Last updated: 10/29/2026 (*Reflects '26-'27 Exec Board*)

UMSGINC

Student Organization Handbook

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*****Adopted by the GSS per resolution 45S-EXE-02-01-2023**

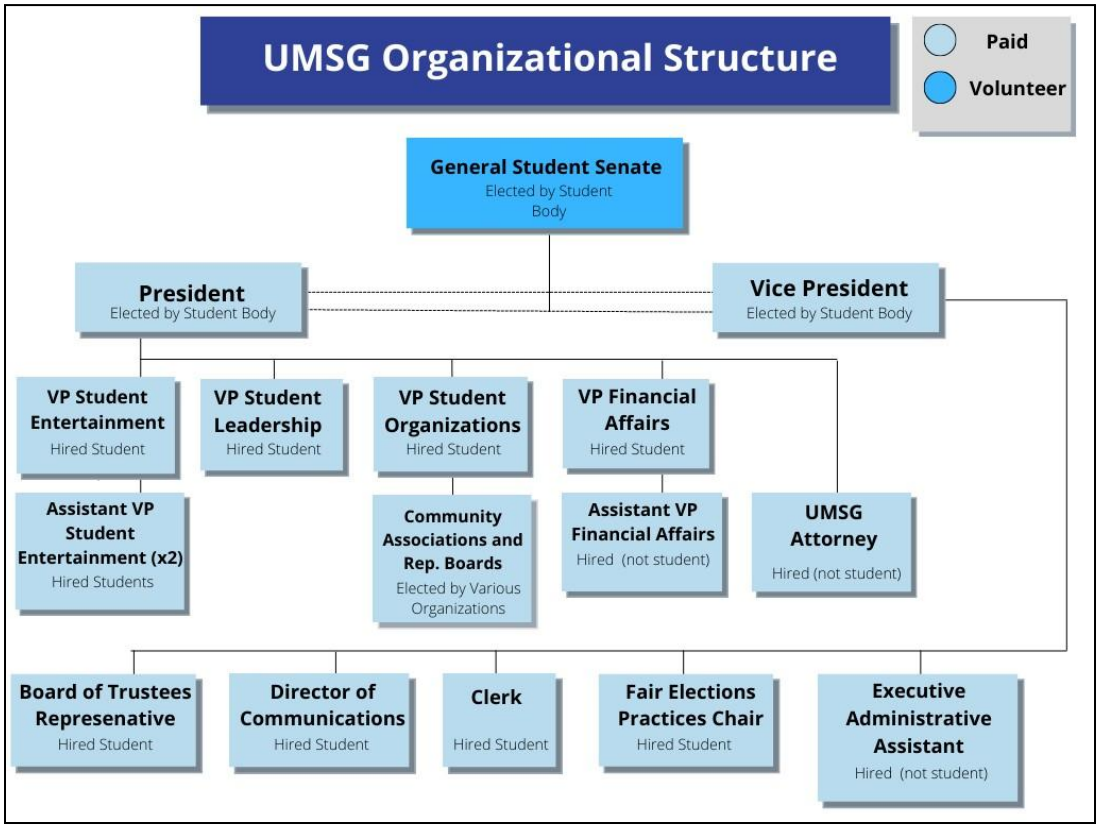
Land Acknowledgement

The University of Maine Student Government recognizes that it is located on Marsh Island in the homeland of the Penobscot Nation, where issues of water and territorial rights and encroachment upon sacred sites are ongoing. Penobscot homeland is connected to the other Wabanaki Tribal Nations — the Passamaquoddy, Maliseet, and Mi'kmaq — through kinship, alliances, and diplomacy. UMSG also recognizes that the Penobscot Nation and the other Wabanaki Tribal Nations are distinct, sovereign, legal, and political entities with their own powers of self-governance and self-determination.

Welcome to UMSGINC

If you're reading this, you're most likely stepping into the role of a Student Organization officer. Congratulations! Whether you're taking the reins from a previous officer or starting a club, we are here to support you. The University of Maine Student Government (UMSG), a student-run 501(c)3 nonprofit, advocates for students independently from the University. With a seven-figure annual budget sourced from the $100 student activity fee, UMSG funds events and student clubs, provides free legal resources, and represents student interests. This packet guides you through Student Government processes like recognition, funding, and essential organizational details. Feel free to reach out anytime regarding further assistance, questions, or concerns!

How is UMSGINC Structured?



*UMSG is divided into two branches: The **General Student Senate** and the **Executive Team.***

What are the Basic Responsibilities of Each Branch?

The General Student Senate

- Final decision maker of all affairs.
- Approves all funding, recognition, and resolutions.
- Acts as an information hub and reports on various parts of campus.
- Responsible for discussing and debating the issues brought before the Senate in the interest of representing the undergraduate student body.

The Executive Team

- Coordinates the efforts of Student Government.
- Manage the four divisions of the organization (Entertainment, Leadership, Organizations, and Financial Affairs).
- Represent the student body to the university administration and surrounding community.
- Address issues brought to them and work to assist students in their campus efforts.

UMSGINC Executive Branch

POSITION	NAME	EMAIL *(Fall 26 - Spring 27)*
President	Cynthia Shelmerdine	**Cynthia.Shelmerdine@maine.edu**
Vice President	Hazel Sparks	**Hazel.Sparks@maine.edu**
Vice President for Student Organizations (VPSO)	Alayna Dana	**Alayna.Dana@maine.edu**
Vice President for Financial Affairs (VPFA)	Matthew Webber	**Matthew.Webber@maine.edu**
Vice President for Student Entertainment (VPSE)	Ellie Granat	**Elan.Granat@Maine.edu**
Vice President for Student Leadership (VPSL)	Trishelle Ames	**Trishelle.Ames@Maine.edu**

****** Reflects the Fall 26 - Spring 27 Executive Team***

Role of the President–

- Serves as the chief executive officer of Student Government and sees that all decisions of the GSS are faithfully executed.
- Represents and expresses the wishes of the General Student Body to any persons outside of Student Government.
- Supervises the Executive Branch of UMSG.

Role of the Vice President–

- Acts as president of the General Student Senate and runs all meetings of the General Student Senate.
- Assists in supervising the Executive Branch of UMSG.
- Responsible for fulfilling any Presidential duties in the case the President is absent.

Role of the Vice President for Student Organizations– ●

Supervises the Division of Student Organizations (DSO).

- Serves as the primary point person for all recognized student organizations and manages the Student Organization Committee
- Acts as the supervisor of all Representative Boards and Community Associations.

Role of the Vice President for Financial Affairs– ●

Supervises the Division of Financial Affairs (DFA).

- Advises the Executive Team and General Student Senate on all matters of finance.
- In charge of managing the funding process for all eligible student organizations and running the Executive Budget Committee (EBC).

Role of the Vice President for Student Entertainment– ●

Supervises the Division of Student Entertainment (DSE).

- Leads and coordinates the programming events of the DSE.
- Works with the Student Entertainment Committee (SEC) to organize all programming events of the DSE. Handles and manages the DSE budget.

Role of the Vice President for Student Leadership– ●

Supervises the Division of Student Leadership (DSL).

- Leads recruitment efforts for UMSG Inc.
- In charge of "passion projects," those that students are passionate about and don't fall under other committees or divisions.

Other Positions of the Executive Branch

- Director of Communications (Vacant, Vacant@Maine.edu).
    - Directs all social media, communication, and advertising affairs of UMSG.
    - Point person for any student org looking to advertise through our socials.
- Director of Technology (Ethan Cratty, Ethan.Cratty@Maine.edu).
    - Manages the UMSG website and assists in all technological affairs.
- Chair of the Fair Election Practices Commission (Emma Smith, Emma.Rose.Smith@Maine.edu).
    - Works to structure and execute fair elections for Student Government and recognized organizations.

(****Reflects the Fall 26 - Spring 27 Executive Team)*

UMSGINC Legislative Branch (General Student Senate)

Role of a Senator– (This could be you)

- Represent their respective colleges and fellow students in all decisions of UMSG.
- Hold various elected positions within the GSS, including chairs of committees and liaisons to various parts of campus.
- Approve/disapprove of funding requests, resolutions, and recognition of student organizations.
- Hold the executive team accountable to their respective offices and direct said individuals when deemed necessary.
- Ensure that the mission of UMSG is faithfully executed to the best of the organization's ability.

Role of a Representative– (This could be you)

- Report to the senate on all things relevant to Student Government regarding their respective groups.
- Informs the GSS on all issues and perspectives of their constituents.
- Ask questions and contribute to the general discussions and debate of the GSS.

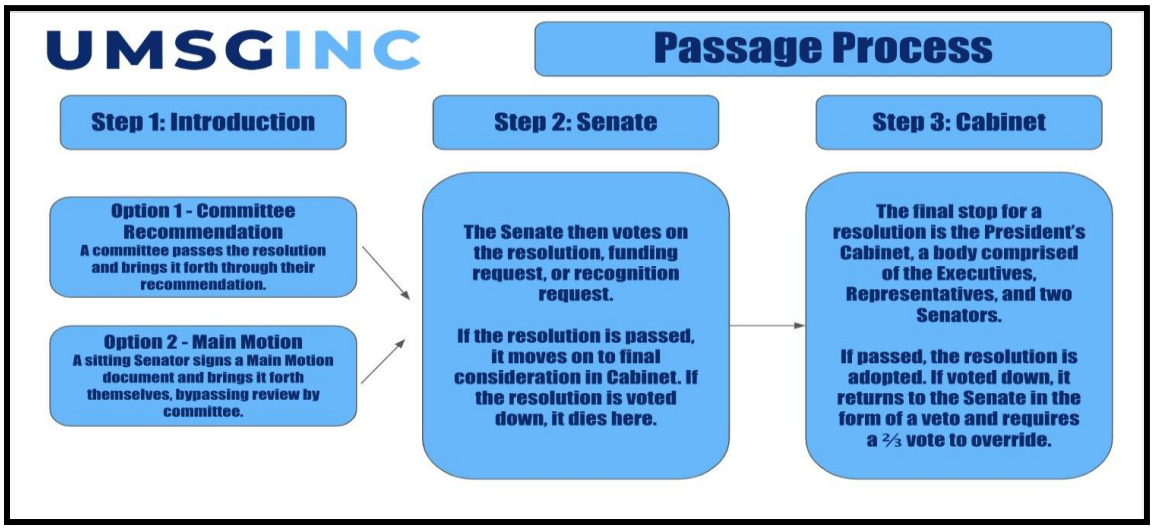
What is a Resolution?

A resolution is a document that details a formal decision of the General Student Senate. These resolutions can be in the form of various acts and serve different purposes depending on the content. Each resolution passed is dated, signed by the President and Vice President, and documented in the UMSG archives. Below is a short list of possible resolution styles:

- *An Act to Urge*: An official statement from UMSG urging a body to do something.
- *An Act to Modify*: Modifies the governing documents of the Student Government and changes policy.
- *An Act to Allocate*: Directs UMSG funds to an organization or other group. Such as to a club for a trip or event.
- *An Act to Amend the Constitution*: A petition to amend the University of Maine Student Government Constitution that requires a referendum vote from the entire undergraduate student body.

While resolutions are primarily sponsored by and within UMSG, all undergraduate students and organization officers are free to reach out to any member of the Student Government with proposals and ideas for initiatives or assistance with authoring their own resolutions!

Process of Resolution Passage–



Governing Documents:

Student Government abides by six (6) main governing documents:

UMSG Constitution

- Outlines the organizational structure of UMSG, including descriptions of each position, information on the General Student Senate (GSS), finances, and the ways in which Student Government operates structurally, financially, and legislatively. The student body must approve any changes to this document through a referendum vote.

Senate Standing Rules

- Outlines the administrative function of UMSG, including information on Senators, other Senate offices, General Student Senate meetings (GSS) meetings, the processes by which rules are adopted, and UMSG committees.

Senate Financial Policies

- Outlines UMSG budgetary procedures and guidelines for spending money as a 501(c)3 non-profit organization.

Hiring and Employment Policies

- Outlines the hiring process details, human resources information, non-discrimination policies, pay, and requirements to gain and maintain employment at UMSG. **Fair Elections Practices Commission Guidelines**
- Outlines how elections should be conducted by the Fair Elections Practices Commission inside the Senate, in executive elections, and standard elections outside the Senate. **Student Organization Recognition Policies (SORP)**
- Outlines the processes by which UMSG recognizes various student organizations, the requirements for an organization to become recognized at UMaine, and the necessary forms.

That concludes the quick crash course on the basics of UMSG. Each week is full of agenda items, meetings, office hours, questions, and debates. Student Government Executives, Senators, and Representatives work extremely hard and diligently to ensure we serve our student body consistently. **For any further questions regarding Student Government structure and processes, contact the President, Vice President, or VPSL (see page 4).**

What is the UMSGINC Recognition Process?

This process ensures that each organization is stable enough, has at least ten members, and meets other requirements deemed necessary to receive the following main benefits from UMSG:

1. **Access to activity fee funding.**
2. **The ability to advertise events/showcases/meetings through UMSG.**
3. **A support system of Student Leaders who can answer questions, lend a hand, and direct you to other elements of campus if needed.**

If you have received this packet, chances are you have already gone through or started the recognition process.

The Division of Student Organizations

The Division of Student Organizations, led by the VPSO, oversees student organizations' recognition, maintenance, and support. The main operational body is the SOC, consisting of the VPSO and four elected Senators, meeting weekly to interview and vet potential organizations. The recognition process involves two steps: preliminary and final recognition.

Preliminary Recognition

Preliminary Recognition is the initial step in the organization recognition process by UMSG. Following the submission of a preliminary application (found on our website under the "Student Organizations" tab), the VPSO schedules a SOC meeting. The organization introduces itself during this meeting and discusses membership, advertising/recruiting plans, and more. The SOC deliberates and, if in favor, recommends preliminary recognition to the Senate. The GSS then votes on granting preliminary recognition. If approved, the organization enters a 7-week waiting period before final recognition by the SOC, allowing time to address internal or SOC-raised issues.

Final Recognition

Final Recognition is the second step in the recognition process and if properly maintained, the last time an organization must attend the SOC. This step takes place after the 7-week waiting period between preliminary and final recognition, and the interview centers around the actions of the organization during the said period. This is to ensure that the organization is still active and has been meeting.

How to Update An Organization

Organizations that have already received final recognition **must fill out an update form once a year to maintain their recognition by the second academic week in October.** This form is necessary for UMSG to have the right contacts and information to ensure clubs can access the resources we provide. **Changes such as new officers or bylaw updates should be submitted on this form,** and any changes that happen during the year should also be

communicated to the VPSO. **The Organization Update form can be found at https://umaine.edu/umsg/home/student-organizations/update-form/.**

How to Start a Club/Reactivate an Inactive Club

The process of starting a new club and reactivating a club that has fallen inactive are similar. Both require the following steps to be completed:

1. **Complete the Relationship Agreement:** All clubs wishing to be recognized by UMSG must complete the relationship agreement, a legal agreement between ourselves and the organization regarding liability and eligibility.

2. **Complete the Model Bylaws:** Each recognized organization must have its own bylaws, essentially the organization's governing document or "constitution." UMSG provides each organization with a *Model Bylaw Template*. These bylaws outline certain practices and rules an organization must follow to stay eligible for recognition under UMSG.

3. **Complete the Student Org Fiscal Sponsorship Form:** In order to receive funding, each organization must also sign the *Fiscal Sponsorship Agreement.* This legal document establishes expectations and covers the legal responsibilities both the organization and UMSG must abide by in accordance with UMSG's 501(c)3 non-profit status.

4. **Complete the Preliminary Recognition Application:** This is an organization's fourth and final submission before the preliminary recognition process. This document asks a number of general questions about the organization seeking recognition. This form is entirely digital and is found on the UMSG website under the *Student Organizations* tab. This is where you will submit the previous three documents.

Club Officer Requirements:

Each student organization is required to have a *President, Vice President, Treasurer*, and *Advisor* to be eligible for recognition. Below are the responsibilities of each position in relation to UMSG.

- ***President* -** Responsible for the annual update form, maintaining possession of the club's bylaws/constitution, and ensuring they are adhered to.
- ***Vice President* -** Assumes the duties of the president in the president's absence.
- ***Treasurer* -** Manage the finances of the club, attend meetings of the EBC, and manage the club's University Credit Union (UCU) account if applicable.
- ***Advisor* -** All student organizations seeking to obtain or maintain recognition must have a UMaine Staff or Faculty sign on and serve as their advisor. This is required in both the preliminary application and the annual update form. Any changes or questions about advisors can be directed to the VPSO.

What is the UMSGINC Financial Process?

One of UMSG's primary roles is the equitable distribution of the Student Activity Fee (SAF), derived from $84 of the $100 activity fee included in the tuition of all undergraduate students each semester. Our mission centers around redistributing the SAF back to students through their student organizations**. Recognized organizations have the opportunity to seek financial support from UMSG for diverse purposes, including on-campus events, travel, start-up costs, and more.** While the funding process is designed to ensure the proper distribution of the SAF, our aim is to simplify the procedure and address any potential confusion or questions.

The Division of Financial Affairs

The Division of Financial Affairs, led by the VPFA, manages Student Government funds and provides financial support. The EBC, chaired by the VPFA, comprises the President, Vice President, VPSO, and four elected Senators, who meet weekly to review funding requests from student organizations. The EBC ensures requests align with UMSG's financial policies and the organization's budget. For assistance with request forms or presentations, clubs can contact the VPFA to schedule a meeting during office hours.

How do I get funding for my Club?

To initiate the funding application process, various forms must be completed based on the specific nature of the request. We suggest requesting funding at least two weeks before your event, although you may request for any event in the same fiscal year. You can find the aforementioned financial documents on the UMSG website at umaine.edu/umsg/home/financial-affairs-office/. Below, we outline the two categories of funding requests that may apply to your organization:

1. **Office Budget:** Recognized organizations can apply for a $200 office budget per fiscal year, downloadable from the UMSG website. Additional $200 requests are discretionary and subject to EBC and VPFA approval for start-up, advertising, and office-related expenses. EBC can modify and strike lines in office budgets, emphasizing specificity. New lines need EBC and Senate approval, with receipts submitted to the Financial Affairs office for reasonable reimbursement. An example form is on the UMSG website under the financial affairs tab.

2. **Additional Funding Request:** Additional Funding requests are meant for on or off-campus events, such as guest speakers, food, travel, and more. This is the primary funding request, mainly used for events or trips taken by clubs, but it can be used for supplies, tools, and specific subscriptions that are integral to individual clubs. **An** example and **annotated version of this form can be found on the UMSG website**

under the financial affairs tab. *Please complete the correct Additional Funding Request form (with or without travel). If the correct form is not filled out, your club will have to* ***re-submit the right form.***

Once filled out, the funding forms may be delivered to Pam Alden in room 150A in the Memorial Union (Student Government Offices behind the Wade Center). **In order to be considered at the following Friday's Executive Budgetary Committee meeting, forms must be submitted by 1 pm on the Thursday prior.** Once forms are submitted, the VPFA or another individual will be in contact about attending EBC, usually held each Monday afternoon.

The Executive Budgetary Committee

The EBC, consisting of the VPFA, President, Vice President, VPSO, and four elected senators, reviews funding requests from various Student Government entities and recommends them to the GSS. During EBC meetings, club officers present their requests, answer questions, and leave as the committee deliberates. If approved, the request moves to the Senate; if denied or tabled, the VPFA provides the officers with reasons and steps for resolution. **Requests under $1,000 may not require representation at the GSS meeting, while those above must present to receive funding unless otherwise permitted.**

Annual Budgets

Each year, the EBC reviews proposed budgets from representative boards and sports clubs and approves/amends/denies them accordingly. The EBC then prepares a preliminary version of the Annual Budget, which includes budgets for various entities such as offices, legal services, divisions, boards, community associations, committees, clubs, and sports clubs, which must not exceed expected revenue. **This preliminary budget is submitted to the GSS for approval at least four weeks before the end of the spring semester for the annual budget meeting. During the meeting, organizations requesting funding have an opportunity to present their budgets.** The GSS is responsible for approving the budget as a single, non-divisible resolution. The GSS has the authority to strike lines from the Annual Budget and reduce or increase the dollar amount of any budget category, provided that financial policies are adhered to, and contractual or legal obligations are not neglected.

SPORTS CLUBS and The Tier System

Sports Clubs receive support from student fees through Campus Recreation or Student Government, depending on the club's tier. Funding is distributed based on line item budgets, determined by the club's Campus Recreation tier at the end of each academic year. UMSG funds Club Sports in Tiers 1, 2, and 3. During the annual budget, the VPFA collaborates with Club Sports and Campus Recreation to pre-determine the qualifying Tier for each club for the next school year. If a club doesn't meet its goal Tier, it defaults based on volunteer hours and fundraising.

As long as each sports club is finally recognized with UMSG & Campus Recreation, has completed the necessary service hours and fundraising dollars by each tier, and has submitted all forms on time and attended all necessary meetings, UMSG will fund:

- **Tier 1 Sport Clubs - $10,000 ● Tier 2 Sport Clubs - $5,000 ● Tier 3 Sport Clubs- $2,500**

Club Sports may end up receiving more than the allocated amount at the discretion of the EBC and GSS through the regular additional funding request process for equipment or special travel, like regional or national tournaments. The VPFA, EBC, and GSS retain the right to reject or accept any additional funding requests outside the tier system. *For any further questions, please reach out to the VPFA (See Page 4).*

UMSGINC And The Center For Student Involvement

The Center for Student Involvement, a division of the University separate from UMSG, is responsible for managing all student organization ***recognition with the University***. To apply for ***University Recognition,*** organizations must do so through Campus Groups. To be eligible for recognition with the University of Maine, student groups must be unique from other organizations, have a minimum of five members, and have a staff or faculty advisor. **For questions specifically regarding University Recognition, reach out to CSI. Their contact information can be found at https://umaine.edu/studentinvolvement/.**

Through affiliation with the University, student organizations gain these benefits:

- Eligibility to ***book spaces on campus.*** These can be for events, meetings, etc.
- Eligibility to participate in the Fall Student Involvement Fair hosted on the University Mall during the first week of classes.
- Eligibility to utilize the University of Maine name and logo in conjunction with their organization.
- Ability to work with the Center for Student Involvement to promote events and meetings

Student organizations are expected to uphold the following when recognized by the University:

- Keep officers and members up to date on Campus Groups.
- Submit all events for approval through Campus Groups.
- Attend officer training each semester.

Booking Space on Campus with CSI

To book a room for your student organization, officers must first start with creating an 'Event' for their group on CampusGroups. On the form you can request a specific room or building, and the event team will then use that information to book a room on your behalf. Students are notified via Campus Groups of their confirmed location for their meeting space. **For any questions about the booking process, reach out to the Center of Student Involvement (see contact below in resources table).**

Resources Beyond UMSGINC

While UMSG provides financial, advocacy, and advertising support, we are not the only resource on campus available to students. Below is a miscellaneous list of potential departments and contacts Student Org Officers may find helpful. If you still have any questions regarding UMSG, campus, or being an organization leader, reach out to any executive or check our website for information about your Senators/Representatives!

Department:	**Email/Location:**	**Phone:**
Center for Student Involvement	um.getinvolved@maine.edu 145 Memorial Union	**207-581-8325**
Title IX	um.titleix@maine.edu 5748 Memorial Union, Room 235	**207-581-1406**
Counseling Center	**N/A** 5721 Cutler Health Center	**207-581-1392**
UMaine Police Department	um.policedepartment@maine.edu 81 Rangeley Rd	**207-581-4040**
Printing Services	um.printing@maine.edu 5761 Keyo Building	**207-581-3767**
University Credit Union	**N/A** First floor, Memorial Union	**800-696-8628**
Career Center	umainecareercenter@maine.edu 5748 Memorial Union, Room 300	**207-581-1359**

Office of Diversity and Inclusion	anila.karunakar@maine.edu Memorial Union,	**207-581-1437**