



Shawnee State

UNIVERSITY

STUDENT ACTIVITIES

Student Organizations Guidelines

Student Activities

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

Introduction

These guidelines are designed to assist you in managing your student organization. We encourage you to read through this handbook carefully, as it details important information about the Office of Student Activities, student organizations and the resources and programs provided. These guidelines also include important 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. Please remember, access to funding is frozen until the organization’s President and Treasurer attend a Leadership Training workshop in the fall and/or spring semesters for student organizations. Additionally, all student organization meetings and events MUST be included in the Monthly Student Activities Events calendar published by Student Activities.

The Office of Student Activities staff is available to 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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Registration and Funding

The Inter-Club Council (ICC) Chair coordinates the recognition of reactivated or new student organizations.

Fall Semester Registration and Funding

1. **Prior to Approval** – All student organization recognition applications must be filled out completely and turned in electronically to the Student Government Association by September 30th. Student organization paperwork will not be accepted after September 30th. The ICC Chair will recommend approval to SGA the student organizations seeking recognition/funding. SGA shall submit all recommendations for recognition to the Director of Student Engagement & Leadership for final approval. All recognized organizations must send one executive board member to the two ICC hosted meetings throughout the fall semester.
2. **Prior to Receiving Funding** – Access to funding is frozen until the organization's President and Treasurer attend a Student Organization Training workshop. Workshops will be held through August and September.
3. **Funding** – The SGA Treasurer shall recommend to Student Government Association the student organization(s) semester and special funding allocations. Once approved, allocations will be made to the organization's university account.

Spring Semester Registration and Funding

Returning or Continuing Organizations

When a Student Organization remains in good standing from fall semester, they do not have to submit a new application for spring semester. To remain in good standing:

1. The organization sent a representative to the two ICC meetings during fall semester.
2. The student organization has the same executive board from the previous semester.
3. The student organization remained in good conduct standing with the university.

Persisting organizations are still required to attend the two ICC meetings during spring semester.

New or Modified Student Organizations

Student Organizations who are new spring semester or have changes to their executive board

4. **Prior to Approval** – New or Modified student organization recognition applications must be filled out completely and turned in electronically to SGA by February 28th. Student organization paperwork will not be accepted after February 28th. The ICC Chair will recommend approval to SGA the student organizations seeking recognition/funding. SGA shall submit all recommendations for recognition to the Director of Student Engagement & Leadership for final approval. All recognized organizations must send one executive board member to the two ICC meetings through the spring semester.
5. **Prior to Receiving Funding** – Access to funding is frozen until the organization's President and Treasurer attend a Student Organization Training workshop. Workshops will be held through January and February.
6. **Funding** – The SGA Treasurer shall recommend to Student Government Association the student organization semester and special funding allocations. Once approved, allocations will be made to the organization's university account.

Student Organizations University Account Numbers

Every recognized student organization has a University assigned account number. The 4 digit Organization # is available in the Business Office, located in the Administration Building (Office #198).

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 Organization# Object Code

Commonly Used Object Codes:

5650	Professional Services (Speakers/Entertainers)	6260	Food Provided at Events
6110	Office Supplies (Pens, Paper)	6311	Advertising/Clothing
6190	Miscellaneous Supplies	6330	Membership Dues to Parent Org.
6210	Travel	6350	Printing and Copying Expenses

Permission to Spend Form

This form must be completed and approved before any purchase is made with university-funded student club or organization budget accounts. This form is available in the Student Activities Office. Signatures of the University Accountant for Student Organizations (Finance Office, Administration Building) and the Director of Student Engagement & Leadership (Student Activities, University Center) are required.

Student Organization Advisors

Who Can Be an Advisor

Shawnee State University permits only full-time faculty and administrators 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 campus
- Alert student leaders to potential organizational problems.

It is very important that he/she be kept informed as to the operation and needs of the organization. It is the responsibility of the student leaders to see that the advisor receives all minutes of meetings and is kept abreast 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 Activities 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 expectations of the organization 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 Activities to discuss the problems or issues involving their advisor.

Student Government Association

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 University Center, 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.
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Protecting Your Student Organization

Hazing

Hazing (as defined by law of the State of Ohio) to coerce and/or force another to do any act, for initiation into, and/or as a condition of participation in a student organization or activity, that causes and/or creates a substantial risk of causing mental and/or physical discomfort, embarrassment, harassment, and/or ridicule to any member and/or prospective member. Organizations or individuals found responsible of violation will be subject to removal.

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 offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money. With the many positive and imaginative alternatives that organizations have for raising funds, the Office of Student Activities feels date auctions should be avoided.

On Campus Student Events (alcohol and non-alcohol events)

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

1. Reserve your event through campus scheduling.
2. If food or drink will be served at your event, you must contact Sodexo at 740-351-3617 and complete an Entertainment Expense Form.
3. If alcohol will be served, your student organization advisor must sign the Agreement to Supervise form, agreeing 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 Engagement & Leadership to register your event. Please provide the Agreement to Supervise form and confirmation from the Department of Public Safety.
6. If alcohol will be served, Student Activities will provide Sodexo 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. <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>.
- Sodexo 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. <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>.

Accountability of Organization and Officers

Although all members are personally responsible for their own behavior, a specific organization officer may be held accountable for the misconduct of organization members during organized organization activities. Circumstances which might warrant this personal accountability include but are not limited to:

1. Inappropriate and/or unacceptable activities which are sanctioned by the organization by means of discussion and/or planning at an organization meeting, officers' meeting, or committee meeting.
2. An officer's participation in such an activity.
3. An officer's failure to act appropriately upon witnessing such an activity.
4. An officer's failure to act appropriately in preventing such an activity when the officer had prior knowledge.
5. An officer's failure to act appropriately in taking corrective action after learning of such an activity.
6. An officer's negligence in informing the organization members of established laws, regulations, policies, directives, and procedures.
7. An officer's failure to cooperate fully with law enforcement personnel or with University officials, including failure to identify organization members known by the officer to be involved in an incident.

Student Activities Staff

Tiffany Hartman
Director, Student Engagement & Leadership

Erica Webster
Student Life Specialist

How We Can Help You

We provide a variety of services to clubs and organizations including:

- Organizational Advisement
- Leadership Development Programs
- Access to University Resources

Student Organization Registration and Renewal: We provide policies for new and returning organizations and provide guidance in the student organization registration process.

Policy Advisement: We can explain how the University's policies apply to your student organization.

Budget Advisement/Funding/Fundraising: We can help you manage your student organization's finances and assist you in obtaining funding and advise you in successful fundraising.

Student Organizations are required to complete the Permission to Spend Form provided by the Purchasing office. This form must be completed and approved before any purchase is made when using money held in a university-funded student club or organization budget account.

Leadership Advisement: We can provide support, assistance, and resources that will help you become an effective leader for your student organization.

On-Campus and Off-Campus Resources: We can provide information on how to order food, promotional items, and supplies.

Program Planning: We can help you explore new program and event ideas and provide guidance on campus policies for hosting events.

Publicity: We can help you develop a flier, make posters, advise you of the University posting policy, and include your student organization's meetings and events in our monthly calendar.

Space Reservations: We will show you how to reserve space for your student organization meetings, activities, and special events.

Facilities: The University Center is the gathering place for students and Student Organizations are encouraged to host events and meetings in the University Center. Questions or requests about lighting should be directed to the Director of Student Engagement & Leadership.

OrgSync: OrgSync allows student organizations to communicate through social networking, advertise events, and track club information.

Student Activities Calendar: All student organizations may post events, programs, and meetings on the Monthly Events Calendar. Please submit a description of your event to the Office of Student Activities on the Student Activities website.

Mailbox: All student organizations have a mailbox in the Student Organizations Area, University Center Room 221. Student organization leaders should check their mailbox at least once a week, as it is where all correspondence for your student organization is stored.

Fax

All student organizations may send and receive faxes. Our fax number is 740-351-3643. Faxes should be relevant to the purpose of the student organization and will be placed in your student organization's mailbox.

