

**Manual  
for  
Tier III Organizations**

**University of Connecticut  
Department of Student Activities  
Trustee Student Organization Support**

**Effective 7/1/2024**

**Title:** Manual for Tier III Organizations

**Responsible Area:** Trustee Student Organization Support

**Applies To:** All Tier III Organizations (exceptions noted in the document)

**Effective:** July 1, 2023

**Description:** Includes policies and guidelines governing the actions of the University's Tier III Organizations, including registration and training requirements, eligibility, and financial policies.

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# Part One: Basic Tier III Organization Foundation

## I. Introduction to Tier III Student Organization Manual

This document is intended to set and distribute policies as well as provide guidance to student officers of Tier III Organizations at the University of Connecticut in fulfilling their responsibility to ensure compliance with relevant University and State policies. Tier III student leaders are responsible for familiarizing themselves with these policies and ensuring that their Organizations always comply. Failure to comply with these policies may result in sanctions including suspension of access to facilities, restricted funding and expenses, and/or recognition by the University as a registered student organization (RSO).

Tier III Organizations were established by the University and are managed daily by students with oversight from the University. The Storrs Organizations include Daily Campus, Graduate Student Senate (GSS), Nutmeg Publishing, Student Union Board of Governors (SUBOG)<sup>1</sup>, UConn Student Television (UCTV), Undergraduate Student Government (USG), and WHUS Radio. Regional Tier III Organizations include Avery Point Associated Student Government (ASG), Hartford Undergraduate Student Government (USG), Stamford Student Government Association (SGA), Waterbury Associated Student Government (ASG), the School of Social Work Graduate Student Organization (GSO) and the Law School Student Bar Association (SBA). Procedures for Regional Tier III Organizations mirror those of Storrs recognizing differences in reporting and support structures at their own campuses where appropriate. Regional campus Tier III Organizations should consult with their campus support staff for additional policies and guidelines.

The tiered system of student organizations was created by the Department of Student Activities in 2007 to establish distinctions between different types of student organizations based on their purposes, levels of risks, and financial responsibilities. The “Tier III” designation describes Organizations supported by student fees with high visibility on campus, high accountability to a large constituency of students, moderate to high-risk activities, regular interaction with University staff, and reliance on the University for funding, financial support, facilities, and event planning support.

“Tier III Organizations” include Trustee Accounts and non-Trustee Accounts. Trustee Accounts were established by the University with approval from the State of Connecticut. Trustee Accounts are operated in compliance with [Sections 4-52 through 4-57a of the Connecticut General Statutes](#), the [State of Connecticut Comptroller’s Office, State Accounting Procedures Manual for Trustee Accounts](#), [State Internal Control Guide](#) and other relevant Federal, State and University policies. All these documents were used to develop this manual and are cited where appropriate.

Tier III Organizations may develop specific internal operating policies and procedures to meet their Organization’s objectives, however Organization policies cannot conflict with Tier III policy, University policy, State or Federal law.

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<sup>1</sup> SUBOG is a Tier III Organization, but is not a Trustee Account.

The policies in this document supersede all other previous policies, implied or explicit. Procedures and processes for these policies will be provided and made available by Trustee Student Org Support (TSOS).

## **II. The Office of Trustee Student Organization Support**

The mission of Trustee Student Organization Support (TSOS) within the Department of Student Activities is to provide training, support, and resources for Trustee Student Organizations, their leaders and campus stakeholders in order to assure effective stewardship of resources and to enhance the UConn student experience.

<p style="text-align: center;"><b>Trustee Student Organization Support (TSOS):</b></p>
<p style="text-align: center;"><a href="mailto:trusteeorgsupport@uconn.edu">trusteeorgsupport@uconn.edu</a> trusteeorgsupport.uconn.edu Student Union, Room 302 2110 Hillside Rd, Unit 3008, Storrs, CT 06269 Phone: (860) 486-6461</p>
<p style="text-align: center;"><b>Director</b> Krista O'Brien <a href="mailto:krista.obrien@uconn.edu">krista.obrien@uconn.edu</a></p>

## **III. Policy Development and Review**

The Manual for Tier III Organizations is available on the Trustee Student Organization Support (TSOS) website. TSOS will present any new or updated policies that take effect at the start of the fiscal year, July 1. These updates will be communicated during an August training session and via email during the summer.

TSOS conducts a comprehensive review of these policies annually. Additionally, TSOS may update or modify Tier III Organization policies at any time to reflect changes in State or University policies. TSOS values the input, opinions, and comments of all student leaders regarding these policies. Student leaders are encouraged to share their feedback throughout the year. TSOS also invites Tier III officers to participate in structured discussions and presentations on potential changes and new policies throughout the year.

## Part Two: Basic Registration and Eligibility Policies for Tier III Organizations

### I. Organization Registration Requirements

- A. Tier III Organization registration requirements are consistent with registration requirements for all RSOs at the University of Connecticut, as stated in the [Blueprints Student Organization Manual](#).
  - 1. Failure to comply with the minimum RSO requirements may result in a 'Frozen' Organization registration status. A 'frozen' status may include a freeze on the Organization's Business Services account, loss of space reservations on campus, and removal from UConntact until the organization's status is returned to 'Active'.
- B. Organization Annual Re-Registration
  - 1. All student organization registrations expire at the end of the academic year. Accordingly, all student organizations must re-register and submit an up-to-date student organization registration form in UConntact with all officers accurately listed utilizing the SOLID equivalent position.
  - 2. Storrs Trustee Student Organizations must submit required foundational documents via QualiBuild.
    - i. Org Chart Hierarchy, Org Chart Supplemental, Batch Payroll Update (if applicable), Operating Budget for the upcoming Fiscal Year, and current constitutions and bylaws.
- C. Officer Training Status
  - 1. Officers of Tier III Organizations must be in compliance with the training requirements set forth in Part Two, III.
- D. Governing Documents:
  - 1. Constitutions:
    - a. Tier III Organizations are required to keep an updated copy of their constitution on their Organization website and on file with TSOS at all times.
    - b. All Tier III constitutions must include the following information:
      - i. Name of the Organization
      - ii. Mission Statement
      - iii. Membership Composition (defining membership)
      - iv. Officers (including basic responsibilities and infrastructure in place to address the duties of officers who cannot or will not fulfill their obligations in the short term &/or long term)
      - v. Decision-Making Model (include all types of decisions, including votes on money, officer selection/removal, etc.)
      - vi. Meetings (frequency, quorum, affirmative votes required to pass a motion)
      - vii. Constitutional Amendments
      - viii. Enabling Clause
    - c. At least every four years, the constitution must be reviewed and ratified with advisement from TSOS.

- d. When changing or updating a constitution outside the four-year cycle, the Tier III Organization must notify the Director for Trustee Student Organization Support within a week of favorable vote by the Organization.
- 2. Supplemental Governing Documents:
  - a. Every Tier III Organization is required to maintain up-to-date copies of the following documents at all times:
    - i. [Organization Chart](#) that visually represents the reporting structure of the organization's leadership as well as the [supplemental sheet](#) including notations of those who are paid, how much they are paid per hour, and who is designated as signers for financial documents and supervisors/Time Approvers.
    - ii. [Position Descriptions](#) for all elected or appointed positions, including but not limited to executive officers, board members, committee chairs, department heads, senators, and staff members (student or non-student). These descriptions must include the primary responsibilities of the position, expected time commitment per week, and the qualifications needed to gain the position.
  - b. Tier III Organizations may have supplemental governing documents in addition to a constitution (by-laws, internal member expectations, committee standing rules, employee handbook etc.). If an Organization has bylaws, they are required to have an updated copy of those by-laws on file with TSOS.
- 3. Advising Requirements:
  - a. Presidents must meet regularly with the Organization's advisor(s) designated by the University.
  - b. Treasurers must meet regularly with the Organization's financial advisor(s) designated by the University.
  - c. Each Organization may designate additional regular advising sessions at the beginning of each semester in coordination with the Organizational advisor(s).
  - d. Organizations may establish advisory boards to help develop Organizational vision and direction and to offer advice related to Organization policies and procedures, but those members cannot vote. While established advisory boards may include faculty, staff, or community members, per the [Blueprints Manual for UConn Student Organizations](#), "the control, operation, and responsibility of a student organization must reside with the students" (Blueprints Manual, pg. 4).

## **II. Storrs Student Leaders Eligibility Requirements:**

- A. Per the [Student Leaders Eligibility Policy](#), student leaders must remain in good academic standing, based on their semester grade point average and cumulative grade point average, during the time they are holding or seeking to hold a student leadership position.
  - 1. Enrollment Status
    - a. Student leaders must be currently enrolled at the UConn Storrs campus and have their 'General University Fee' paid.
    - b. Student organization leaders must pay the respective group fee of the organization in which they are seeking or holding office.
  - 2. Academic Status

- a. Student leaders in officer positions as defined in the Student Leaders Eligibility Policy must not be on any form of scholastic probation, including ‘Subject to Dismissal’. Students found ineligible due to scholastic probation (but not subject to dismissal) may appeal as per the process outlined [here](#).
- b. Students seeking to hold certain positions must not be on any form of scholastic probation during the time that they are seeking the respective leadership position. found ineligible due to scholastic probation (but not subject to dismissal) may appeal as per the process outlined in the aforementioned policy [here](#).
- c. Any student who is determined to be ‘subject to dismissal’ by the Registrar’s Office is not eligible to seek or hold a leadership position as defined in the policy and is not eligible to appeal.
3. To ensure compliance with this policy, a final list of officer contact information must be sent to the Organization Advisor within 3 business days of their election/selection or by the deadline set each year by TSOS.

### **III. Officer Training:**

#### **A. Required Training**

1. All Tier III Organization officers are required to complete the following trainings:
  - a. Introduction and Stewardship Training (annually, late Spring, Module 1)
  - b. Stewardship of Assets Training (annually, late Spring, Module 2)
  - c. Financial Policies Training (annually, Spring, Module 3)
  - d. SASFAC Training (annually, Fall, Module 5)
  - e. Sexual Harassment & Proactive Training (once- in person)
  - f. FERPA Online Training (annually)
  - g. SOLID Inclusion and Belonging Training
  - h. SOLID RSO Hazing, Harming, and Harassment Behaviors Online Workshop
2. Storrs Trustee Organization Presidents and Treasurers plus two other officers, designated by the President as authorized signers, are required to attend Financial Procedures Training (annually, Fall, in person).
3. Trustee Organization Presidents and Treasurers plus any officer involved in the hiring process or designated as a supervisor or primary/back-up ‘Time-Approvers’ are required to complete Hiring & Time-Approver Training (annually, Spring, Module 4)
4. TSOS reserves the right to require additional training for Tier III organization leaders as needed.

#### **B. Triad Leadership Program for Storrs Undergraduate Tier III Organizations**

1. Storrs Undergraduate Tier III Organization officers must participate in the training necessary for their positions.
2. In order to maintain an active registration status, Storrs Undergraduate Tier III Organizations must meet the following attendance requirements:
  - a. April and August Retreats – Each Tier III Organization is required to send at least four officers, including the President (or corresponding officer) and Treasurer (or corresponding officer).
  - b. January Retreat – Each Tier III Organization is required to send at least three officers.
  - c. Monthly Meetings – Each Tier III Organization is required to send at least two officers.



**Tier III Training Chart by Position:**

Tier III Org Position	Required Trainings	Optional Trainings
President	<ul style="list-style-type: none"> <li>• Triad April Retreat<sup>2</sup></li> <li>• Module 1 Tier III Intro/Stewardship</li> <li>• Module 2 Stewardship of Assets</li> <li>• Module 3 Financial Policies</li> <li>• Module 4 Hiring &amp; Time Approver (if designated)</li> <li>• Triad August Retreat<sup>2</sup></li> <li>• Module 5 SFAC</li> <li>• SHP Training</li> <li>• FERPA Training</li> <li>• SOLID I&amp;B</li> <li>• SOLID H3</li> </ul>	<ul style="list-style-type: none"> <li>• Triad January Retreat<sup>2</sup></li> <li>• Triad Monthlies<sup>2</sup></li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Triad April Retreat<sup>2</sup></li> <li>• Module 1 Tier III Intro/Stewardship</li> <li>• Module 2 Stewardship of Assets</li> <li>• Module 3 Financial Policies</li> <li>• Module 4 Hiring &amp; Time Approver (if designated)</li> <li>• Triad August Retreat<sup>2</sup></li> <li>• Module 5 SFAC</li> <li>• SHP Training</li> <li>• FERPA Training</li> <li>• SOLID I&amp;B</li> <li>• SOLID H3</li> </ul>	<ul style="list-style-type: none"> <li>• Triad January Retreat<sup>2</sup></li> <li>• Triad Monthlies<sup>2</sup></li> </ul>
Executive Officers	<ul style="list-style-type: none"> <li>• Module 1 Tier III Intro/Stewardship</li> <li>• Module 2 Stewardship of Assets</li> <li>• Module 3 Financial Policies</li> <li>• Module 4 Hiring &amp; Time Approver (if designated)</li> <li>• Module 5 SFAC</li> <li>• SHP Training</li> <li>• FERPA Training</li> <li>• SOLID I&amp;B</li> <li>• SOLID H3</li> </ul>	<ul style="list-style-type: none"> <li>• Triad April Retreat<sup>2</sup></li> <li>• Triad August Retreat<sup>2</sup></li> <li>• Triad January Retreat<sup>2</sup></li> <li>• Triad Monthlies<sup>2</sup></li> </ul>

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<sup>2</sup> Given the nature of their organizations, the executive officers of the Graduate Student Senate and the regional campus Trustees are not required to participate in the Triad Leadership Program. These officers will receive alternative training as needed or requested.

## Part Three: Organization Transparency

### IV. FOI, FERPA, and Ethics

As a result of [case law](#), student government organizations in Connecticut are deemed the ‘functional equivalent’ of a state agency and are required to follow the open meetings and record keeping provisions of the [Freedom of Information Act \(FOIA\)](#). The Department of Student Activities requires all Tier III Organizations to comply with the spirit of FOIA.

#### A. Open Meetings Provision

1. Meetings must be in a physical location on campus, advertised and open to the public (constituents/student body), where all present can hear all the proceedings without need of technology. **COVID Update: The public meetings provision of FOIA has been amended to allow for virtual meetings and virtual participation. Organizations are able to have in person meetings, hybrid meetings, or fully virtual meetings. Virtual meetings must be held via Webex, the University’s sponsored platform.**
2. Executive/Board Meetings
  - a. Executive officers of Tier III Organizations must meet on a regular and consistent basis throughout the academic term. Summer meetings are allowed and encouraged in order to appropriately address Organizational and financial commitments, as long as they meet the requirements of public meetings.
  - b. Executive Meetings must be scheduled in collaboration with the Organization Advisor so that they are available to attend these meetings as needed.
3. Organization Meetings Days, Times and Locations: Tier III Organizations must submit the days, times, and locations of regularly scheduled meetings to TSOS via email within two weeks of the start of the semester and publish on their website/listserv/social media.
4. Budget Meeting: Trustee Organizations must offer the opportunity for constituents and members to provide input into budget processes. Notification and timing must be such that student leaders can consider the information in their budget preparation and deliberation. Budgets and associated documentation must be approved by formal vote of the Organization.

#### B. Records Provisions

1. Meeting Agendas
  - a. Meeting agendas must be created for all Organizational meetings, including board meetings, staff meetings, budget meetings, committee meetings, sub-committee meetings, and funding committees, if applicable.
  - b. Meeting agendas must be maintained in Organization files.
  - c. Meeting agendas must be published on the Organization’s website at least 24 hours before the meeting.

2. Meeting Minutes
  - a. Meeting minutes must be taken for all Organizational meetings, including board meetings, staff meetings, budget meetings, committee meetings, sub-committee meetings, and funding committees, if applicable.
  - b. Meeting minutes must be typed and published on the Organization's website within a week of the meeting.
  - c. Minutes must be taken in a level of detail so that all the business conducted at the meeting can be discerned by reading. COVID Update: due to the amended FOIA, meeting minutes must indicate whether an attendee was in person or virtual.
  - d. Executive officers of Trustee Organizations should be aware that written correspondence related to official student government business is very likely to fall within the definition of a public record and could be subject to public disclosure unless otherwise exempt. This includes emails created in the course of official student government business and sent/received from an official position-specific email address.
- C. FERPA: [The Family Educational Rights and Privacy Act](#) (FERPA) protects the privacy of student education records. In order to comply with FOIA open meeting and records provisions, students appointed as Executive Officers of Tier III Organizations acknowledge and consent to the disclosure of public information and records related to their position as Executive Officer which would be subject to disclosure under FOIA if not otherwise protected from disclosure under FERPA. Such consent is limited to the foregoing and does not extend to any other student information and records protected under FERPA.
- D. Ethics: Tier III Organizations must abide by the State of Connecticut [Code of Ethics](#) in their handling of conflicts of interest.

## V. Budgets

- A. Operating Budget (Comptroller's Manual)
  1. Each Organization must adopt a detailed [operating budget](#) for the fiscal year beginning July 1 and ending June 30th.
  2. The approved operating budget for the coming year must be submitted to TSOS by the last day of finals during the spring semester.
  3. No financial transactions for the coming fiscal year will be processed/approved without the approved operating budget and meeting minutes on file with TSOS and until the 4 authorized signers have completed the required training (see Part 2, III).
  4. If changes are made to the operating budget during the year, the updated and approved budget must be submitted to TSOS within a week of adoption.
- B. [Student Activity and Service Fee Advisory Committee \(SASFAC\)](#) will request of each organization prior to a formal presentation to the committee:
  1. Completed Fact Sheet and Narrative Questions
  2. Completed budget spreadsheet including past actuals, past projections, current operating budget and 2-years of budget projections.
  3. Formal approval of all documents at an Organization meeting.

## **VI. Financial Record Keeping**

- A. [State Comptroller's Manual Section III](#) stipulates that Trustee Accounts operate on a fiscal year ending June 30, maintain a double entry bookkeeping system and produce annual financial statements including a comparative balance sheet and statement of operations as well as other reports required for internal purposes.
- B. Authorized Signers:
  - 1. Only the President, Treasurer, and two other formally elected/appointed officers designated by the Organization are eligible to be authorized 'Signers' and allowed to transact business on behalf of the Organization.
  - 2. 'Signers' must successfully complete all required training prior to being authorized to conduct business on behalf of their organization. (see Part 2, III)
- C. Where DSA collects and maintains original records, Trustee Organizations must keep copies (electronic copies are acceptable unless otherwise noted) of all financial records.
- D. Trustee Organizations must maintain, archive and request to destroy all other records in accordance with State and [University policy](#) through TSOS.
- E. Outstanding Obligations
  - 1. The State Comptroller's Manual requires timely payment of obligations defined by the State Accounting Manual to be within 45 Days. Trustee Organizations must ensure monies owed are delivered within 45 days, examples being payment to outside vendors, reimbursements for members or the monthly university bills. It is TSOS policy that Trustee Organizations with outstanding liabilities over 45 days are unable to process new transactions until past due obligations are addressed.
  - 2. State law dictates that responsibilities continue after a check has been issued. Trustee Organizations must investigate all outstanding checks, escalate efforts to contact payees and maintain records of all efforts to contact payees until escheatment.
  - 3. Storrs Organizations must respond to DSA, and Regional Organizations to their respective fiscal officer, with the status of outstanding checks in the requested timeframe.

## **III. Inventory**

- A. State of Connecticut Property Control Manual Policies define inventory as assets that have an initial usable life that extends beyond a single reporting period (one year).
- B. Both the [State of Connecticut Property Control Manual Policies](#), and the [Comptroller's Manual](#), dictate the security, tracking, reporting and annual physical verification for all inventory. The individual responsible for the day-to-day property management function cannot be the same individual to conduct the physical verification.
- C. TSOS requires that the annual verification of inventory be done jointly by both the incoming and outgoing Presidents or their designees during officer transition.
- D. Removable items highly susceptible to theft must be under lock and key and subject to more frequent verification. ([State Comptroller's Manual](#))
- E. Trustee Organizations must utilize the [Inventory Control Forms](#) provided by TSOS which also categorize the equipment as Capital \$1000 and over, and Controllable, under \$1000. ([State of Connecticut Property Control Manual](#))
- F. Organization inventory must be used for its intended purpose to maintain warranty rights and to mitigate risk.

- G. Inventory must only be used for the primary benefit of the constituents of the Organization and should not be used for the personal benefit of any individual(s) or department(s) nor used for any purpose that is illegal or in violation of any State or University policy.
- H. Prior to accepting donated equipment, Organizations must notify TSOS to ensure compliance with all applicable laws and regulations. ([State Comptroller's Manual](#) Section IV, B. 6)
- I. Organizations seeking to discard, sell or transfer inventory items that are no longer used must consult TSOS for review and guidance. Inventory subject to surplus will follow University surplus policies and procedures.
- J. Organizations must notify TSOS of lost, missing, unaccountable or damaged property immediately upon discovery ([State Comptroller's Manual](#)) and must identify such on the inventory listing.
- K. Trustee Organizations that purchase equipment for Tier II Organizations still retain ownership and all policies and procedures apply.

## **VII. Organization Website Requirements**

- A. Tier III Organizations are required to develop and maintain an Organization website.
- B. Minimum required elements for Tier III Organization websites:
  1. Purpose/Mission Statement.
  2. Governing Documents (Constitution, By-laws, Codes of Conduct, etc.).
  3. List of student officers, including office hours and contact information. Key officers must utilize generic email and mailboxes for all organization business which is transitioned to new officers each year.
  4. List of board members/professional staff members (if applicable) with contact information.
  5. Up-to-date meeting dates, times, locations, agendas, and minutes.
  6. Proposed and approved operating and SASFAC budget information.
  7. If a funding organization: funding policies, procedures and deadlines.
- C. Tier III Organizations are required to have an up-to-date UContact page, with a roster and position roles that are accurate.

## **VIII. Organization Events**

- A. Any event organized, sponsored or funded by Tier III Organizations must be approved in a meeting of the Organization and documented in minutes before the pursuit of financial commitments or advertising.
- B. Storrs Tier III Organizations planning an event or activity on campus must comply with any applicable University building ([Student Union](#)) and Event policies, including but not limited to: [Large, Outdoor and/or Late Events](#), [Amplification](#) policies. Regional Organizations planning an event on their campus must comply with applicable campus regulations.
- C. Storrs Organizations planning an event or activity off campus must be advised through the DSA [Off-Campus Activity Advising \(OCA\) process](#) and submit the initial event submission along with purchase requests. Regional Organizations are invited to seek out resources on their campus.
- D. Events or Activities involving overnight lodging, carpooling, or minors, may be subject to additional policies to ensure compliance.

## Part Four: Trustee Organization Employees

Depending on their mission and organizational circumstances there may be situations where Trustee Organizations may consider hiring student or non-student staff. Any decision to hire staff is a serious one and raises numerous important labor and legal issues. Trustee Organizations seeking to employ must work with TSOS and ensure an accurate and updated Organizational Supplemental Chart. Module 4 Training is required for students involved in the Hiring and Time Approving process (See Part Two, III). Note that some students may be ineligible for compensated positions based on documented status or visa, so Organizations should work with TSOS to discuss implications of paid employment.

### IX. Student Employees

- A. Trustee Organizations are responsible for upholding the policies outlined in the [Student Employment Guide](#) developed by the Office of Student Financial Aid Services – Student Employment.
- B. In keeping with [Student Employment policies](#), during the fall and spring semesters, full-time students shall not exceed 20 hours per pay week (Friday through Thursday) in all jobs.
- C. Students compensated for their work in the Organization, including officers and executive officers elected or appointed, are employees of the Organization. As such, all students employed by a Trustee Organization must have a [job description](#) that clearly defines compensable tasks and be given an offer letter which includes the signatures of two Organization Authorized Signers.
- D. Payments to students that are employed by a Trustee Organization must be processed through the University’s [payroll system](#).
- E. Student employees must be paid hourly with wages not lower than the State of Connecticut minimum wage.
- F. Student employees must submit all forms, properly completed, prior to the start of their employment, which will be communicated by TSOS.
- G. Per U.S. Homeland Security, international students may be subject to compensation limitations dependent upon their type of visa, type of payment proposed by the Organization and/or the student’s employment outside of the Organization.
- H. Time Keeping, Time Approvers and Supervision
  1. Any employee of the Organization must report their time on a bi-weekly basis and is considered a “Time Keeper”.
  2. Students charged with approving a timecard(s) are considered “Time Approvers” and that role does not necessarily coincide with being a supervisor.
  3. There must be at least one primary Time Approver and one back-up Time Approver for each paid employee.
  4. Students responsible for approving time or given a supervisory role must participate in Hiring & Time Approver Training prior to their responsibilities (see Part Two, III).
  5. Should there be a performance issue, Organizations must follow the Organization’s governing documents outlining the removal process of elected/appointed members and officers. If no process is outlined or doesn’t apply to the employee, then Organizations must refer to the [Student Employment guide](#) for disciplinary steps.

**X. Non-Student Employees**

- A. Any final decision regarding the hiring of a non-student employee by a Trustee Organization including terms of employment (e.g. hours, start date, salary, etc) will require agreement between the Trustee Organization President and Director of Student Activities in accordance with Human Resources, Student Activities and other applicable University policies, procedures and guidelines.
- B. The Trustee Organization President (or designee), if applicable, and the assigned TSOS staff supervisor are responsible for defining tasks and designing position descriptions for non-student employees which must conform to University requirements and be approved by the Director of Student Activities and the Department of Human Resources in advance of posting/advertising.
- C. Staff members employed by Trustee Organizations are State/UConn/ Department of Student Activities employees. As such, they are subject to ALL policies, procedures, expectations, rights and responsibilities associated with this position.
- D. The TSOS staff supervisor is responsible for approving time and writing and conducting performance evaluations, including goal setting as defined by the University, and will do so in consultation with, and input from, the Trustee Organization President/Designated student supervisor.

## Part Five: Critical Financial Policies

The following represents key financial policies related to the operation of Trustee Student Organizations; please note this is NOT a complete list of applicable policies but rather those determined to be of significance specifically to Trustee Organizations. As previously noted, Trustee Organizations are responsible for adhering to ALL applicable policies and procedures detailed in the *State Comptroller's Manual Section IV, A 2* Policy Statement. Additional source policies are either denoted or linked in the following section.

### I. Revenue

#### A. General Policies

1. Sources and purpose of all revenue must be fully documented and inclusive of reconciliation (e.g. a deposit of \$100 for participation sales also shows 20 tickets sold at \$5/ticket).
2. Organizations cannot maintain a petty cash fund.
3. All cash belonging to the Trustee Organization must be properly secured, under dual control and submitted for deposit as soon as possible after receipt but no later than:
  - a. 24 hours or next business day when total receipts are \$500 or more.
  - b. 7 calendar days when total receipts are less than \$500.
  - c. Cash received must be deposited and cannot be used for the direct payment of any obligation.
4. Organizations planning to collect revenue (e.g. admission charge) for an event or sell products or services must consult with TSOS in advance.
5. Trustee Organizations are required to collect sales tax if they engage in the sale or resale of tangible property or services and must consult with TSOS.
6. Raffles and gambling related activities are prohibited, including but not limited to, the sale of tickets for a chance to win, poker games and gambling tournaments.
7. Cash donations to a Trustee Organization may be accepted without the advanced approval of TSOS if:
  - a. Each individual donation is less than \$250.00,
  - b. The donor does not request of a tax receipt, and
  - c. The donor does not limit the use of the funds in any way.
  - d. Cash donations not meeting all the aforementioned criteria must be made directly to the University Foundation.

#### B. Fundraising/Charities: Trustee Organizations considering any sort of fundraising activity must submit a proposal to TSOS for review and have it approved prior to the start of the fundraising event/activities.

1. The State Comptroller's Manual prohibits the expenditure of student fees to benefit a charity. A separate account must be established to account for revenue and expenses associated with a fundraiser.
2. Only the net proceeds (revenues less expenses) may be donated to the charitable organization.
3. Trustee Organizations that fund other organizations must have policies that prohibit Tier II Organizations from raising revenue in any way and for any purpose as a result of their funding.



- C. Monetary Prizes/Awards: Trustee Organizations must consult TSOS staff should the expenditure of student fee money lead to the receipt of a prize or award whether monetary or otherwise.
- D. Grants: Organizations interested in applying for a grant must submit a proposal to TSOS two months in advance of the application date to allow for a thorough review of the proposal material. TSOS will oversee the grant until it is closed.
- E. Miscellaneous Revenue: Trustee Organization leaders must consult TSOS staff prior to using the Miscellaneous revenue code.

## II. Expenditures

### A. General Policies

1. Prior to the commitment or expenditure of funds on behalf of a Trustee Organization, the following must be in place:
  - a. Organizational approval of the expense and justification in a public meeting and documented in meeting minutes,
  - b. Completed documentation and approval of two authorized signers, and
  - c. TSOS financial review for compliance with applicable policies including, but not limited to, University Procurement, Purchasing, and Accounts Payable.
2. Trustee Organizations are exempt from paying sales and use tax per Conn. Gen. Statute #12-412(1)(A).
3. The University reserves the right to withhold payment for any of the following reasons:
  - a. The purchase violates the law, these policies, or those set forth by the Organization.
  - b. The Organization is found to be out-of-compliance with other State, University, TSOS or Organization policies.
  - c. The purchase lacks the properly completed and/or timely submission of required documentation.
  - d. Funds were committed without prior approval of the Trustee Organization, without approval of the Organization's authorized signers, or without TSOS review for compliance. Individuals who commit funds without authorization may be held personally responsible for the payment of goods or services.
4. According to the [State Comptroller's Manual](#), student fee money cannot be used for the following:
  - a. Routine expenditures such as equipment, supplies, forms and postage for State use.
  - b. Repair or maintenance of State equipment (except certain jointly used equipment).
  - c. Professional books, magazines and memberships in professional organizations not related to specific trustee account functions or for which the greater benefit does not accrue to students.
  - d. Salaries for services that are the responsibility of the institution or agency.
  - e. Expenditures providing a personal benefit to a student or non-student, for which the greater benefit does not accrue to the fee-paying students as a whole, including but not limited to personal memberships, fines, late fees or similar charges (penalties).
  - f. Student fees cannot be used for the benefit of a charitable organization. Please see Part 5, I, B.

- g. In general, payments are not allowed in advance of receipt of goods and services with the following exceptions allowed by the State Comptroller's manual: Event/Conference registration, Insurance Premiums, Membership, Software License/Support, Subscriptions and Postage.
  - h. In general, payments must be made directly to vendors. Exceptions to this policy are at the discretion of TSOS and will be made in situations where direct pay is impossible.
5. Alcohol cannot be purchased as per the University's Policy on Alcoholic Beverage Sales and Service.
  6. Neither students nor any support staff have the authority to sign a contract.
  7. Trustee Organizations that fund Tier II Organizations, must have policies & procedures that:
    - a. Limit funding support to University recognized Tier II student organizations,
    - b. Detail eligible expenses, funding levels, and deadlines,
    - c. Are content neutral.
- B. The value and specifics of the purchase will determine the purchase method used and the documentation required. This is detailed in Tier III Procedures.
- C. Additional Policies Specific to Expenditure Type/Expense Code:
1. Gifts:
    - a. Gifts of any kind cannot be given to vendors or State/University Staff or faculty or used in lieu of payment for services.
    - b. Gift cards cannot be given to graduate assistants or student workers of the Organization.
    - c. Cash/Debit gift cards are prohibited (e.g. Visa, American Express, Mastercard). Organizations are required to discuss implications of gifts and gift cards with TSOS considering [Tax Compliance](#) policies and procedures.
  2. Promotional Items are subject to University contract and the approved vendor must be quoted prior to pursuing an alternative supplier. All materials must follow the University's [brand standards](#) and [endorsements](#) policies.
  3. Refreshments/Food:
    - a. Any time a Trustee Organization purchases a meal for a group of people for an activity when not traveling and not open to all students, it is considered a Business Meal per the [University Travel & Entertainment policy](#) and subject to the limitations and documentations per those regulations.
    - b. Tips or gratuity are permitted up to 20% of the pre-tax, pre-delivery total. No additional gratuity will be paid/reimbursed above a vendor stipulated gratuity (typically reflected in the bill as a service charge).
    - c. Meals during travel on official Trustee Organization business where meals are consumed are addressed in the travel section below.
  4. Awards/Prizes:
    - a. Trustee Organization employees involved in the hosting of a contest cannot be eligible to win said contest.
    - b. Trustee Organizations interested in sponsoring an award or scholarship for students must consult TSOS for guidelines and procedures.
    - c. Per University Financial Aid, cash prizes/scholarships must be awarded to individuals through the Financial Aid process.

- d. Per University Procurement policy, gift cards can only be purchased in quantities to be depleted in a specific event and cannot be an inventory item for distribution over a period of time or many events.
5. Conference/Event Registration is not eligible for reimbursement but can be paid in advance.
6. Travel
  - a. Trustee Organizations' travel will be guided by the [University Travel Policy](#).
  - b. International Travel is also subject to the [Student International Travel policy](#).
  - c. The DSA Off-Campus Activity Advising Policy applies to all off-campus travel (see Part Three, VI. C.).
  - d. Personal Vehicle Use:
    - i. Students traveling in their personal vehicle on organization business may be eligible for the
    - ii. Students traveling in their personal vehicle must have a valid operator's license for the date of travel and automobile insurance in the minimum amounts of \$50,000/\$100,000 (third party liability) and \$5,000 (property damage liability).
    - iii. Students cannot be compensated for commuting to campus.
  - e. Meals:
    - i. While traveling on Organization business, students can be paid per diem at the rate established in the [travel policy](#).
    - ii. Per diem for specific meals will not be paid when lodging, venue, or event provides meals for participants.
  - f. Trustee Organizations are allowed to pay for staff travel expenses only when the following are met:
    - i. Organization is also paying for student travel expenses,
    - ii. Regular State funds are not available to cover staff participation, and
    - iii. The trip is not part of the curricular activities of the students (per the State Comptroller's Manual).
7. Co-Sponsorship: Trustee Organization leaders must consult TSOS staff prior to using the Co-Sponsorship expense code.
8. Miscellaneous: Trustee Organization leaders must consult TSOS staff prior to using the Miscellaneous expense code.