

SHAW UNIVERSITY DEPARTMENT OF STUDENT ACTIVITIES



Student Organizational Manual

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“You must have morals and values, follow rules and regulations, and have respect to go anywhere in life!”

- Ms. E. Johnson

Dear Student Leaders:

Welcome to Shaw University’s (SU) Department of Student Activities (DSA), where students come first! There are numerous educational programs, a myriad of social events, and incredible networking opportunities available to you throughout the academic year. We encourage you to participate in all that is offered and display your Shaw P.R.I.D.E. (People Running in the Direction of Excellence.)

The Department of Student Activities has created this manual as a “safety net” for all potential and registered student organizations at Shaw U. This document should serve as your “best friend” when you have questions or are confused about the DSA and its policies and procedures. In this publication, you will also find an updated Registered Student Organization Directory of all registered organizations at SU.

In order for the University to be effective and offer fair opportunities for all of its constituents, policy and procedure must exist. Educate yourself through additional reading and ask questions about what you do not understand. You can not be effective in a student leader position or as a student organization without knowing the laws under which you are governed. I expect nothing less than the best from all of my student leaders! I challenge you to think outside the box; be more proactive, informed, and dedicated than you have ever been in your life!

This manual defines all DSA expectations and resources available to your organization. Please read it thoroughly.

I am ecstatic about the opportunity to serve you and make your creative dreams a reality. I look forward to working with you and introducing you to the leadership opportunities at our illustrious University.

EDUCATE YOURSELF and BE PROACTIVE!!!

Best Wishes,

Ebony R. Johnson
The Department of Student Activities, Coordinator

Introduction to the Department of Student Activities (DSA)

The Department of Student Activities operates through two offices. The main office for the Department of Student Activities is located on the second floor of Willie E. Gary Student Union (across from the grill). The contact number for this office is (919) 546-8298. The second office is located in the lower level of the Willie E. Gary Student Union (The Bears' Den). The contact number for this office is (919) 546-8211. DSA serves as the hub for social, recreational, cultural, and individualized interest activities. Students who wish to participate in activities, join an organization, start an organization, pursue special interests, or assist with the planning of campus events should contact the Department of Student Activities (DSA).

DSA believes that the college experience is more satisfying and rewarding when the student is able to pursue their interests and demonstrate their creative talents and skills. The department strives to provide programming that develops strong social and leadership skills through extracurricular activities, student employment, operation and management, and program planning opportunities. We also believe that a combination of academics, social interests, and leadership development creates a student that is a creative, energetic, team player with strong organizational, time management, and interpersonal skills. As an active affiliate of DSA, you will receive opportunities to develop productive relationships with colleagues, faculty, and staff. DSA is a unit that assists the university in transforming our students to leaders who demonstrate strength in leadership, communication, organization, performance, managing, and planning.

DSA goals include:

- ◆ Providing social activities and services designed to improve student life and social development for all students including CAPE and graduate students.
- ◆ Increasing access to information regarding Greek Life and Student Activities for the non-traditional undergraduate student.
- ◆ Collaborating with other campus units to provide workshops and events that will enhance the academic experience.
- ◆ To work closely with potential and registered student organizations to ensure that students and advisors are aware of DSA policies and procedures;
- ◆ To disseminate information about various activities taking place on campus and to serve as a clearinghouse for information regarding student leaders and registered student organizations

What is a Student Organization?

A student organization is defined as a group of students, currently enrolled Shaw University, who unite to promote a common interest. These groups exist to:

- 1) Provide opportunities for student leadership
- 2) Provide an avenue for diverse student interests
- 3) Enrich student skills and display creative talents
- 4) Enhance the social consciousness of students
- 5) Contribute to the cultural, academic, service and social life of the University.

Student organizations may include other members of the University community such as alumni, faculty, staff, and administrators as long as 50% of the membership is currently enrolled students at Shaw University. Only currently enrolled students can serve as officers or vote on organizational matters.

SU recognizes the vital contributions that student organizations make to the quality of life on campus, however, recognition as a SU student organization is not to be interpreted as an endorsement, approval, or reflection of the mission, purpose and/or activities of the University or its affiliates.

Governance of Student Organizations

All student organizations are governed by the Department of Student Activities, with the assistance of the Student Government Association. Registered student organizations are defined and placed into seven different categories:

Academic Organizations	Academic organizations are designed for students interested in a particular career or academic field.
Fraternities, Sororities, and Social Fellowships	Fraternities, Sororities, and Social Fellowships are local or national, social and service-oriented organizations that work to foster the ideals of leadership and the development of character.
Honor Societies	Honor societies are local or national organizations that provide recognition for students with academic honors and provide service and/or leadership opportunities for academic leaders.
Religious Organizations	Religious organizations are designed to provide spiritual and religious development and support.
Service Organizations	Service organizations that provide volunteer opportunities for civic-minded students eager to serve the campus and/or community.
Special Interest Organizations	Special interest organizations provide an outlet for students to be creative and display diversity.
Athletic Organizations	Athletic organizations encourage participation in team sports, physical fitness, health and wellness, and athletic administration.

Registered Student Organization Directory

Revised December 2008

<p>Academic Organizations</p>	<ul style="list-style-type: none"> • A Dramatic Kids Productions • Bearly Legal • National Broadcast Society (NBS) • Student Social Work Association • The Social Urbane for Real Estate Visionaries
<p>Fraternities, Sororities, and Social Fellowships</p>	<ul style="list-style-type: none"> • Alpha Phi Alpha Fraternity, Inc. - <i>Beta Rho Chapter</i> • Kappa Alpha Psi, Inc.- <i>Delta Gamma Chapter</i> • Omega Psi Phi, Inc.- <i>Delta Psi Chapter</i> • Phi Beta Sigma, Inc.- <i>Iota Chapter</i> • Iota Phi Theta, Inc. - <i>Gamma Tau</i> • Iota Alpha Omega • Nu Gamma Alpha, Gents LTD Inc • Cocoa Phi Cocoa Fraternity, Inc. • Alpha Kappa Alpha Sorority, Inc. - <i>Beta Rho Chapter</i> • Delta Sigma Theta Sorority, Inc.- <i>Alpha Rho Chapter</i> • Sigma Gamma Rho Sorority, Inc.- <i>Beta Theta Chapter</i> • Zeta Phi Beta Sorority, Inc.- <i>Omicron Chapter</i> • Alpha Sigma Gamma • Groove Phi Groove Social Fellowship • Swing Phi Swing Social Fellowship • Masons • Order of Eastern Stars
<p>Honor Societies</p>	<ul style="list-style-type: none"> • Alpha Chi • Alpha Kappa Mu

<p>Religious Organizations</p>	<ul style="list-style-type: none"> • Campus Ministries • Face to Face • The Oasis Bible Study • El Shaddai Praise Dance – n- Mime Ministry
<p>Service Organizations</p>	<ul style="list-style-type: none"> • American Cancer Society • Colleges Against Cancer • Shaw Man/ Shaw Woman Society • Student Development Coordinator (SDC) • National Association for the Advancement of Colored People (NAACP)
<p>Special Interest Organizations</p>	<ul style="list-style-type: none"> • Campus Activities Board (C.A.B) • C.A.P.E. SGA – Freshmen Class Cabinet • C.A.P.E. SGA – Junior Class Cabinet • C.A.P.E. SGA – Senior Class Cabinet • C.A.P.E. SGA – Sophomore Class Cabinet • City Boy Entertainment (CBE) • Couture & Aphrodisiac Modeling Troop • Flyy Guys • Girls Educated and Motivated for Success (GEMS) • G.Q. Inc. • Post It • Pure Elegance • Raw Essence • SGA (Day) - Executive Board • SGA (Day) - Freshmen Class Cabinet • SGA (Day) - Junior Class Cabinet • SGA (Day) - Senior Class Cabinet • SGA (Day) - Sophomore Class Cabinet • Untitled Modeling Troop • Vinark J. Productions • Xtreme Xplosion

Athletic Organizations	<ul style="list-style-type: none">• Student Advisory Athlete Committee
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REGISTRATION PROCEDURES

Registration Process for Student Organizations

All student organizations are required to register with the Department of Student Activities.

In order to be officially registered for the academic year, all executive officers of the organizations must be in good standing with the University and have a cumulative grade point average of at least 2.5. A current copy of the organization's constitution and/or bylaws must be on file with the Department of Student Activities. Organizations must also have a University faculty or staff advisor. Student organizations must conduct official meetings, no less than twice a semester. Existing student organizations are also required to participate in at least two campus wide events during the academic year, which may include Homecoming, Student Organization Expo, Student Leadership Summit and/or host an event open to the campus community.

An organization may be denied registration if any of the following apply:

1. The organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities;
2. The organization violates University regulations, including those governing student organizations, or local, state, or federal laws; or,
3. The organization does not comply with the terms under which it was registered, or its purposes and goals are determined not to be congruent with the goals and purpose of the University.

An updated list of registered organizations is prepared each semester by the Department of Student Activities.

All registered organizations are given the same privileges and are bound by the same regulations and sanctions.

Reinstating a Registered Student Organization

Were you registered last year? Great! Each registered student organization must fill out a "Registration Form" *every semester*. This becomes your organization's "tradition" after the approval of the initial registration packet.

All registration forms are due no later than the last week in September (*fall* semester) and the last week of February (*spring* semester). Any existing student organizations that have not completed the registration form by the deadline above will lose its registered status and all rights granted by the registration process for the semester.

Establishing a New Student Organization

We encourage all students to join the organization of their choice, but if they do not find a group that caters to their special interest then we encourage them to start their own student organizations.

Those students petitioning to establish a new student organization on campus are mandated to review the rules and policies relating to student organizations, illustrated within this manual.

When a group of students wish to use the University's facilities for a common cause and/or activity, we call this the "Seed of Leadership." The "Seed of Leadership" initiates the growth of a new student organization! Take your opportunity and plant a Garden of Opportunity!

- Step 1.** Establish a vision! Find at least five (5) students who share your interest. Create a typed list of the interested students, including their names, email addresses, and telephone numbers and submit it when you turn in the other essential paperwork.
- Step 2.** Find a faculty or staff member who is willing to serve as an advisor to your organization. Encourage the potential advisor to read the advisor section of this manual before making a final decision.
- Step 3.** Create a name, constitution and/or bylaws for the organization. The typed copy of the proposed or current constitution should include the following information:
 - Name of organization;
 - Statements of the organization's purpose;
 - Membership eligibility requirements;
 - Officers, listed by title and function;
 - Statement of terms of office, and time and method of election;
 - Frequency of meetings;
 - Statement of any dues, including amount and frequency of collection;
 - Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin;
 - Provision for disposition of funds should the organization be dissolved.
- Step 4.** Select officers for the organization. Each organization must have at least 3 student officers who are in good standing with the University, enrolled as full-time students and have a cumulative grade point average of at least 2.5.
- Step 5.** Go to www.shawuniversity.edu. Click on the "Information for Students" link, located on the left. Complete the "Registration Packet" and submit it to the Department of Student Activities for final approval.

FYI: New student organizations must complete a registration packet. New student organizations can register at any time throughout the academic year.

Step 6. Wait for your “Registration Confirmation.” Once you have received it, CONGRATS, you are officially a registered student organization at SU!

A petition for establishing a new organization (registration packet) may be denied for one or all of the following reasons:

1. If the statement of purpose or the proposed activities are illegal under local, state, or federal law or do not conform to University regulations;
2. If the organization would, in the opinion of the Executive Committee of the University, Associate Vice President for Student Affairs, or the Student Activities/Greek Life Coordinator constitute a clear and present danger to the continued operation of the University.

All newly established student organizations are on a probationary period, determined by the Student Activities/Greek Life Coordinator, to evaluate its progress.

Organizational Changes or Amendments

Any change or amendment to the nature or purpose of the organization as originally approved must also be approved by the Student Activities/Greek Life Coordinator. A current copy of the proposed changes and constitution must be on file in the Department of Student Activities.

Officers for Student Organizations

The names of new officers to student organizations must be sent to the Student Activities/Greek Life Coordinator within five (5) working days after their election or appointment.

Failure to do so may result in the restriction of campus activities. Officers are responsible for scheduling and coordinating the campus events which their organizations sponsor. Moreover, officers are responsible for making appropriate reservations and arrangements for the use of facilities as determined by the Student Activities/Greek Life Coordinator.

Membership Eligibility and Records

Only full-time students of the University may be voting members of student organizations, except where members of the faculty or staff serve as members of the organization in accordance with the purpose and structure stated in the constitution. The organization must maintain accurate membership records, which must be submitted to the Department of Student Activities upon request. Officers must be registered as full-time students at the University and maintain at least a 2.5 cumulative grade point average. Officers must be in good disciplinary standing as well. Non-student membership in the organization is limited to members of the University faculty or staff, although alumni or former students may become honorary members in some organizations. Student organizations are prohibited from electing or retaining as an officer or committee chairperson any student who is on academic or disciplinary probation.

ADVISOR'S ROLE AND RESPONSIBILITIES FOR REGISTERED STUDENT ORGANIZATIONS

The role of the faculty or staff advisor is a unique and essential one. The student organization, as well as the respective advisor, should be cognizant of the role and responsibilities of the advisor and of the University's expectations.

All student organizations are required to have at least one advisor. Only University faculty or professional administrators/staff members may serve as primary advisors to a group. Persons who are not members of the University who have special interests or talents may serve as secondary or additional advisor to various student organizations with the approval of the Student Activities/Greek Life Coordinator. Such persons may not serve as major or primary advisors to the group.

A faculty or staff member who agrees to serve as an advisor to a student organization accepts, thereby, the responsibility for encouraging the organization in meeting its aims and purposes in accordance with University policy. Also, faculty advisors should be aware of the following:

1. All University policies and regulations as they relate to student organizations;
2. The constitution and purposes of the student organization to which they serve as advisor;
3. The activities, projects, and programs of the organization;
4. Any policy or program decisions or other action taken at meetings at which the advisor is not present.

The advisor is required to be present at all major activities of the organization, or otherwise make arrangements with a faculty or staff member to be present in the advisor's stead.

Selecting an Advisor

Advisors are an extremely important element in helping organizations keep on track. All student organizations are required to have an advisor. The advisor must be either a faculty or staff member employed by the University. Contact the Department of Student Activities for a list of names of faculty or staff members who are interested in becoming an advisor to a student organization.

It is important to find an advisor that you have a close relationship with or one that has an active interest in the student organization. Ask faculty or staff members you are close with – odds are if they cannot do it, they know of someone who can!

Role of the Advisor

The advisor of an organization can serve in a number of roles. They can include:

- Serve as a role model;
- Serve as a sounding board for new ideas;
- Support the group and the individuals in the group;

- Possess knowledge of policies which may affect the organization's programs;
- Connect the organization to university policy makers;
- Provide continuity from year to year as student leadership changes;
- Encourage a diverse approach to leadership, membership and programming;
- Connect the organization with various campus resources;
- Assist cutting through administrative red tape;
- Bolster support for other related academic and administrative departments;
- Understand the rules and regulations pertaining to the organization;
- Facilitate learning by encouraging the student to tackle tough issues and learn from their experiences;
- Be a guide;
- Encourage effective communication and interpersonal relationship skills;
- Understand the implications of group dynamics;
- Provide a broad perspective of issues and problems by sharing experience and expertise when called on by the group;
- Mediate group and individual conflicts when called upon to do so;
- Stimulate creativity and motivation; and,
- Recognize student leaders.

Groups should meet regularly with their advisors as well as invite the advisor to organizational meetings. Have a conversation with your advisor to determine how active they will be with the student organization and executive board.

Responsibilities of the Advisor

The advisor's primary responsibilities can include, but are not limited to:

- Assisting in the development of the organization and its members;
- Interpreting University policies and regulations;
- Providing financial and budgetary advice and insuring that University policies and procedures are followed;
- Signing or co-signing appropriate University forms, when necessary;
- Attending meetings and organizational functions;
- Meeting with the officers and groups regularly to discuss the progress and direction of the group;
- Being available to the officers and members in order to share ideas about organizational affairs; and,
- Serving until a successor is appointed if for any reason it is not possible to continue as advisor to the organization.

Advisor Liability

Advisors to student organizations accept an added responsibility. The type of liability or risk for the advisor varies greatly depending upon the type of organizations. What follows are some suggestions to assist with the advisor's responsibility in regards to liability.

- Try to anticipate risks which may arise out of any decision or situation, and then discuss with the officers what they can do to minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized.
- It is important to be aware of University policies and regulations as they effect student organizations. The Shaw University Student Handbook, SU website, and this manual are great sources for rules and regulations established by the University. The staff members in the Department of Student Activities also serve as resources for you if you have specific concerns or questions.
- Advisors and student organizations are not authorized to enter into contracts with any vendor. All contracts must follow the University contracting policy, which is found in part of this manual. By signing or verbally agreeing to any contract, the advisor becomes personally liable.

EVENTS, EVENTS, EVENTS

Reservation Protocol

Registered student organizations that would like to reserve a space **ANYWHERE** on Shaw University's campus must reserve their space through The Department of Student Activities. We will contact the people that are responsible for each building. If protocol is not followed then your event will be cancelled. Please continue to check on your reservation request after it has been issued.

Reserving University Facilities/Space

The Department of Student Activities can assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of special programs. University facilities are to be used in accordance with established rules and regulations governing their use.

Registered student organizations requesting use of facilities must obtain the approval of the Student Activities/Greek Life Coordinator. They are also expected to comply with all of the following regulations:

1. Reservations for meetings and events should be made at least 14 working days in advance in order for the activity to receive proper publicity and accommodations;
2. Student organizations are responsible for reading their space confirmations carefully, understanding that all rooms originally requested may not be confirmed. A copy of the Event Confirmation issued by the Department of Student Activities must be present at all times during the course of an event. Failure to present this confirmation to the DSA staff, Willie E. Gary Student Union staff, and/or University Police may result in the cancellation of your event.
3. Cancellation/Change of any event must be given to the DSA and all necessary groups (i.e. Campus Police) at least **72 hours** in advance of the beginning of the scheduled

- event through written completion of the DSA Cancellation/Change form. Failure to properly cancel a reservation will result in the forfeiture of your reservation and/or suspension or termination of the right to request or reserve space;
4. Compliance with all University building policies and procedures is required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and /or termination of right to reserve space;
 5. Individuals and organizations on campus that schedule use of University facilities are responsible for making arrangements for any necessary food service and should consult with Thompson Hospitality;
 6. Publicity concerning on-campus events/activities should not begin before the organization or requestor has received written confirmation of the reservation from the Department of Student Activities. **THE REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST.** Any written/online materials to be used for marketing of on-campus events must receive stamped approval from the Department of Student Activities. Failure to procure such approval may result in the cancellation of the event and may result in the suspension and/or termination of the right to request or reserve space;
 7. Posters, decorations, displays and the like are not to be attached to the walls of meeting rooms or other facilities without permission from the Student Activities/Greek Life Coordinator;
 8. Willie E. Gary Student Union conference rooms and facilities are available Monday through Friday from 8AM until 11PM, and on Saturday and Sunday from 6PM until 11PM. Special consideration may be given for activities for extended hours;
 9. Seating arrangements from meetings and dining should be specified at the time the request for space is made;
 10. Priority for use of the Willie E. Gary Student Union meeting rooms and facilities shall be given to registered campus organizations. Organizations that are not registered with the University are prohibited from reserving space in the Union and in other University facilities, unless otherwise authorized by the Student Activities/Greek Life Coordinator ;
 11. Request for meeting rooms, displays, and special arrangements must be made by first obtaining the appropriate forms and available dates from the Department of Student Activities. These forms must be submitted to the Department for approval in order to secure the facility and date for the event;
 12. University individuals and organizations may request facilities for regular meetings or other activities as early as one semester in advance;

13. As much as possible, the Student Activities/Greek Life Coordinator will adhere to room assignments as confirmed; however, the Coordinator reserves the right to change assignments should conditions require it. Consideration will be given to room size, estimates attendance, and special equipment needed. Organizations or University individuals will be consulted before room assignments are made, and all such changes will be properly announced;
14. Individuals or organizations assigned use of facilities are responsible for leaving the facilities in clean and orderly condition and for return of any special equipment; they will be assessed a \$30 fee or become subject to losing their privileges for use of such facilities if they fail to comply with this regulation;
15. Individuals or organizations who consistently cancel reserved space or who do not cancel in advance of a scheduled activity that is no longer being held will lose their privileges to use University facilities for a specified period of time;
16. The Department of Student Activities may, at any time, reassign, or cancel a reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interests of the university or such reservation is deemed outside of the overall University mission and goal;
17. The University reserves the right to assign University Police coverage to any event deemed as a safety risk. The sponsoring organization will not be responsible for security costs associated with the event. Please note that all events requesting door sales require University Police coverage.
18. Individuals or organizations given permission to solicit in the Willie E. Gary Student Union will be limited to use of the area provided in the main lobby of the Willie E. Gary Student Union unless other special arrangements are made;
19. Rental equipment (tables, chairs, tents, etc) ordered and secured by the sponsoring organization is the sole responsibility of the organization. Organization representatives must be present to set-up and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the Department of Student Activities. The Department of Student Activities is not responsible for rental equipment;
20. In order to gain access to locked facilities after 5:00pm and/or weekends, contact Police Dispatch at (919) 546-8249 no less than 20 minutes prior to event time. A copy of the event confirmation must be present in hand, otherwise, access will not be granted;
21. The Department of Student Activities serves as the liaison between Kreative Concepts and all student organizations;

22. All outside groups, including alumni, must contact the Business Office to reserve facilities on campus.

For a list of available rooms and spaces, contact the Department of Student Activities.

Deadlines for Sponsoring Events for Students

The University prohibits any student organization activities from being held during the last week of classes, mid-term examinations, and during the week of final examinations. Exceptions must be cleared by the Student Activities/Greek Life Coordinator and the Associate Vice President of Student Affairs.

Scheduling Off-Campus Events

All student organizations that sponsor events off the campus are not required to schedule the event through the Department of Student Activities. The University does not expressly or implicitly give sanction, approval, control of, or involvement in, the event held by the campus organization on the approved date(s). Therefore, the groups can not use the university's name when sponsoring the event. Events that are scheduled at the YMCA, through Shaw University's partnership, must be approved by the Student Activities/Greek Life Coordinator.

Student Transportation to Off Campus Events

Shaw University will not provide transportation to off campus events unless they are events that are scheduled at the YMCA, through Shaw University's partnership. Transportation must be approved by the Student Activities/Greek Life Coordinator. The Department of Student Activities is the liaison between Shaw University's transportation and all student organizations.

All students participating in University activities off the campus, including field trips must read and by their signature indicate that they have read and agree to the "Waiver of Liability" form. Signatures must be obtained for each separate trip.

In the case of personal accident occurring during an activity off the campus, the injured student should refer to the information on his or her Student Health Insurance card. The incident should be reported to the Campus Police office as quickly as possible.

Alcoholic Beverage/Drugs

University policy prohibits the serving, consumption, sale, possession, or display of alcoholic beverages or containers, and illegal drugs, by any student or student organization on University-owned property or at University sponsored or supervised events. Student organizations sponsoring social affairs or activities are responsible for informing their guests of these regulations and are also responsible for the general decorum of their guests. It is an expectation that students will exercise sound judgment and discretion when inviting off-campus persons to the campus.

Film Viewing

Federal copyright law restricts the use of videocassettes and digital video disks for private showings and prohibits their public performance. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, video, DVD) must secure a license from a booking agency. For a list of booking agencies, please see the Department of Student Activities. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus.

Campus Police

Please note that Campus Police has the final determination if security measures are needed for an activity. The Department of Student Activities serves as the liaison between Shaw University's Police and all student organizations.

Food Service

All commercially prepared food must be prepared by campus food services contractor which is currently Thompson Hospitality. Arrangements for such meals should be made directly with Thompson Hospitality. Food service orders to be paid by an organization's account must have authorization issued in the form of a purchase order number. Permission from Thompson Hospitality must be granted before groups are allowed to supply food prepared by outside individuals rather than the University contracted commercial establishment. Thompson Hospitality is located in the University cafeteria.

Use of University Name and Graphics

No student or student organization may use the Shaw University name in connection with a personal or unofficial function if the use of the name may mislead someone into thinking the function is University-sanctioned or sponsored.

No student or student organization may commit the University to accept responsibility for injuries or damages, which may occur at personal or unofficial functions.

University students and student organizations who, without appropriate authority, attempt to commit the University to accept responsibilities for injuries to persons, damages to property, costs of goods and services, or other obligation—financial or otherwise—will be referred for appropriate disciplinary action and will also be personally liable for any judgments which result from such injuries, losses, damages, or obligations.

Shaw University has registered its names, initials, mascot, seal and logos (trademarks) as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. If authorized, the usage of such items must conform to the regulations set by the University.

Printing Services

The Xerox Printing Office is closed until further notice. Student organizations are responsible for all print jobs. DSA will assist all organizations with finding a location to print their event information.

Posting Event Information on Campus

Free bulletin board space is available at various locations throughout the Willie E. Gary Student Union, academic buildings, and residence halls. All materials must be stamped by the Department of Student Activities. All materials without the stamp will be removed. Please post items with thumbtacks, tape, or staples. Banners can also be posted and space may be reserved through the Department of Student Activities as well.

If you would like to post in other places of campus, please use only general posting boards or get the permission of the person responsible for posting requests in that building.

Flyer Policy

Organizations are leaving event flyers posted after their event is over. Organizations are also posting event flyers before their event has been approved. This is creating a problem on our campus. The following occurs:

Promotional space is taken from other organizations

Other people are required to remove your flyers

Promotional space is over crowded

Our student union looks horrible

We confuse the people that we are trying to invite

Due to the facts above, a new policy has been put in place and will be effective October 8, 2007. Each organization is required to pull down their flyers after their event is over. If a representative from the Student Activities Department locates a flyer in the Student Union that should have been removed or is not signed by Ms. Johnson or the Activity Manager (for events planned by students) then it will be taken down and put in your file. Your organization will have a \$5.00 fine for every flyer that is in your file. You will not be allowed to reserve a space until your fine is paid.

FYI: When you come to get your flyers signed please bring three additional copies.

#1- Will be put on our office wall as a reminder

#2- Will be given to Ms. Holley so that she is aware of events taking place in the Union

#3- Will be posted on the Bear Booth in the Bear's Den

Library Equipment for Students or Student Related Events

James E. Cheek Library will provide a projector for student organizations. Requests for equipment must be **received and confirmed 48 hours in advance**. The Department of Student Activities is the liaison between the James E. Cheek Library and all student organizations.

E-mail, Voicemail and Website Usage for Students or Student Related Events

Student organizations may publicize campus events via e-mail and voicemail with the approval of the Department of Student Activities. Excessive broadcasting of events will not be tolerated.

Those groups wishing to request a student organizational website should contact the Department of Student Activities for additional information.

REGULATIONS AND SANCTIONS

This policy sets forth the rules governing the conduct of student organizations and also states the sanctions that may be imposed on student organizations for violations of University rules and regulations. The primary responsibility for the supervision and administration of the conduct of student organizations resides in the Department of Student Activities.

Individuals who join together as a student organization to share common interests and purposes also collectively share a responsibility to themselves, their organization, and the University. They must ensure that members acting individually or as a group reflect favorably upon the University community. Organization leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization's mission. An organization cannot ignore or escape its responsibility for the actions of its members.

Principles of Responsibility

Every student organization has the obligation to take all reasonable steps to prevent any infraction of University rules, state laws, and federal laws resulting from or related to the activities of the organization. This obligation is applicable to all members of the organization. Members should be aware that their conduct may result in the sanctioning of the entire organization and themselves as individual students.

In making the determination relative to whether an organization will be held responsible for the acts of its members, all factors and circumstances surrounding the specific incident will be reviewed and evaluated.

As a guiding principle, student organizations will be held responsible for the acts of their members when those acts emanate from or are in any way connected to the life of the organization. The types of conduct for which the organization will be held responsible include, but are not limited to, the following:

1. Members of the organization acting in concert violate a University regulation;

2. A violation of a student regulation arises out of an organization sponsored, financed, or endorsed event;
3. An organization member(s) has knowledge of the potential for a violation of University regulations before it occurs and fails to take corrective action;
4. A violation of a University regulation occurs on the premises owned, leased, or operated by the organization and/or the University;
5. A pattern of individual violations of University regulations is found to have existed without proper and appropriate organization control, remedy, or sanction;
6. The organization, or members of the organization, provides the impetus for a violation of University regulations;
7. Hazing;
8. Interference with University activities or activities by other organizations or persons;
9. Poor academic performance; and
10. Discrimination.

Sanctions and Penalties

The following disciplinary sanctions may be imposed upon student organizations when they have been found guilty of violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

1. **Expulsion:** This means the permanent revocation of the organizational recognition from the University without any recourse to reapply for recognition. Any organization that is expelled must comply with the following:
 - a. cease all organizational activities;
 - b. vacate any appointed or elected office; and
 - c. Vacate office or housing space assigned by the University from the date of the notice of revocation (this also includes removal of fraternity, sorority, and social fellowship plots).
2. **Suspension of Organizational Recognition:** This means the denial of rights and privileges of a recognized organization for a designated period of time. Permission to apply for reinstatement for recognition as a student organization may be granted with or without qualifications. Any Greek-letter organization/social fellowships that are suspended may not conduct membership intake during the semester immediately following their suspension. Any organization whose recognition is suspended must comply with the following:
 - a. cease all organizational activities;
 - b. vacate any appointed or elected office;
 - c. vacate office or housing space assigned by the University from the date of the notice of revocation (this also includes removal of fraternity and sorority plots); and
 - d. members must refrain from wearing or displaying clothing, paraphernalia, and other items bearing the name, insignia, replicas, etc., of the organization that has been suspended.

3. **Disciplinary Probation:** This period of review and observation during which a student organization is under an official warning that its misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction, including suspension or revocation. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to one of any combination of the following conditions and/or restrictions:
 - a. denial of the right to represent the University;
 - b. denial of the right to maintain an office or other assigned space on University property;
 - c. denial of the privileges of:
 - receiving or retaining funding;
 - participating in intramural activities;
 - sponsoring any social event;
 - sponsoring any speaker or guest on campus;
 - participating in any social event;
 - co-sponsoring any social event or other activity;
 - membership recruitment or intake; and
 - use of University facilities.
4. **Warning:** This is an official rebuke making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in additional disciplinary action.
5. **Restitution/Fines:** The organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individual, group, or University) for which monetary damages can compensate. Restitution may be in the form of financial payment, community service, or other special activities designated by the Student Activities/Greek Life Coordinator. Additional fines may be assessed as penalty amounts.

Disciplinary Procedures

The Office of Student Affairs will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Office of Student Affairs may refer the case to the University Judicial Board or convene an ad hoc panel for a hearing on the matter. If the case is referred for a judicial hearing, a hearing will be conducted by the University Judicial Board or an ad hoc panel, unless the student organization waives its right to the hearing. The notice of the judicial hearing, the procedures of the hearing, and the appeal process will follow the same procedures as described for violations of the *Student Handbook*. If the student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

Hazing

Shaw University defines hazing in accordance with North Carolina law. We take every measure to eliminate hazing on and off the campus, up to and including expulsion of fraternities, sororities, and social fellowships, as well as their individual members from the campus if they are found responsible of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found responsible of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property. Incidents of hazing should be reported to the Associate Vice President for Student Affairs, Student Activities/Greek Life Coordinator, Campus Police, or Health Services.

University Liability

Fraternities, sororities, sports clubs, and other student organizations are not operated under the general supervision of the University or its Trustees. Administrators, officers, faculty, or employees are not in any way or manner liable for actions or failure to act on the part of such organizations, even through these organizations are registered and allowed to operate on or near University property and even though they are required to conform to certain prescribed University policies and procedures. It is particularly noted that the University is not responsible for bodily harm or death to participants in any voluntary organizations or activities in which risk is incurred. No activities undertaken by these organizations are in any instance, taken as agents of or on behalf of the University.

The student acknowledges that participation in some programs and activities involves an inherent risk of physical injury, property damage, and other dangers associated with such participation. Dangers particular to such activities include but are not limited to hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, and heart attack. Through his or her participation in such activities, the student assumes all such risks of damage or injury, including injury which may prove fatal, that may be sustained by him or her while participating in recreational activities or in the travel to or from such activities. The student agrees that for the sole consideration of Shaw University's allowing him or her to participate in such programs of activities, the student releases and forever discharges the Board of Trustees of Shaw University, its members individually, and all present and former officers, agents, and employees of any and from all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reasons of any and all known and unknown, foreseen and unforeseen causes thereof, resulting from the student's participation in or in any way connected with such programs and activities.

Each participant in such activities and programs should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the responsibility of each participant to participate only in those activities for which he or she has the prerequisite skills, qualifications, preparation, and training in consideration of the benefits received from such programs and activities, the student assumes all risks, damages or injury, including injury which may prove fatal, that may be sustained by his or her participation in such activities.

Shaw University does not warrant or guarantee in any respect the competency of mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any recreational activity. Further, the University does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the activity.

FINANCIAL PROCEDURES AND CONSIDERATIONS

Creating a Budget

The first thing a student organization needs to do before requesting funding is to create a budget. The budget should be realistic, not too high, but high enough to accomplish what the group has set out to do. Plan carefully for income and expenses, and remember to consider time restraints.

Factor into your budget what things you can realistically expect to have donated and what things you will need to purchase. In many situations, businesses are willing to sponsor student organizations and their events in exchange for publicity. Before you begin fundraising, design a budget itemizing all of your projected expenses.

Preparing a budget may seem difficult but it is worth the effort because it will 1) help you identify exactly what your needs are, 2) point to avenues for meeting those needs (often money is not needed, as many items can be donated), and 3) show prospective donors that you are organized and serious. It is important to do a cost-benefit analysis before any fundraising activity. Remember, it costs money to raise money, but don't spend your entire budget to do so!

Co-Sponsorship

Co-sponsoring of programs is a good alternative because it combines resources of existing groups and and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general populations. The most successful co-sponsorship arrangements consist of the following components:

- A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or service.
- Involvement of all co-sponsoring organizations in the planning, marketing and execution of the event (simple requests for monetary contributions from student groups do not always create a sense of ownership on the part of the co-sponsoring groups and may discourage groups from assisting financially or otherwise.)
- A written agreement of which organizations will carry out which part of a program or service. Written agreements should list time and date of program, the agreed upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties.
- Recognition of all co-sponsoring organizations or departments in advertising and promotion campaigns before, during, and after the event.

Student Government Assistance

The Student Government Association provides financial allocations to class officers in good standing with the University. These allotments are based on the yearly Student Government budget and available funds. The Business Manager of the Student Government Association, with the assistance of the Department of Student Activities, determines the criteria and procedure for acquisition of funds. Organizations interested in applying for subsidy can obtain the necessary requirement forms from the Department of Student Activities. All budget requests for any student organization will come directly from the Student Activities/Greek Life Coordinator.

Student Organization Accounts

All organizations not affiliated with a local, regional, or national organization are required to establish and maintain an on-campus financial account in the University Business Office. All transactions must be completed through the use of an expenditure form. All proceeds, including those from fundraising activities, must be deposited into the on-campus account via a transmittal form. Vouchers will be used to advance a check to the organization on an emergency basis. Payments for goods and services will be made from requisitions submitted to the Business Office. All transmittal forms must bear the signature of the advisor and president of the organization. Please note that the balance of your account does not roll over year to year. Therefore, you must utilize your funds within the fiscal year.

General Rules on Solicitation

Solicitation is defined as the seeking of funds or other support by students, registered student organizations, and University employees from sources on and off campus, including the procuring of supplies and the sale and distribution of items, materials, products of services.

Individual students or members of student organizations may not be given authorization to solicit for personal benefit. Faculty, staff, students, and student organizations may not solicit or post advertising for regular business enterprise sales. Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, pets, homes, and so on, that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on the campus is prohibited. The Assistant Vice President for Student Affairs may permit some philanthropic solicitation in designated areas of University buildings.

Student representatives of magazine, service, or mail order companies are prohibited from soliciting door-to-door in residence halls and on the campus. However, they may post notices on bulletin boards in the halls, giving their names and phone numbers or room numbers so students may view the product, so long as the companies represented are bona-fide agencies. Clearance must first be obtained from the Associate Vice President for Financial Affairs or his or her designee. In accordance with the state law, the University does not allow any forms of gambling in its name or in any of its facilities. Raffleing and other fundraising activities must be conducted in accordance with state and University policies. **Gambling is strictly prohibited.**

Political solicitation is allowed only if all candidates for an office are permitted the same privilege. All speakers must be sponsored by registered student organizations or academic departments. Posters and notices may be placed on bulletin boards in accordance with University regulations governing the posting of signs and notices. Political candidates may solicit votes, except in classrooms and in residence hall living areas, by handshaking tours and by handing out cards, but not by poster. Approval of political rallies must be approved by the President of the University or his/her designee.

1. On-Campus Solicitation by Student or Student Organizations. Students or student organizations who wish to solicit on campus in specified area must first make a request to the Student Activities/Greek Life Coordinator on forms provided by that office not later than 10 working days preceding the proposed date of the activity. Appropriate arrangements and scheduling must then be made by the individual making the request to ensure that the project is conducted as approved. Failure to adhere to this policy is grounds for judicial action.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

- a. Charitable causes, such as Heart Fund, Red Cross, Lung Association, and Sickle Cell;
- b. Scholarship funds, and the United Negro College Fund;
- c. Funds raised for library, music, equipment, and so on;
- d. Educational or social events for SU students, such as concerts, speakers, art exhibits, and dances, Homecoming and Black History Month; and,
- e. Volunteer and community service projects, such as for needy families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community, and tutorial programs.

The purpose of the solicitation must be given at the time the request for solicitation is made, as well as a statement of how the funds will be collected and distributed. A report of all funds raised must be filed with the Student Activities/Greek Life Coordinator within **one week** after the activity has occurred. Finally, a report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds, must be filed with the Student Activities/Greek Life Coordinator within one week of disbursement of such funds.

2. Off-Campus Solicitation by Student or Student Organization. Students or student organizations interested in soliciting off-campus (e.g., corporations, foundations, and individuals) must request permission from the Vice President for Institutional Advancement or his/her designee.

Solicitation provides great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. It is very important that you visit with the Vice President of Institutional Advancement or his/her designee before contacting any vendors. There are

stipulations on what groups you can ask for donations, how much you can ask for, and what types of items you can receive. You must receive clearance first!

Bake Sales

The State of North Carolina require that persons who wish to sponsor bake sales or other events in which food is sold must apply for a permit before the event. An "Application for Organizations and Clubs to Sell, Serve, or Prepare Food on Campus" must be completed and placed on file with the Student Activities/Greek Life Coordinator prior to the scheduled event. Persons requesting permissions from the Department of Student Activities must provide such information as name of organization, type of activity planned, listing of food items to be served or sold, location of event, food sources, names of persons handling food, and so on. Only after the organization receives permission from the Department of Student Activities may the organization hold the activity on campus.

Fundraising

Organizations undertaking legitimate fundraising (e.g., yard sales, bake sales, raffles) must (1) make sure that such activities comply with local and state laws and permitting regulations, if any; (2) obtain all necessary permission and confirmation from the Department of Student Activities prior to undertaking such activities. The Student Activities/Greek Life Coordinator will advise the Associate Vice President for Student Affairs of all off-campus activities and must approve all announcements ensure compliance with University regulations.

Ideas for fundraisers include, but are not limited to:

- Hosting a dance with an admission
- Selling flowers, candy grams, and such around holidays
- Raffles
- Selling shirts, hats, and such
- Finals survival kits
- Doing concessions at basketball games
- Car wash
- Selling Krispy Kremes doughnuts
- Having a baby-sitting service at an event
- Poster sale
- Games tournament
- Auctions
- Jail-a-thon
- Vending machines
- Dunking booth

Student organizations may use University facilities to carry out sales activities on the University campus but only under the following conditions:

1. A registration form must be filed with the Department of Student Activities for approval in advance;

2. The primary purpose of the sale must be to raise money for the benefit of the group;
3. The sales activities must be conducted only by members of the group;
4. Sales and promotions must be conducted only at times and in locations approved by the Department of Student Activities; and,
5. Each sale is limited to a maximum of five days during the fall semester and five days during the spring semester per group.

Dues

Student organizations are allowed, but not required, to collect dues from their members. In fact, many student organizations collect dues to pay for items they normally could not under regulations set forth by SGA. If your group decides to ask members to pay dues, you may want to meet with your advisor or the Student Activities/Greek Life Coordinator to discuss different procedures and methods of collecting dues. Remember, it is essential that you deposit all collected dues the day you receive them in your account. Do not wait until you have collected a large amount. You will be responsible for any lost or stolen dues.

Contracting Process

Students are not allowed to enter into contractual agreements on behalf of the University. Any student who enters into a contractual agreement on behalf of the University takes on personal liability with said action.

When using an artist/agency contract, your advisor should review it very carefully, and make necessary changes, before routing it for signature. Contracts are only signed by the Executive Vice President for Shaw University.

No payment is ever made in cash. If that is mentioned in the document, be sure to cross out such statements and replace with “payment made in University check at completion of performance.” Also remember that both parties need to sign the contract before a check can be processed. Keep a copy of everything!

When Spending Your Money, Remember...

1. The Department of Student Activities serves as the liaison between you and the Business Office.
2. Personal items (including alcohol and personal drug items) cannot be purchased with allocated funds.
3. Plan ahead! Purchases should be initiated at least three weeks in advance.
4. All expenditures require the signature of an authorized organization representative, organization advisor, Student Activities/Greek Life Coordinator, Associate Vice President of Student Affairs, and the Vice President of the University before it will be processed by the Business Office.
5. Do not make arrangements with vendors prior to completing the necessary paperwork. Failure to do so may mean you get stuck with the bill!
6. If you make off-campus purchases, keep the original, itemized receipt for reimbursement. Copies of receipts will not be accepted for reimbursement.

7. All reimbursements require justification. An original, no copies, of the justification is required.
8. A signed invoice must accompany a purchase order requisition form before a purchase order number is issued.
9. Documentation must accompany an expenditure form before a check will be issued.
10. Checks are only cut on Tuesdays and Thursdays.

HELPFUL TIPS

Writing a Constitution

A constitution is the basic framework of an organization. It should state the purpose, the number of officers, the method of their selection requirements for membership and other general operating procedures which might be subject to frequent change. Detailed methods of doing business and specific rules belong in a document called By-laws. For example, the constitution would establish the fact that dues are a requirement for membership and would outline the method of determining the amount of the dues. The by-laws would then state the specific dues structure.

To aid your planning group, a sample constitution and explanation of each section of a constitution has been prepared for your use. The sample constitution is only an example and should not be used as a “fill-in” form. Should you require further assistance in the preparation of your constitution, contact the Student Activities/Greek Life Coordinator.

Sample Constitution for a Student Organization

Article I. Name

The name of the organization should reflect the nature of the organization. Include any acronyms that may be used to refer to the group on and off campus.

Article II. Purpose

- Section 1. This section should state the purpose, aims and functions of the organizations.
 Section 2. This section should state that the organization is willing to abide by all policies and procedures established by the University.

Article III. Membership and Dues

- Section 1. This section should state who membership is open to, the requirements and size limitations of the membership.
 Section 2. This section should outline the method of determining the amount of dues, if any.
 Section 3. This section should illustrate that organization does not discriminate on the basis of race, color religion, gender, national origin, age, sexual orientation, and physical or mental ability or disability.

Article IV. Officers

- Section 1. This section should be a list of the officer positions and the duration of terms. Also provisions should be made for vacancies of office. Names should not appear in the constitution, only the positions.
- Section 2. List the duties and powers of each officer.

Article V. Function and Operation

- Section 1. This section should state how officers shall be elected and if nominations shall be held. Also include any qualifications necessary to hold officer (i.e. GPA requirement) and what members are eligible to make nominations.
- Section 2. Determine how candidates shall be nominated (i.e. secret ballot, nominations from the floor, nomination committee).
- Section 3. Illustrate how voting will be take place (i.e. ballot, standing vote, show of hands). Also, determine what constitutes a majority vote.
- Section 4. Specific when elections will be held, but keep it general.
- Section 5. Determine the impeachment process of officers.

Article VI. Advisor

- Section 1. This section should state role of the advisor.

Article VII. Finances

- Section 1. This section should state the organization's plans to finance its activities.

Article VIII. Meetings

- Section 1. This section should state the provisions for setting up a regular meeting time, as well as any provisions to be made for calling special meetings.

Article IX. Quorum

- Section 1. This section should state the rules pertaining to the number of members, or the percentage of membership, required to be present at a meeting to transact business.

Article X. Amendments

- Section 1. Amending the constitution should not be too simple a process for the sake of the stability of the organization. All amendments are subject for final approval by the appropriate governing body.
- Section 2. This section should state the process of how proposed amendments shall be submitted and voted upon.

By-laws may also be submitted. The by-laws are rules governing the internal workings of the organization can include:

1. Standing committees of the organization;
2. Ad-hoc committees and how they are determined;
3. Policies related to the time and location of the organization meetings;
4. Election procedures, dates, terms of offices;

5. Structure and purposes of committees;
6. Statement that Robert's Rules of Order will be followed;
7. Provisions for membership fee, dues and assessments;
8. Detailed material concerning members, rights, duties, expulsion and resignation procedure; and,
9. A method to amend the by-laws.

Planning an Effective Meeting

1. Set goal(s) for the meeting and prepare an agenda.

- Prepare yourself - prioritize issues to be discussed, issues from previous meetings
- Consult with other members and executive board to finalize agenda
- Research information necessary for making important decisions

2. Arrange all logistics.

- Find a comfortable and convenient meeting place
- Arrange in advance for A-V equipment, flip charts, markers, and other supplies
- Arrive early to set up
- Check for adequate lighting, ventilation, heat
- Set up seating arrangements
- Prepare directional signs and post in key spots of building
- Provide nametags
- Greet people as they arrive
- Supply refreshments, if appropriate

3. Send out announcements, invitations, and reminders for meeting.

- Invite guest speakers to present on special topics/issues
- Invite all relevant constituents, target audience
- Send general and personal invitations early, send reminders
- Circulate agenda, minutes and background information in advance

4. Be courteous, respectful, and inclusive.

- Start and finish meeting on time
- Set a welcoming tone: introductions (ice breaker)
- Engage all participants during meeting

5. Bring closure.

- Come to resolutions
- Preparing an action plan
- Summarize main points and what and how follow-up will be accomplished

- Plan next meeting

Facilitator's Role

Running a successful meeting will help your group operate efficiently, and provide a worthy experience for all members. As facilitator, you are the key to ensuring that success. Here are some tips:

- One of your most important roles is to create a warm and friendly atmosphere so members feel free to express themselves.
- Be interested and enthusiastic--enthusiasm can be contagious. Have a positive attitude!
- Your job as facilitator will take all your attention. You are not a participant as much as you are the "conductor" of the meeting--directing the flow and energy of that meeting. You will be looking at participants' body language, listening carefully to what they say, drawing out those members who are not speaking, and gently moving the meeting along when a member monopolizes conversations. You will not have time to take minutes (and we know how minutes are essential in recording meeting developments and also in reminding you and group members of follow-up actions that are needed). So, be sure to appoint another person to take minutes.
- Set out ground rules for the meeting, including, for example, the expectation that everyone participate, no judgment statements during brainstorming sessions, and that there will be an ending time, and state that time.
- Keep the discussion on track. The agenda will drive these discussions.
- Pace the meeting and observe specified time limits for agenda items--this will allow everyone a chance to speak and helps insure that all issues on the agenda are covered. However, be sensitive to the need for discussion. Allow the group to talk things through. If they want more time to discuss an issue, adjust the agenda. Recognize when there is consensus and move on. Be gentle but firm with people who speak too long or get off the subject--a simple "let's move on" or "thanks, now let's hear from someone else" can be very effective.
- Call group members by name. This personalizes the discussion and also assists the recorder in accurately noting who shared their opinions.
- Avoid stating that a person is wrong for any idea or opinion that is expressed; rather ask for other comments and ideas on the subject. Remain open-minded and democratic. Allowing the free flow of expression allows for creative thinking.
- Ask open-ended questions--why and how--to stimulate discussion. Ex. *How to do you think that will impact the project?* VS *Do you think that will impact the project?*--which dead ends with a "no" or "yes" response.
- Listen carefully to each person. Make sure you understand what the speaker is saying. If you're unsure, try restating it or ask the person to clarify.
- Be certain that the entire group is involved in the discussion. Encourage everyone to speak by simply asking those who haven't spoken for their opinion on the issue at hand.

- Be aware of people who look confused or lost, and restate questions or ideas. Summarize key points when necessary.
- If problems arise, remain neutral and calm. Call on members for assistance and resolution--it shouldn't all be on your shoulders.
- Use appropriate humor--it can release tension and get people talking.
- Summarize conclusions or decisions at the end of the meeting.
- Leave time for questions. Otherwise, your meetings will seem like one-sided dialogues.
- Recognize achievements, big and small. We all want to feel valued.

As the meeting winds down to the end:

- Tie up loose ends. Avoid hasty decisions simply because time has expired.
- Table unresolved issues until the next meeting.
- Plan the next meeting. Set the date, select the place, and develop a preliminary agenda, which should include any unresolved issues from this meeting.
- End the meeting on a positive note. This will also encourage members to follow-up on any actions they've agreed to do.
- An important note: After the meeting ends, review the minutes of the meeting. You are responsible to see that all follow-up plans are put into action--another reason why complete and reliable minutes are so vital.