUDENT SOCIAL EVENT POLICIES**

The following policies have been adopted to protect USCB students and property. These policies are intended to regulate any social events held by student organizations on the USCB campus. Failure to abide by these policies could result in disciplinary action as outlined in the USCB Student Handbook under “Student Organization Non-Academic Discipline System Procedures.”

All parties/dances sponsored by student organizations must be held in the Student Lounge unless special permission has been obtained from the Director of Student Life to hold the event in another location.

- a) If admission is charged, the entry table for the event must be supervised by the adviser (or designated faculty/staff person) and one student at all times and pre-numbered tickets must be issued. Beginning and ending ticket numbers must be recorded and submitted to the Business Office with all admission money received.
- b) All persons entering the event must show a valid ID. Only USCB students and their guests (one guest per student) will be permitted to enter the event. If the sponsoring organization wishes to invite special outside groups (such as a student organization from another college) to attend their event, they must indicate this on their original facilities request form. The Director of Student Life will approve or disapprove this request and will communicate this decision to the sponsoring group. No one under the age of 18 will be admitted unless they are a USCB

student or a member of an approved outside group.

- c) **No alcohol will be served at or brought in to any student event.** The sponsoring organization and Security will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
- d) No weapons of any kind will be permitted at events. Once a person leaves the event (leaves the building), he or she must pay again to re-enter the event.
- e) The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor (or designated faculty/staff member). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
- f) The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.

The advisor or designated faculty/staff member must be present for the entire dance/party.

### **CAMPUS POSTERS/PUBLICITY POLICY**

*This campus policy is in addition to the solicitation policy already in existence.*

The office of Student Life is interested in assisting student organizations and campus departments and offices in their efforts to publicize their activities while maintaining the beauty of the USCB campus. A variety of avenues are available for publicizing, including The Shark Byte and USCB E-briefs.

- 1) All publicity must be on a bulletin board. Publicity is not allowed on/around any other surface including: windows, doors, stairwells, light fixtures, clocks, trash cans, sidewalks, furniture, telephones, trees, or cars. Publicity found in these areas will be removed immediately.
- 2) There will be open boards that are for the use of the entire University community. All items on these boards must be approved by the Office of Student Life. Each organization is responsible for removing their out-dated materials.

- 3) No posters larger than 30"x24" (LxW) will be allowed on the open boards.
- 4) Banners may be hung only with the permission of the Office of Student Life.
- 5) All publicity for open boards must obtain permission in the Office of Student Life. A maximum of 10 days to post a flyer is allowed.
- 6) No item may be placed on the bulletin board outside of the Business Office as this is designated for mandatory Human Resource postings.

#### Solicitation by Student Organizations

Registered USC Beaufort student organizations may solicit in designated areas under the following conditions:

- a) The organization must complete a space reservation form, available from the Director of Student Life's Office.
- b) The Vice Chancellor for Student Development must be made aware of outside speakers and/or performers being brought through sponsorship by USCB student organizations to the campus.
- c) The Vice Chancellor for Student Development (or designee) must approved student fund raising activities; a fund raising audit sheet must be completed after each event.
- d) Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Vice Chancellor for Student Development (or designees).

### **FINANCIAL CODE IMPLEMENTATION**

These Financial Codes shall replace all previous financial codes prior to 2003 and shall become effective when passed by the Student Senate and approved by the President of the Student Government, the Vice Chancellor of Student Development and the Chancellor of the University.

### **UNIVERSITY POLICIES AND PROCEDURES**

All University policies and procedures are available on the web at the following address: <http://www.sc.edu/policies/>