

Maintaining An EXISTING Club

- ☐ Funding Deadlines – Early Marathon, Regular Marathon, Appeals
- ☐ Forms (What They Are, Where To Find Them)
- ☐ How To Submit Forms
- ☐ What is Treasurer's Training?
- ☐ How To Create/Edit a Club Page
- ☐ How To Access SUMS
- ☐ How To Edit lists.brandeis.edu
- ☐ Who To Ask About Club Changes (Name, Constitution, etc.)
- ☐ What To Do When Changing Club E-Board Positions
- ☐ How To Become a Secured Club
- ☐ More Questions?

Steps detailing how to complete these items are listed on the following pages.

□ 1: Deadlines – Early Marathon, Regular Marathon, Appeals

It is imperative that someone from your club is subscribed to the Club Leaders listserv to receive important deadlines regarding funding submissions. If you are not already part of the Club Leaders listserv, go to the link below and click on the bottom left where it says “subscribe”:

lists.brandeis.edu/wws/subscribe/clubleaders

Once subscribed you will get emails regarding Early and Regular Marathon REQUEST deadlines as well as SUBMISSION deadlines. These deadlines will be sent via email to the Club Leaders listserv.

Early Marathon – Allows your club to submit funding requests before the semester begins. Early Marathon funds are only usable during the first few weeks of the following semester. You may not carry over these funds into Regular Marathon. If you do not use Early Marathon funds that you are allocated, they will be redistributed to all other clubs during the Regular Marathon period.

EARLY MARATHON REQUESTS: Requests must be submitted by the date specified by the Student Union, usually late November or early December for the spring semester and late April or early May for the following fall.

Regular Marathon – Provides funding for the rest of the semester, beginning at the end of the Early Marathon period (usually about one month into the semester). You cannot request funding for sessions lasting past the end of the semester. For example, you cannot incorporate funding for January dance classes during your request for the fall semester, which ends in December. This type of request can only be made during the Early Marathon session, which will take place sometime in late November/early December. You cannot keep unused funds for the following semester.

REGULAR MARATHON REQUESTS: Requests must be submitted by the date specified by the Student Union, usually late September or early October for the fall semester and late January or early February for the spring.

Full Semester Marathon – Clubs with yearlong costs are able to request their entire semester’s funds during Early Marathon periods. (e.g. clubs with weekly instructors, coaches, publication fees, etc.) If you know you are going to have the

same instructor for the entire semester, instead of requesting their payment both in early and regular, you can request everything all together in full semester marathon.

FULL SEMESTER MARATHON REQUESTS: Requests must be submitted by the date specified by the Student Union, usually late November or early December for the spring semester, and late April or early May for the following fall.

Appeals – About two weeks after Regular Marathon funding has been allocated, there will be a short period where you may appeal for additional funding for your club. The process for requesting funding is the same as the process for Early and Regular Marathon.

APPEALS REQUESTS: Requests must be submitted by the date specified by the Student Union, usually late October for the fall and late February for the spring semester.

Separate forms must be submitted AND processed before the end of each marathon period. The Student Union will send out official deadlines toward the end of each marathon period. This means that you will have to sign separate contracts for Early and Regular Marathon. The exception to this is if you are requesting funds through **Full Semester Marathon**, which will only require one set of forms that encompass funding for the entire semester.

For example, if the African Dance Club receives \$900 in Early Marathon funding for the spring semester, lasting until February 15, they must submit all forms (e.g. ICA, signed by the vendor when necessary; W-9; NEPRF) well before this date in order to be processed in time. If the African Dance Club receives another \$2,000 for Regular Marathon lasting until May 3, they will have to submit newly completed forms denoting the new amount before this date.

☐ **2: Forms (What They Are, Where To Find Them)**

ALL CLUBS

Anti-Hazing:

Massachusetts state law requires that each student organization sign a form acknowledging and agreeing to abide by the Hazing Law of the Commonwealth of Massachusetts.

Clubs and organizations must submit this form by the third Senate meeting of the academic year. Failure to do so will result in the immediate DECHARTER of the club or organization without exception. Members of the Student Union Government or the Department of Student Activities can provide your club with a copy of the anti-hazing form.

PAYMENT

NEPRF/PRF:

Both the NEPRF and PRF forms can be generated through your SUMS account. You will learn how to make a print these resources in Treasurer's Training.

Form	What Is It?	What Do I Need?
PRF	Used to reimburse students for non-labor expenses and certain payments to vendors	<ul style="list-style-type: none">- Original receipt from a store or original invoice.- If it is an online order, you need a printed receipt AND a copy of credit card/bank statement showing charges made.- If a vendor is being paid for the first time by the University, you need a W-9 form signed by the payee.
NEPRF	Used to make a payment to an independent contractor	<ul style="list-style-type: none">- Independent Consultant Agreement (ICA)- Consultant Requisition Form (if over \$1500)- Invoice- If a vendor is being paid for the first time by the University, you need a W-9 form signed by the payee.

Brandeis W-9:

What Is It?	Where Is It?
The W-9 is a tax form that must be filled out when working with a consultant or business. You must fill out the Brandeis-specific version.	http://goo.gl/uigP4m

Independent Consultant Agreement (ICA):

What Is It?	Where Is It?
The Independent Consultant Agreement is an agreement between the University and the contractor regarding policy and liability.	http://goo.gl/bYOSDW

Invoice:

What Is It?	Where Is It?
An Invoice is a statement issued by a buyer to a seller outlining the description and costs for goods and services provided, indicating the sum due.	The consultant, contractor, or business should be able to provide you with an invoice. You can also create the invoice and have the consultant, contractor, or business review it for approval. Invoice templates can be found online.

Consultant Requisition/Acquisition Form:

What Is It?	Where Is It?
Used to make payments of \$1,500 or more.	http://goo.gl/lgTc1Q

OTHER

Food Waiver:

<http://goo.gl/A4HgSS>

It is required that clubs use Sodexo for their catering needs, unless the total cost for food for a single events amounts to less than \$100, or falls under one of the criteria listed on the form. If a

club would prefer NOT to use Sodexo's catering services, they must fill out the form and return it to the Department of Student Activities for approval two weeks before the event takes place.

Miscellaneous:

brandeis.edu/financialaffairs/allfinforms/index.html

☐ **3: How To Submit Forms**

The following forms, if pertaining to your club, must be brought to the Department of Student Activities for signatures. Club members cannot sign contracts for their instructor, performer, etc.

- ☐ Independent Consultant Agreement
- ☐ If the vendor has their own contract to submit, please include that along with the Brandeis contract (ICA)

The Department of Student Activities is located in Shapiro Campus Center (SCC) Room 203 and is open from 9am-5pm, Monday-Friday. Bring the above mentioned forms to this office with your NAME, EMAIL ADDRESS, and CLUB NAME written on a post-it. When your forms are ready, the Department of Student Activities will contact you to pick them up.

When and if these forms are approved, bring them up to the Student Union office. The office is location in the SCC on the 3rd floor, directly above Student Activities. Drop off the forms in the bin in the back of the Club Resource (Romper) Room, which will be labeled for new forms. You can access this room by walking through the Student Union office or by heading directly into the Romper Room with authorized card access. In addition to the forms that you picked up from the Department of Student Activities, you must also bring the following forms to the Student Union:

- ☐ NEPRF
- ☐ Consultant Invoice
- ☐ W-9 (Brandeis Version)
- ☐ Consultant Requisition/Authorization (if applicable)

NOTE: All forms should be SINGLE SIDED and NOT STAPLED. Please paperclip to keep forms together.

NOTE: It is best practice to turn all of your forms in together. While many of these forms do not need signatures from the Department of Student Activities before going to the Student Union, it is a good idea to turn in all forms in to the Department of Student Activities, when possible. This way, your requests and payment instructions are clear to the person signing off on the paperwork. Additionally, if all your forms are already together, you can simply walk all the forms up to the Student Union when your contracts are ready!

☐ **4: What is Treasurer's Training?**

Treasurer's Training takes place once every semester. It is **MANDATORY** for a club representative from every club to attend this training **EVERY** semester. If your club does not send a representative, they will not receive funding.

The Training is given by the Student Union Allocations Board (A-Board) and teaches clubs how to request funding, sign up for marathon sessions and how to use SUMS. This training provides a comprehensive overview of how you can manage your club finances in a timely manner and answers questions about funding. The Student Union will give you a step-by-step outline of how to make requests and process forms.

Emails about the time, date and location of the Treasurer's Training will be sent out through the club leaders listserv. If you are still unsure about certain forms or procedures after attending this meeting, you can find information on the Student Union website:

union.brandeis.edu

Feel free to email the Student Union for additional clarification. ABoard and Treasurer emails can be found at the link above. You can also contact the Club Support Committee or the email below (which is a general group email with representatives from Student Activities, the Student Union Treasury, ABoard and Steve Costa, Budget Analyst) for general inquiries:

clubfinance@brandeis.edu

☐ **5: How To Create/Edit a Club Page**

Every club has a page that appears on the Brandeis “Student Clubs and Organizations” page, which provides general information about the club. To update or edit this, you will need to fill out the “Club Website Update Form” on the Student Activities website.

Student Activities:

brandeis.edu/activities

Club Website Update Form:

<http://goo.gl/ssLbZJ>

Student Clubs and Organization Page:

brandeis.edu/clubs

Your constitution will need to be emailed to Kelly Whiffen, the Department Coordinator for Student Activities (kwhiffen@brandeis.edu). If you want to change something about your club (e.g. what category your club is listed under), specify this as well.

☐ **6: How To Access SUMS**

If you have forgotten your username and/or password for SUMS, email:

clubfinance@brandeis.edu

Sign into your SUMS account to make funding requests or sign up for ABoard meetings. If you are having trouble with SUMS or need help navigating the page, email or make an appointment with an ABoard member. Their office hours and contact information can be found at the following:

union.brandeis.edu/Aboard/

☐ **7: How To Edit lists.brandeis.edu**

A ListServ is an email list for your club so you can send messages about upcoming meetings, events or other announcements. People interested in joining your club can add themselves to the listserv (or be added by a club administrator) to keep informed. ListSers usually have the following format:

clubname@lists.brandeis.edu

Learn how to maintain the list and adjust the settings by looking at the following page on the LTS website:

lts.brandeis.edu/techhelp/content/mailing-lists.html

For support, contact the Help Desk through Library and Technology Services. You can call them at the following number, or visit them in person at the Goldfarb Library.

Goldfarb Main Library, Level 1
781-736-4357 (x6HELP)

☐ **8: Who To Ask About Club Changes (Name, Constitution, etc.)**

To make any big changes to your club, you will need to contact the Senate and attend a Senate meeting. Email the Club Support Committee Chair (contact info can be found on the Student Union website), and let them know what you are hoping to change (e.g. your club name or constitution). They will provide further directions and have you present your case at a Senate meeting.

If your changes are approved, make sure to update your club page if necessary. Steps for this can be found under item **5: How To Create/Edit a Club Page**

☐ **9: What To Do When Changing Club E-Board Positions**

If members of your Executive Board (E-Board) change, you will need to make sure that the appropriate people are listed in the appropriate places:

A. SUMS –

1. Go to brandeisweb.com
2. Click the “Club” tab
3. Click the “Club” subtab
4. Click on your club name
5. Click “Edit”
6. Fill out the positions and contact email accordingly
7. Hit “Save and Close”

For more information on using SUMS, see item **6: How To Use SUMS**

B. Lists.brandeis.edu –

You will need to make the appropriate individuals Owners, Moderators and Administrator on your listserv page.

1. Log in to lists.brandeis.edu.
2. Click on “admin” next to your club name on the left panel.
3. Under “Casual Administration” click “Edit List Config.”
4. Click “List Definition”
5. Add leaders under “Owner” and “Moderator,” editing the preferences to your liking.

For more information or assistance, see item **7: How To Edit lists.brandeis.edu**

C. Club Page –

Make sure the correct contact person is listed on your Club page. To update this, see item **5: How To Create/Edit a Club Page**

D. Club Leaders ListServ –

To stay informed and up-to-date on mandatory club leader meetings, workshops, deadlines and events, join the Club Leaders ListServ. ALL CLUBS (including A Cappella groups, Secured Clubs, etc.) should have at least one representative subscribed to this list, usually a President and/or Treasurer.

You will receive emails about:

- a. Activities Fairs (Fall and Spring)
- b. Mandatory Treasurers Training
- c. Early and Regular Marathon Sessions
- d. Performance Applications (e.g. Culture X)

Go to the link below and click on the bottom left where it says “subscribe:”

lists.brandeis.edu/wws/subscribe/clubleaders

E. Romper Room Access

For access to the Club Resources Room, also known as the Romper Room, visit the Student Union or contact the Student Union Secretary directly. The Romper Room is on the third floor of the Shapiro Campus Center and provides tools such as printers, copiers, scanners, video editing stations and more so that clubs may plan create, and publicize events.

☐ 10: How To Become a Secured Club

Secured clubs are specifically mentioned in the Student Union Constitution. They are a special class of clubs that cannot be de-chartered and that receive a fixed amount of the Student Activities fee each semester. Secured clubs can only be created and removed by a constitutional amendment and are generally derived from existing chartered clubs. Secured clubs on campus are those that are considered essential to the Brandeis community.

If you feel your club is essential to the University and should be included as a Secured club, the process to make that change is as follows:

1. Draft an amendment to the constitution that includes the club name as a secured club. The Secured Organizations are listed in Article VI Section 1.4: <http://union.brandeis.edu/home/constitution#TOC-Article-VI:-Union-Organizations>

The Article of the Constitution pertaining to the Amendment process:
<http://union.brandeis.edu/home/constitution#TOC-Article-XII:-Amendments>

2. Get a Student Union Sponsor (a member of the Student Union to sponsor your proposed amendment).
3. Present your final amendment proposal to the Student Union Secretary.
4. Your amendment will be validated by the Secretary if signed by 10 Union members, making it an official amendment proposal. No changes can be made on your part after this.
5. At the next Senate meeting (held on Sunday evenings) you will present your amendment.

If the Senate agrees to send your amendment to a vote:

1. Within 15 days of the Senate meeting, a vote will take place for the entire student body. Within eight days of the vote, the Secretary will announce the amendment proposal to the entire campus body.
2. During this time, you will submit to the Secretary an argument FOR your amendment. The email to the campus body will solicit arguments AGAINST your amendment. All arguments against your amendment must be received at least 48 hours prior to the voting period beginning.
3. The voting period: The ballot will contain the proposed amendment, the constitution and by-laws, and the argument(s) for and against the amendment. Students have the option to vote in favor of the amendment, against it or abstain. Abstentions will not count in the total number of votes cast. You need a 2/3 majority vote of the votes that were cast.
4. If your amendment passes, the Secretary will certify the results and formally amend the constitution, making you a secured club.

☐ **11: More Questions?**

For additional information about maintaining your club, visit the Resource Depot Handbook. This handbook contains information about booking rooms, advertising for your club, requesting funds, and answers all other questions about making your club a success.

brandeis.edu/activities/leadership/handbook.html

If you cannot find what you are looking for, you can email one of the following individuals with your specific questions:

Group email with representatives from Student Activities, the Student Union Treasury, ABoard and Steve Costa, Budget Analyst
Questions regarding Finances, ABoard, and SUMS
clubfinance@brandeis.edu

For non-finance related questions, email the current Club Support Chair, found on the Student Union website.