



Student Organizations Guidelines

The Office of Student Life

An advocate for students, The Office of Student Life contributes to learning, development, and retention by providing opportunities for engagement, leadership, and empowerment through various organizations and programs. These experiences nurture campus pride and student success to advance an inclusive and equitable community.

Introduction

These guidelines will assist you in managing your student organization. We encourage you to read this handbook carefully, as it details important information about the Office of Student Life, student organizations, and the resources and programs provided. These guidelines also include information about event planning and the expenditure of student organization budgets.

After attending one of our "Leadership Training" workshops and reading these guidelines, you are ready to begin planning your organization's calendar of programs for the academic year. We encourage you to submit student organization meetings and events to the Student Life Events calendar.

The Office of Student Life staff can assist you in all aspects of your student organization activities. We want to help facilitate your planning by helping to process necessary documents and offering assistance. Please share your program plans with us, as it will enable us to help you execute a successful program. We look forward to working with you.

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Before you skip ahead to recognition, funding, or fundraising, please take a few minutes to review the following information regarding Hazing Prevention, Title IX, and Risk Management.

As student leaders, it is essential to familiarize yourself with the resources available to advocate and protect yourself and other students.

Shawnee State University prohibits students, faculty, and staff from participating in any University-recognized or sanctioned organization until they have completed Hazing Prevention Training.

Students can find their training in their email by searching "Voices for Change."

Student Organizations may not accept or initiate any person who has not completed their training.

Protecting Your Student Organization

Hazing

"Hazing" is defined as committing any act or coercing another, including the victim, to commit any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.

Students, university employees, student organizations and teams, and individuals associated with student organizations (e.g., chapter advisors, volunteer coaches, club team coaches, etc.) are prohibited from hazing. Shawnee State University will annually provide educational training on hazing awareness, prevention, and intervention to all members and prospective members of student organizations and anyone who is employed by, volunteers with, or has direct contact with student members of such organizations. The education may be provided in person, electronically, or both. **The Dean of Students Office will maintain a record of individuals who have completed the training and shall prohibit a student who does not attend the program from participating in any University-recognized or sanctioned organization until the student attends the program. Any such organization shall not accept or initiate any person who has not attended the program.**

For more information, see the following link.

[Prevent Hazing](#)

Title IX

Shawnee State University is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. The University seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff, and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex discrimination, sexual harassment, and sexual violence whenever it occurs.

For more information, see the following link.

[Title IX](#)

Date/Servant Auctions

Given concerns regarding racial and gender insensitivity and personal safety, which expose the potential for persons and/or groups either to be mocked, insulted, or hurt, auctions may be

perceived to be an ill-conceived way to raise money by devaluing a human being. With the many positive and imaginative alternatives organizations have for raising funds, the Office of Student Life feels date auctions should be avoided.

On-Campus Student Events*

*Details will change in Spring 2023

Student organizations must do the following for all on-campus student events:

1. Reserve your event through campus scheduling using Presence.
2. If food or drink will be served at your event, you must contact Aladdin at 740-351-3617 and complete a request.
3. If alcohol will be served, your student organization advisor must agree to attend and supervise the event. The organization advisor must be present for the entire event.
4. If alcohol will be served, schedule an Officer or Security Guard with the Department of Public Safety to work your event.
5. If alcohol will be served, schedule a meeting with the Director of Student Life to register your event.
6. If alcohol will be served, Student Life will provide Aladdin wristbands for identifying students 21 and older.

Other Important Information regarding alcohol

- Student organization funds may not be used to purchase alcohol.
- Event participants will not be allowed to bring their own alcoholic beverages.
- Student organizations will be responsible for their personal behavior, as well as the behavior of their guests. Students and their guests are subject to the Student Conduct Code. Students are responsible for knowing the policies set forth in the SSU Student Conduct Code. [Student Conduct Code](#)
- Aladdin reserves the right to refuse to service at their discretion.

Risk Management

Risk management considers the potential and perceived risk involved in student events and programs. It includes monitoring organization activities and taking both proactive and corrective steps to minimize accidental injury and/or loss. It is important for groups and individuals to examine the risks and liabilities associated with their activities and behaviors.

Student Organizations and the Student Conduct Code

Student Organization conduct is within the jurisdiction of the Student Conduct Code regardless of whether it occurs on or off campus. The University may hold a student organization responsible for the actions of its members when the behavior or activity is related

to the organization. Misconduct need not be officially approved by the organization membership in order to be grounds for sanctions against the organization.

Student organizations are responsible for adherence to the Student Organization Conduct Code. Students may be charged as a collective for organizational conduct violations. In addition, individual members and officers who may have committed violations of the Student Conduct Code may be referred to the Dean of Students Office for individual sanctions under the Code.

Students are responsible for knowing the policies set forth in the SSU Student Conduct Code. [SSU Student Conduct Code](#)

Student Government Association

Email SGA@mymail.shawnee.edu

Student Government Association Officers

President: Brandon Reed

Vice President: Derek Peterson

Club Coordinator: Callie Link

Secretary: Tiffany Kiwabonga

SGA represents all students and is the governing organization of and for the student body. All students are encouraged to voice their concerns or opinions to the officers of SGA.

Meeting Time and Location:

Weekly SGA Congress Meetings are held in the Student Resource Hub Tuesdays at 4:00 pm.

Duties Include:

- Recognizing student organizations.
- Representing student concerns by sitting on University Committees and recommending policies to improve educational standards and facilities.
- Assisting student organizations in registration, operation, and funding.
- Provide a forum for students to voice their opinions or concerns.

Student Organizations

Categories: Student Organizations are identified in one of the following four categories:

Academic Groups

These are clubs directly correlated with an academic program.

National Honor Societies

Honor societies are unique in that students cannot simply sign up and become a member but meet specific requirements, such as having a certain GPA in their academic discipline to be inducted.

Fraternity & Sorority Life

(Social Greek Organizations)

Greek letter organizations are another unique student group. Each group has its own set of values and ideals; however, the general mission is to develop social excellence in its members through service, philanthropy, leadership development, and campus involvement.

Special Interest Groups

This is the umbrella of a majority of the organizations on campus and includes everything ranging from Rotoract to Student Veterans of America. Wherever student interest exists, an organization can be created to meet that need.

Recognition

Returning Organizations - Steps for Transitioning Your Organization

At the beginning of every semester, update organization members through Presence. The following link provides directions.

The transition process has you look over the information for your organization and confirm that everything is up to date. When you complete the transition process, you will update your roster by marking old members as "former," updating any position changes for your current members, and adding new members.

You need specific admin access in order to transition an organization. Please contact sga@mymail.shawnee.edu for assistance if you do not see the options outlined below.

If you have received an email from Presence indicating that you need to Transition your Organization, follow the steps below to complete the transition process:

From any screen, hover over the left navigation menu on the left and select "Organizations" to bring up the organizations list.

Search for your Organization, then click on the three stacked dots to the far right of your organization's name. Select "Transition" from the menu that appears. If you don't see the word "Transition," look to ensure there's a blue box next to your organization's name that says "In Transition."

Check to be sure all the fields with a red asterisk (*) have been completed fully, as those fields are required. When you're done updating your Organization's information, scroll back to the top of the page and click on the green "Submit for Approval" button.

When you're done updating your organization's information, scroll back to the top and click the green submit button to submit your updates.

Your updates will go to SGA for review. Once they have processed your request, you'll get an email. **You will see the changes reflected on your Organization's page after your Transition request has been approved.**

Managing Your Roster

Managing your roster is an important part of keeping your organization up-to-date and organized. Here's how you can remove inactive users and update the officer positions held by current members.

From any screen, hover over the left navigation menu and select "Organizations."

From the organizations listing page, click the three stacked dots next to the organization you want to update, then select "Roster."

You can also select an organization and click the "Roster" tab. The Roster tab provides a complete list of all members and officers in the organization.

Changing A Member's Role

To change a member's role in the organization, click on the Pencil Icon to the right of a member's name. An "Edit Member" box will appear. Click on the drop-down menu to change or update a member's role. Once you have selected a new role for that member, click the green Save button.

Deactivating a Member

Follow the steps above to access the Roster page for your organization, and click the pencil icon next to the member you wish to deactivate. An "Edit Member" box will appear. Click on the red "Deactivate" box to remove a member from the organization.

New Organizations - Steps for Creating a New Organization

1. Log into the Presence student portal <https://shawnee.presence.io/>.
2. Click on "Forms" at the top of the page
3. Click on the "Organization Registration" Form
4. Complete the Organization Registration. Please note: all required fields must be completed in order to submit the form for approval.
5. Once your form is complete, click on the green "Submit" tab in the upper right-hand corner
6. You will be directed to a page where you will see your completed form. If anything needs to be changed, you can select the edit tab in the upper right-hand corner and you will be able to edit your Organization Registration. If not, click "Submit for Approval."

If your request has been denied, please review the denial reason contained within the confirmation email. Please contact SGA@mymail.shawnee.edu with any questions regarding the reason for denial.

Editing Your Organization Information

Need to make changes to information about your organization? By editing your organization, you can make changes to many areas, like meeting time, contact information, and more!

Here's How:

1. Hover over the left navigation bar, then select Organizations:
2. Locate your organization from the available list and click the three stacked dots on the right side of the table. Select edit:

You can also click the pencil icon on the top right of an organization page:

3. The next screen is the Organization Registration/Update form. This screen will be pre-populated with the information currently in place for your organization. Here, you can make changes to meeting times, your organization description, and your roster!

4. After all changes have been made, click on the "Submit for Approval" button in the upper right corner of the screen. If you want to preview your response before submitting, click on the small arrow to the right of the "Submit for Approval" button. Clicking the small arrow will also allow you to "Save as Draft" if you need to come back and finish your updates later.

Finance

Funding

Student Organizations have the option of applying for funding through SGA in the Organization Form. To receive funding, organizations are required to send a representative to the weekly SGA meeting all semester.

Account Numbers

Every recognized student organization has a University assigned account number. For more information, email sga@mymail.shawnee.edu.

Budgets

Please note that to access the Finance tool, you need specific access to your account. Contact SGA to request access if the following options are unavailable.

Single View Budget Page

The **Details** section is configurable and shows a description of the budget.

The **Budgets** section is the ledger. This section lists any sub-budgets as well as the available and allocated amounts in each, as well as the account ID. You can also create additional sub-budgets in this section by clicking the "Create Budget" button.

On the right side of the page are dedicated sections showing the budget's **Latest Requests** and **Latest Transactions**. Here, users can view the transaction's title, amount, and date. Each link is clickable and allows the user to view the related form submission for that transaction.

Requests and Transactions can be filtered by either "Current Budget Only" or "Include Sub-budgets" by clicking on the "Filter" button. you can view all Requests and Transactions by clicking on View All at the bottom of each Side Table. The cog icon can adjust the data shown in each section.

Expenditures

The Expenditure Request form is completed when you are ready to spend your money. By completing this form, you are requesting a purchase for your organization.

To complete an Expenditure Request form, hover over the left navigation menu and select Finance. In the top right corner of the Finance page, you will find the “Create” button. This quick button allows for fast access to the forms you need! You will click on “Create” in this example and select “Expenditure.”

You can also complete an Expenditure request from your organization's budget page by clicking the “Create Transaction” button in the upper right corner.

Here you can list exactly where the money will be spent and give a detailed description of the vendor. If there will be multiple vendors, you can click the Add button at the top of the expenditures section to list multiple locations with different purchases per vendor.

Once the form is completed, click the “Submit for Approval” button in the top right corner of the screen.

Fundraising

To request permission to conduct a fundraiser, please fill out and submit the following form: [Fundraising Request Form](#)

[SSU DF Procedure](#)

The following fundraising and solicitation activities are strictly prohibited by any group other than the Development Office:

- Raffles or games of chance;
- Appeals to benefit any individual;
- Direct solicitation of Shawnee State University employees, including door-to-door solicitation and any use of university email;
- Any solicitation or fundraiser not explicitly approved in writing by the Development Office prior the activity;
- Fundraisers or solicitations to raise money for operational purposes.

Student Organization Advisors

Who Can Be an Advisor

Shawnee State University permits only full-time faculty, administrators, or staff to serve as student organization advisors. Each student organization is required to have an advisor.

Advisor Expectations

- Be familiar with the organization's objectives, constitution, and bylaws.
- Meet regularly with student leaders to give them support and encourage them to accept their responsibilities, meet their objectives, and develop as leaders.
- Be familiar with University policies and risk management procedures to assist leaders in their efforts to conduct business on campus.
- Be able to help members explore alternatives as they plan activities and events and help leaders during periods of transition in an effort to maintain continuity.
- Assist the organization's efforts in securing funding from the campus.
- Alert student leaders to potential organizational problems.

It is very important that they be kept informed as to the operation and needs of the organization. The student leaders must see that the advisor receives all minutes of meetings and is kept well-informed of the program, upcoming events, and meetings. It is not the role of an advisor to "impose" himself or herself on an organization but to be an available resource to the leadership and members. Student Life serves in a general advisory role to organizations and advises as the need and particular questions arise.

Replacing an Ineffective Advisor

Occasionally an advisor to a student organization does not meet the organization's expectations or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the club or student organization should contact Student Life to discuss the problems or issues involving their advisor.

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