

Fund Officer Agreement

In order to be a Fund Officer you must read this document and agree to its terms. By approving your name on the registration form, you are agreeing to the terms of THIS page. All fund officers must be students enrolled at UW Green Bay.

The organization's members agree to be responsible for any debts that the organization may incur that cannot be paid from the organization's budget, or that are incurred as a result of failure to follow state purchasing guidelines.

NOTE: The organization's ADVISOR is NOT responsible for any debts incurred by the organization.

Fund Officers agree to maintain the organization's funds in a University Agency Account or in a SUFAC Account managed by the Student Engagement Center.

Registration of an organization does not imply endorsement or sponsorship of that organization by the University. Nor does it imply that the University is liable for the actions of the organization or its members, agents, or representatives.

Fund Officers understand that the University liability coverage cannot and does not apply to the students or the activities in which they are involved, such as those of this student organization. Furthermore, they understand that they may be held legally responsible for any negligence in their part.

Fund Officers agree to abide by the rules, regulations, and policies of UW-Green Bay as outlined on the Dean of Students web page and on the University Policies web page: <https://www.uwgb.edu/directory/policies/> , and SUFAC Organization Funds Guidelines. A variety of other state and university rules affect registered organizations; consult the Student Engagement Center for more information.

Fund Officers certify that the organization is nondiscriminatory in its membership and service policies. It is the policy of UW-Green Bay, as well as federal and state laws that prohibit discrimination against any student because of race, color, ethnic origin, creed, political affiliation, veteran status, sex, marital status, sexual preference, arrest or conviction record, physical or mental disability, or age. Each student organization is responsible for insuring its regulations, traditions, and sponsored events comply with all of the above.

Fund Officers understand that registered student organizations may use the name "University of Wisconsin-Green Bay" only if the name of the University FOLLOWS the name of the organization and only if the organization is clearly designated as a student organization in all advertising and publicity materials.

Violation of any UW-Green Bay policy may subject the organization to UW-Green Bay disciplinary action. It is the responsibility of student organizations to become thoroughly

familiar with the policies regarding the non-instructional use of university facilities.

Any organization which becomes defunct as judged by SUFAC during the academic year and has received money from student fees will have those fees revert to the Contingency Fund to be dispersed to other student organizations. Registration does not obligate SUFAC to budget any organization.

EACH STUDENT ORGANIZATION MUST PROVIDE THE NAMES AND E-MAIL ADDRESSES OF AT LEAST TWO STUDENT MEMBERS WHO AGREE TO SERVE AS REPRESENTATIVES OF THE ORGANIZATION. THESE STUDENTS ASSUME FINANCIAL AND LEGAL RESPONSIBILITY FOR THE ORGANIZATION AND ARE THE MEMBERS AUTHORIZED TO DISPERSE MONEY FROM THE ORGANIZATION'S BUDGET, MAKE ROOM RESERVATIONS, AND USE THE UNIVERSITY FACILITIES.

Reviewed March 2022