

USG Tier II Policies

Student Organization Center (SOC)

The mission of the Undergraduate Student Government is to enrich the lives of the Undergraduate Student Body through advocacy for its interests to the administration and all other appropriate bodies. We strive to help student groups reach their fullest potential through new and continuing initiatives, programs, and resources. The Undergraduate Student Government aims to foster an inclusive and collaborative community that works together effectively.

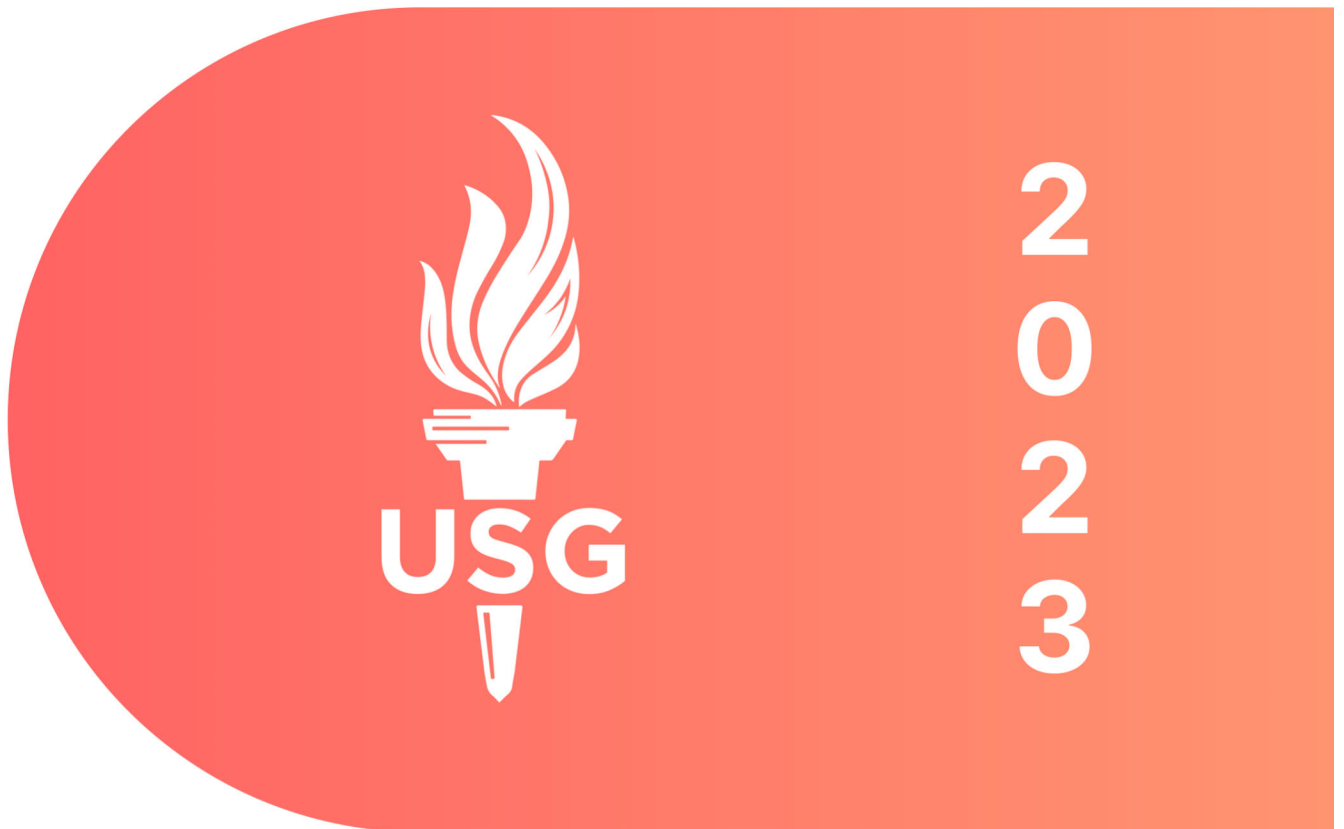




Table of Contents

All RSO's MUST be "SOLID ACTIVE" TO UTILIZE SOC RESOURCES

1. Printing Policy	3
2.1 Storage Bin/Locker Policy	4
2.2. Key Rental Policy	5
3. Mailbox Policy	6
4.1. SOC Meeting Space Policies	7
4.2. SOC Lounge Reservations	8
4.3. SOC Conference Room Reservations	9
Special Thanks	10

1. Printing Policies

Free printing is available to all "Active" Tier II Registered Student Organizations (RSOs).

A representative from an RSOs (ask defined by their UConn contact roster is permitted to choose between **100 color copies or 200 black and white copies** per week/per event. RSOs will not be able to receive complementary printing until a full week has passed from when the RSO has last reached the maximum. Alternatively an RSO can request additional copies depending on the urgency of the request. All printing exemptions need to be requested by either the President, Vice President, Secretary, or Treasurer. For more information please email the SOC Supervisor at supervisor@usg.uconn.edu.

The following items are permissible for printing: flyers promoting organization membership/events/activities, agendas, minutes, constitutions, by-laws, election ballots. RSO members may NOT print personal materials such as resumes. Flyers supporting or opposing candidates for political office are NOT eligible for printing (unless otherwise noted in the USG Bylaws).

Paper Rolls

RSO's are allowed to utilize Paper Rolls offered by the SOC Staff to satisfy their poster/banner making needs. There is currently no limit to the amount of paper RSO's take from the paper rolls, though USG reserves the right to change this policy in the event of excessive use.

2.1 Storage Bin/Locker Policy

Each RSO is eligible to reserve one locker for free. Lockers are available on a first come, first serve basis and may be reserved by filling out the SOC Storage Locker Request Form please email

SUPERVISOR@USG.UCONN.EDU for more info . Lockers may be accessed only by the President, Vice President, Secretary, or Treasurer listed on Uconntact, responses collected through the Storage Locker Request Form (Name/PeopleSoft#), and by presenting your UConn ID to an SOC Staff Member. Members may delegate another member of their organization to access the locker as long as prior notice of 12 hours is sent to both SOC@USG.UCONN.EDU & SUPERVISOR@USG.UCONN.EDU.

All RSOs, including those who currently use a locker, must renew their locker every Fall and Spring semester. 2 weeks after an email is sent out to RSO's President, Vice President, Secretary, & Treasurer listed on UConntact, RSO's can expect this email around the start of each Fall and Spring Semester.

RSOs will receive three (3) notices to pick up their items via the organization email listed on UConntact if their locker is not renewed. RSOs forfeit any and all rights to any items remaining in the locker after two (2) weeks. If items are not retrieved within two (2) weeks of initial notification, SOC staff will dispose of remaining items by returning them to the inventory action list of the purchaser (if purchased through USG or UConn funding) or through the University's official surplus process.

Lockers are located on the fourth floor of the Student Union and in SU 218. RSOs may access their lockers during SOC business hours (found on <https://usg.uconn.edu/soc/>) by visiting the SOC desk in SU 218.

Lockers are for the storage of items and/or equipment pertaining to the RSO. Storage of perishable items, flammable materials, weapons, and drugs/alcohol is strictly prohibited. RSOs may NOT alter the interior or exterior of their locker. SOC Staff reserve the right to hold surprise inspections of lockers.

2.2. Locker Key Rental Policy

An officer (President, Vice President, Secretary, or Treasurer) of any RSO that has a locker is eligible to rent a key for the academic year that may be used outside of business hours. One key is available per locker. An additional key will remain with the SOC staff to be borrowed as normal.

For the 2023-24 Academic Year, a deposit of \$150 (payable by credit card on the USG Marketplace website) will be required to rent a key. The card will only be charged when and if an officer fails to return their key at the end of an academic year. Key ownership may NOT be transferred as incoming and outgoing officers transition. A new rental agreement/deposit is required.

3. Mailbox Policy

RSOs who wish to have mail delivered to the SOC should use the following address template:

Your Organization's Name
c/o Student Organization Center
2110 Hillside Road U3061
Student Union Room 218
Storrs, CT 06269

SOC staff will notify the organization's E-Board members via the email listed on UConntact when mail has been received and is ready for pick-up.

RSOs may retrieve their mail during SOC business hours by visiting the SOC desk in SU 218.

Business hours can be found on - <https://usg.uconn.edu/soc/>

RSOs are responsible for retrieving their mail within two (2) weeks of that initial notification. Mail that is not retrieved within the two (2) week period will be returned to sender. If a representative from your organization is not available to pick up the mail within the two week period, please contact soc@usg.uconn.edu to arrange a pick-up appointment.

4.1. SOC Meeting Space Policies

SOC Lounge

No reservation is required for collaborative discussions/activities/meetings of 4-6 people depending on desk availability within the SOC Lounge. The SOC Lounge is meant to serve multiple organizations at once.

If an organization's use of the space is reported as disruptive by either a complaint or SOC Staff, the organization will be asked to alter their behavior and reminded of the SOC Meeting Space Policy. If an organization is asked a second time, they will be issued a written warning with the SOC Meeting Policies printed. If an organization is asked a third time, they will be asked to leave the space for the day.

Leaving personal belongings unattended is strictly prohibited. In the event where items are left for longer than 15 minutes, they will be moved into the USG office until the owners of said items retrieve them.

4.2. SOC Lounge Reservations

Any RSO may reserve the SOC Lounge (SU 218) once a month for up to 2 hours. While an RSO may reserve the space, SOC Staff cannot restrict anyone from entering the space as the lounge serves as an entryway for other offices located in the Student Union.

During reserved events, chairs/small coaches may be moved as long as they are not obstructing any pathways or causing unsafe conditions. SOC Staff may ask members using the space to clear any pathways that may be obstructed. Furniture must be returned to the original state in which it was found.

RSOs who fail to return the SOC Lounge to its original state following its use will be notified via the email on the reservation and may not be permitted to reserve and/or use the space in the future.

Email SUPERVISOR@USG.UCONN.EDU to make a reservation.

4.3. SOC Conference Room Reservations

Any RSO may reserve the SOC Conference Room for meetings of up to 16 people by using the following Google Calendar Reservation Form, please contact SUPERVISOR.UCONN.EDU.

Each time slot on the reservation form is 30 minutes. Each organization is permitted to schedule 2 slots back-to-back. RSOs are allowed to host up to one hour in the conference room per week unless given written approval from the SOC Supervisor for additional time slots.

RSOs must check-in at the SOC desk when they arrive for a scheduled meeting so that the room may be unlocked.

RSOs may only use the technology provided on the SOC Conference Room table which allow for screen sharing and video conferencing.

RSOs who fail to return the SOC Conference Room to its original state following its use will be notified via the email on the reservation and may not be permitted to reserve and/or use the space in the future.

Special Thanks,

Student Activities Staff -

Krista O'Brien - Director of TSOS, Associate Director of Student Activities

José Maldonado - Coordinator of Trustee Student Organization Advisement and Support

Rindaanne (Rinda) Riccio - Risk Education Support

Dawn Benjamin - Business Operations Specialist

USG Staff-

Peter Vito Spinelli - USG's Vice President

Benjamin Keilty - USG's Comptroller

USG Funding Staff, 2023-2024

USG's SOC Staff 2023-2024

Angelo Montes - SOC Supervisor

Daniya Chopra - Minutes Editor

Lani David - Minutes Editor

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Molisha Belony - SOC Staff

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Savannah Nicole DiNuzzo - SOC Staff

Matthew Locket - SOC Staff

Pranav Nair - SOC Staff

Madeline Peling - SOC Staff

Giovanni Sinta - SOC Staff

Jourdelyn (Lyric) Vargas - SOC Staff