

**Student Organization Manual  
Bemidji State University  
2011**

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# RECOGNITION OF STUDENT ORGANIZATIONS

## STEPS TO RECOGNITION:

The Student Senate is responsible for the recognition of new student organizations, subject to the approval of the Bemidji State University (BSU) President or his designee. The following steps are offered as a guide.

- 1) The proposing organization shall consult with the Associate Director of Hobson Memorial Union (HMU) to schedule organizational meetings and obtain organizational materials. During this time, a group may not sponsor speakers or activities in the name of the proposed constitution unless authorized by the Associate Director HMU.
  
- 2) An Intent to Organize Form must be submitted via CollegiateLink. The Intent to Organize form is found on CollegiateLink as a “Register a New Organization” button in the left side bar under the “Organizations” tab. A constitution must be uploaded along with the submission and should include: (A sample Constitution is available online.)
  - a) Organization name
  - b) Purpose of the organization
  - c) Membership
    1. A minimum of seventy-five percent must be BSU students
  - d) Financial aspect
    1. Dues
    2. Disposition of funds in case of dissolution; all funds received from SAFAC must be returned at dissolution.
  - e) Officers
    1. Duties
    2. Replacement
    3. At least one constitutional officer must be a BSU student
  - f) Provision for regular meetings
  - g) Quorum
  - h) Advisor (must be a BSU faculty/staff person)
  - i) Amending process
  - j) Non-discrimination statement

**It is recommended that an organization follow Robert’s Rules of Order, newly revised edition, when conducting meetings.**

- 3) Advisors are required for all student organizations. The advisor should have an interest in the group’s purpose and goals. If the group is affiliated with an academic discipline, faculty members of the associated department should be contacted. Any current faculty, staff, or administrative member of the University may serve as advisor of a student organization. The advisor should be an on-campus person and must be approved by the Associate Director, who may be consulted on possible advisors. The University administration reserves the right to reject an organization’s choice of advisor and to request a new advisor be named. Emeriti, former faculty and staff, or community members with University administration approval may serve as an advisor if it is in the best interest of the student organization.

- 4) Representatives of the applying student group may want to meet directly with the Student Senate prior to formal action on approval to answer questions and concerns that may affect the decision.
- 5) Once a constitution is submitted, review and official recognition should be granted within two to three weeks during the academic year. After Senate approval, its recommendation is transmitted to the University President or his designee through the Associate Director, HMU.

## **PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS:**

All recognized student organizations shall be accorded the same privileges. University recognition does not mean endorsement of the purposes or activities of any organization by the faculty, administration, or students. It means only that the organization is accepted as meeting the minimum requirements for all student organizations. Privileges of recognized student organizations include:

- Using the name of the University or an abbreviation of it as part of their title. However, a student organization may not advertise or promote events, activities, or other functions in a manner that falsely suggests that the event or activity is sponsored by the University. In all advertising it should be noted that the organization is sponsoring this event, not the University.
- Raising funds or making other permissible solicitations on University property in accordance with the University policy. Prior to doing so, a Fundraising Application must be completed and approved by the Student Senate/BSU Foundation. This form may be obtained from either the Student Senate Office or the HMU Information Desk. (A sample copy of the Fundraising Application is available online.)
- Reserving University facilities to sponsor or present a public performance on University property. Reservations may be made through the Scheduling Office located at the HMU Information Desk or by sending an email to [scheduling@bemidjistate.edu](mailto:scheduling@bemidjistate.edu). (A sample copy of the Facility Request Form is available online.)
- Receiving a mailbox in Hobson Harbor for Organizations (H2O): a Center for Student Involvement. For security purposes, organizations may request a mailbox for their use at the HMU Information Desk.
- Requesting storage space in H2O: Center for Student Involvement. Contact the HMU staff for storage space.
- Requesting desk space in H2O: Center for Student Involvement. Applications are available online.
- Requesting to use audio-visual equipment, including projectors, overheads, a sound system, DVD's, and VCR's. The request may be made through the Scheduling Office located at the HMU Information Desk area or via email at [scheduling@bemidjistate.edu](mailto:scheduling@bemidjistate.edu).
- Receiving the support of a faculty/staff advisor (as approved by the Associate Director).
- Establishing an on-campus account for financial management. No new organizations are allowed to have an off-campus account.

- Using the BSU tax exempt number if their account is located on campus. (See Associate Director for further instruction/tax exempt number.)
- Publicizing on campus those events sponsored by the organization. Posters and Banners must be brought to the HMU Information Desk for approval. The Department of Residential Life will approve posters and banners for residence hall posting. Table tents are coordinated through the HMU Information Desk.
- Applying for funding from the Campus Activities Board (CAB) to assist with campus-wide programs or events sponsored by the organization. (A sample Special Request Form is available online.)
- Applying for funding via the HMU Programming Grant. (Forms are available online)
- Making copies, laminating, and making overheads at the HMU Information Desk. These costs are charged back to the student organization's on-campus account and off-campus accounts must pay by cash or check.
- Utilizing Printing Services (located in lower Memorial Hall). The student organization will be charged for labor and material. The cost can be charged directly to the organization's account if the account is with the University. Organizations with off-campus accounts must pay upon completion of the job. The Printing Requisition form, available at Printing Services or at the HMU Information Desk, must be filled out before work will be done. The advisor's signature is needed on the form.
- Purchasing, at a minimal charge, button parts to make their own buttons to promote their organization or event. Contact the HMU Information Desk in order to do so.
- Applying annually for SAFAC operational monies. Contact may be made through the Associate Director. Forms may be obtained from the HMU Information Desk or from Student Senate. All monies distributed are transferred into the organization's on-campus account.
- Receiving advice regarding contract obligations for performers, speakers, vendors, etc, from university staff.

## **SUSPENSION OF RECOGNITION:**

Recognition may be suspended by the Associate Director, subject to appeal to the University President or his designee, when:

- The organization has not registered on CollegiateLink.
- The organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution as evidenced by membership meetings/other activities.
- The organization does not comply with the requirements regarding their financial accounts as required by BSU and the Minnesota State Colleges and Universities (MnSCU) Board.

- Discriminating practices are exercised by the organization.
- Recommendation is made by the University Conduct Committee for revocation of official recognition as a sanction for violation of University rules, including but not limited to usage of alcohol or hazing.

## **DISCIPLINARY PROCEDURE AGAINST STUDENT ORGANIZATIONS:**

Recognized student organizations in violation of University policies are subject to probation, revocation of recognition, or other disciplinary action through the Associate Director. Questions about these guidelines or requests for additional information should be referred to the Associate Director at 755-3760 or to the Vice President for Student Development and Enrollment Office at 755-2075.

## **REACTIVATION OF A STUDENT ORGANIZATION:**

If an organization has become inactive, and wishes to regain recognized organization status, it must go through the complete process of recognition. This process is the same as that of any organization requesting initial recognition. Students interested in reactivating a past organization should check with the Associate Director to see if a past constitution is available.

## **ANNUAL REQUIREMENT TO REMAIN ACTIVE:**

At the end of Spring Semester, each organization should register for the upcoming year on CollegiateLink. The Intent to be Active form is found on CollegiateLink as a “Register” button underneath the organization that needs to register when viewing the site after clicking the “Organizations” tab. This form must be completed each year for an organization to remain active and recognized by BSU. An announcement will be made when registration is live.

## **STUDENT ORGANIZATION TRAVEL**

Student organization events are considered university business. As such, BSU has a vested interest in the activities that student organizations participate in. It is required that all Student Organization travel be approved by the VP of Student Development and Enrollment, if in-state, and by the President if the travel is out of state or country. This policy applies even if your organization is using personal vehicles for travel. The “Travel and Vehicle Request” form can be found at the following address: [www.bemidjistate.edu/offices/business/forms.cfm](http://www.bemidjistate.edu/offices/business/forms.cfm)

## **STUDENT ORGANIZATION EVENTS**

**Any student organization hosting an indoor or outdoor on-campus event must abide by the following:**

- **BSU Students and their guests will abide by the BSU Code of Conduct.**
- **The sponsoring organization is responsible for the actions of any contracted entertainment.**

- **Alcohol and drugs are not permitted. The sponsoring organization should deny admission to individuals that appear to be under the influence of drugs or alcohol.**
- **The sponsoring organization should monitor event participants to prevent unruly behavior and, if present, act responsibly in addressing the occurrence.**

## **REQUIREMENTS AND RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS:**

To retain recognized status, each organization must comply with the following:

1. Conduct its business affairs in accordance with MnSCU requirements:
  - a. All organizations using on-campus accounts must follow the guidelines for record-keeping furnished by the Accounting Services Office.
  - b. All organizations having their accounts off-campus must submit monthly financial statements to the Associate Director.
2. Keep a record of organization receipts and expenditures for the current and previous year.
3. Conduct activities in accordance with the purpose of the organization as stated in its constitution.
4. File a Fundraising Application with the Student Senate/BSU Foundation prior to sponsoring any fundraising activities.
5. Have their constitution on CollegiateLink. Amendments to the constitution should be relayed to the Student Senate and the Associate Director.
6. Be non-discriminatory in membership and programming as defined by university policy and local, state, and national statutes.
7. Adhere to university policies and all applicable local, state, and federal regulations.
8. Act responsibly as a member of the university community, both on and off campus.

# FINANCIAL INFORMATION

## ORGANIZATION ACCOUNTS:

Each organization should designate a treasurer or an officer to assume the duties of the treasurer. The treasurer is in charge of the organization's finances and bookkeeping. The treasurer should receive and bank all monies due the organization, pay all bills, and report to the organization at each meeting. Both the treasurer and the organization president should sign checks. (Although these responsibilities are delegated to the officers of the organization, it is the duty of the advisor to monitor the organization's accounts.) All correspondence concerning organization finances is sent directly to the advisor, who is to forward it to the appropriate organization officers. This provides the advisor the opportunity to be aware of the organization's financial situation and prevent the organization from incurring a negative account balance. We ask that organization officers or advisors make sure the names of authorized officers are changed with the bank for off-campus accounts as officer changes occur.

MnSCU and BSU have established guidelines for the administration of student organization accounts. We ask that your organization follow these guidelines and direct any questions regarding them to the Associate Director. University policy requires any student organization which receives student activity monies to establish an on-campus account and deposit the allocation into that account. Organizations that do not receive allocations of student activity funds may also establish an on-campus account. However, student organizations with off-campus accounts with balances exceeding \$500 must deposit the excess funds in an on-campus account. All newly-organized groups are encouraged to establish an on-campus account – no off-campus accounts are allowed for any new organization.

## ON-CAMPUS ACCOUNTS:

Late Spring semester you will be contacted to register your organization for the upcoming academic year. The section of the form pertaining to your organization account location is the way in which we become aware of which types of accounts your organization has. Even if you have an on-campus account, please indicate this and provide your account number. All organizations may establish on-campus accounts. Each advisor has access to the student organization's account information and can review it online.

Benefits to having the account on campus include:

- A tax-exempt status when purchases are made from a university account.
- The Check Request Form providing a record of all payments.
- The organization not being required to complete a Monthly Financial Statement.

To draw funds out of an account on campus, the treasurer must complete a Check Request Form (a sample Check Request Form is available online) available from the HMU Information Desk. The processing of this form takes 2-3 days – please plan ahead for your financial needs. To reimburse members for expenses paid through personal accounts, the organization should utilize the Student

Expense Report, available from the Business Services page (<http://www.bemidjistate.edu/offices/business/travel/>).

The form must be signed by the requestor (organization member) and advisor and then brought to the Associate Director for his/her signature. It will be delivered to the Accounting Services Office for processing. The check should be ready to be picked up at the Cashier's Office, located in Deputy Hall, within 2-3 days.

To deposit funds into your on campus account, visit the Cashier's Office, located in Deputy Hall, 2<sup>nd</sup> floor.

## **OFF-CAMPUS ACCOUNTS:**

If your organization has an off-campus account, it is important that you inform us of this on the account location section of the Intent To Be Active Form. Please include the name of the bank and account number at which your account is located. It is necessary that both the organization treasurer and organization president/chair sign all organization checks. We also recommend that arrangements be made to have all account statements from the bank sent to the organization advisor to ensure financial continuity. It is the duty of the organization officers or advisor to make sure that the names of current officers are updated with the bank. Because these accounts are in off-campus facilities, the Associate Director cannot do this for you. The organization is responsible for this account just as an individual is responsible for a personal account.

**Student Organizations with off-campus accounts must file a Monthly Financial Statement** (a sample Monthly Financial Statement Form is available online). The forms may be obtained from the HMU Information Desk. They must then be filled out by the organization and returned to the Associate Director, where they are kept on file. Please note that if your off-campus account balance exceeds \$500 you are required to deposit the balance over \$500 in an on-campus account. It's a policy of MnSCU and the Business Office, and we are responsible for upholding it. In the event of a special circumstance or period of time where your off-campus account would need to exceed \$500, please contact the Associate Director. If your organization has both an on and off campus account, you must still file a Monthly Financial Statement for off-campus accounts each month. Do not include information for your on-campus account on this form. You will receive a computerized account summary for that account.

## **ADMINISTRATION OF STUDENT ORGANIZATION ACCOUNTS**

MnSCU, along with BSU, has established guidelines for the administration of student organization accounts. The guidelines have been divided into two parts and are stated below. We ask that your organization follow these guidelines and direct any questions regarding them to the Associate Director.

### **I. State University System Policy**

#### **A. Purpose**

This policy provides the basis by which the State Universities shall provide for the effective fiscal management of student organization accounts within the university activity fund and through agency accounts.

## B. Policy

1. A student organization which receives allocations of student activity monies shall deposit and expend all allocations and other income through an account within the university activity fund. (Note: No agency accounts or off-campus accounts are permitted for these student groups.)
2. Student groups recognized as official organizations through a University's internal process shall deposit all funds in excess of \$500 per year which are earned as the result of full or partial use of University facilities, equipment, material and personnel in an agency account in the University activity fund.
3. Student organizations which do not receive student activity allocations and earn less than \$500 per year as a result of full or partial use of University facilities, equipment, material and personnel may elect to establish an agency account within the University activity fund. The establishment of such agency accounts shall be at the University's discretion. The Associate Director must have the account numbers on file.

## II. BSU Policies/Procedures

- A. Student organizations that are required or permitted to have on-campus accounts shall deposit all income into the appropriate account.
- B. The accounts of all student organizations are subject to monthly review by the University. The following procedure will be used:
  1. The Associate Director will receive monthly computer print-outs of all student organization agency accounts.
  2. Those organizations with off-campus accounts are required to submit monthly financial statements, specifying expenditures and income to the Associate Director.
- C. Fund transfers between accounts or object codes must be approved by the student organization advisor and the Associate Director.
- D. The equipment purchase of the student activity-funded student organizations must be approved by SAFAC (Student Activity Fee Allocation Committee) and the Vice-President for Administrative Affairs. Equipment purchases will normally only be approved in special situations, usually when SAFAC initiates or invites such purchases.
- E. Requests for equipment purchases from agency accounts must be forwarded to the Associate Director. The Associate Director will submit the request to the appropriate Vice-President.
- F. Student activity fee-funded organizations/activities shall specify all sources and amounts of projected income at the time of their budget requests.
- G. The student organization advisor shall be responsible for informing the organization of relevant University policies including those in the Student Organizations Manual,

the Student Guide/Planner, and Student Activities Fee Allocation Committee Handbook. It is then the responsibility of the student organization to comply with those policies. Failure to do so may result in any or all of the following sanctions:

1. A freeze on the account(s).
2. Loss of future funding by SAFAC.
3. Loss of the use of University facilities.
4. Loss of recognition status.

### **SAFAC FUNDING (Student Activities Fee & Allocation Committee Funding):**

An organization's budget often determines the extent and nature of the given organization's activity. Fundraising is often an important activity for any organization. The university recognizes that it is often necessary to have an operating budget in order to attract members and begin fundraising activities; for this reason, organizations may apply for SAFAC funding through the HMU Associate Director's office. This is an annual application process coordinated by SAFAC.

Organizations not funded by SAFAC for a given year are eligible for operational monies each year. This funding is not granted automatically. Organizations must have an updated Intent to be Active form on file by the fall deadline each year to be eligible. Organizations may receive this funding once at the beginning of fall semester of each academic year. If the operational monies are not used by the end of the fiscal year, they will be reabsorbed by SAFAC.

### **CAB FUNDING (Campus Activities Board):**

SAFAC has designated a sum of money to be used to support activities sponsored by recognized campus organizations which do not receive major funding from SAFAC. This account is administered by CAB, with all requests for funding going through this board. CAB will follow the guidelines stated below in reviewing all requests.

- A request must not exceed a total of \$500.
- The program must be sponsored by a Student Senate recognized campus organization which does not receive major funding from SAFAC.
- The request must be presented to CAB a minimum of fourteen (14) days prior to the event.
- The Special Request Form must be completely filled out to be considered.
- A representative from the requesting organization must present the Special Request to the Campus Activities Board.
- Money will not be allocated to fund raffles – contact Associate Director.
- Money will not be allocated to send students to attend conferences, workshops, or retreats.
- An event evaluation and financial statement including all expenses and income must be submitted to the Hobson Union Programming Board following the program.

- Advertising MUST include “Co-Sponsored by CAB, SAFAC Funded.” Advertising must not be done prior to the request being approved by CAB.
- The activity must be open to all university students and be held on campus or within the Bemidji community.

## HMU Programming Grant

Bemidji State University has established three signature themes:

1. Civic Engagement
2. Global and Multicultural Citizenship
3. Environmental Stewardship

These themes were designated by President Quistgaard as a way of helping to focus our programs and endeavors on areas which would benefit our students both during their time at BSU as well as upon graduation.

Hobson Memorial Union is allocating additional program dollars for those groups which are interested in sponsoring programs which relate to any of the following: the signature themes, a late night or weekend program, or a new event which is taking place in the HMU. Program support for each event will be up to \$250, and a short funding application will be available at the Information Desk or online for those groups interested in accessing these funds. So, put on your creative thinking caps, and if there's a program out there that your group would like to do and the HMU can be a catalyst to helping to make it happen, let us know. If you've got questions, please let us know at [bsuclubandorg@bemidjistate.edu](mailto:bsuclubandorg@bemidjistate.edu) or ext. 3760.

## FUNDRAISING:

Student organizations are allowed to raise funds to meet the financial needs of their organization. Members of the organization should adhere to the following guidelines in regards to fundraising.

- A Fundraising Application must be submitted and approved by the Student Senate, HMU Associate Director and BSU Foundation, before the event is finalized and publicity started. Fundraising Application forms may be picked up at the HMU Information Desk, Student Senate Office or on the HMU website. The Fundraising Application must be submitted to the Student Senate no later than two weeks prior to the event. This applies whether the event is held on or off campus. It takes approximately 7-10 business days to process a request, please plan ahead.
- The University prohibits off-campus agencies or individuals, University employees or students to engage in any form of on-campus solicitation that relates to the personal gain/profit of the solicitor.
- The facility or area should be reserved prior to publicizing the event. To reserve rooms anywhere on campus or table spaces in the Lower Hobson Union contact the Scheduling Office, HMU or via email at [scheduling@bemidjistate.edu](mailto:scheduling@bemidjistate.edu).
- Food-related sales must be approved and coordinated through Assistant Director (Scheduling Office), HMU. To arrange for food service contact the ARAMARK offices in Walnut Dining Hall or call 444-7576.

- Organizations must comply with State and University regulations regarding the use and consumption of alcohol.
- The University supports the concept of fund raising for student organizations; however, University endorsement for special activities is not implied.
- If a service is being purchased or rented such as a guest speaker, movie, band, etc. a contract should be used. Contracts are available from the Associate Director. All contracts must be signed by the Vice President for Administrative Affairs or designee.

## **RAFFLES:**

Before you make decisions/plans on holding a raffle, please contact either the Associate Director or Director of Accounting Services – Deputy 201 (755-2014) for additional information or guidance.

## **CO-SPONSORSHIP OF EVENTS:**

If a BSU student organization decides to co-sponsor an event with an outside agency the BSU organization **must be actively involved in the event** and the event must be in keeping with the purpose of the student organization. Prior to entering a co-sponsorship, a written agreement should be completed which addresses the responsibilities of each organization. Due to liabilities which may arise, student organizations are strongly urged not to co-sponsor events with outside agencies.

# **BSU and MNSCU POLICIES**

## **ALCOHOLIC BEVERAGES**

Bemidji State University prohibits the use of any alcoholic beverages on the campus. This prohibition extends to Residence Halls, athletic facilities/events, and school activities, and applies to any person on University grounds, whether or not he or she is a member of the University community. The only exceptions to this absolute prohibition are authorized laboratory experiments and sale and consumption in accordance with special licensing procedure provided by law. Any such sale, possession, or consumption is strictly controlled and allowed only in those areas of campus specifically designated in the temporary license.

Bemidji State University prohibits the illegal use, possession, sale, manufacture, or distribution of drugs or actions involving drugs which may involve medical or psychological hazards to individuals, or actions involving drugs which may lead to interference with the rights and privileges of others.

All events on campus or during an organization event, in any situation sponsored or endorsed by the University and/or organization, or in any event an observer would associate with the University and/or organization, including off-campus events must be in compliance with the stated policies below:

1. All students and student organizations at Bemidji State University must observe all laws, statutes, and ordinances that govern the sale or consumption of alcohol in Minnesota.
2. All events must have a Third Party Vendor properly licensed by appropriate local and state authorities with a 1 million dollar liability insurance policy. All sales of alcohol must be on an individual drink by drink basis and staffed only with employees of the host site or Third Party Vendor.
3. All events that have alcohol present must be in a location properly zoned for the distribution and consumption of alcoholic beverages.
4. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted.
5. Student Organization funds or money generated from student activity fees or admission fees collected at the event may not be used for the purchase of alcohol.
6. No event shall include drinking contests, drink specials, or have alcohol as prizes to any contests.
7. Organizations must have designated driver programs in place. This program should specifically include provisions for commuting students who will be returning to their off-campus residences following the event.

## **FACILITY USE**

The University permits the use of its facilities by student organizations, individual students and the public. University activities are given priority on use of facilities over individual students or outside groups.

Individuals or groups desiring to use space must make a request to the scheduling office, Hobson Memorial Union. Nominal charges may be made if the event requires special equipment and/or extended building hours.

The reservationist shall approve applications properly completed unless there is reason to believe:

1. The facility is inadequate or inappropriate for the planned event.
2. The organization is under disciplinary penalty prohibiting its use of University facilities.
3. The proposed use includes an activity which would violate state laws, city ordinance or University policy.
4. The proposed use would constitute an immediate or potential danger to the peace or security of the University that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
5. The proposed activity would constitute an unauthorized or unacknowledged joint sponsorship with a private individual or organization.
6. The use of sound trucks or other sound amplification equipment is prohibited on University property except when special permission has been given in accordance with University policy and guidelines for a scheduled event.

## **HAZING**

All organizations must adhere to the university's policy against Hazing. According to the student code of conduct manual (Code R), "Hazing is an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization. Hazing, whether occurring on or off campus shall be considered a violation of this code."

Organizations found responsible of the charge of hazing, could lose status as a recognized student organization.

# **GUIDELINES: USE OF BSU NAME AND IMAGES:**

Like many colleges and universities, BSU has seen increased interest by manufacturers in using the school name and images on clothing and other items. The University has entered into an agreement with the Licensing Resource Group, Inc. (LRG), that allows manufacturers to make products bearing the logo and word marks of the University.

Licensing covers the logo and mascot images as well as the words BSU, BSU Beavers, Bemidji State and other words referring to the University.

A ten-year old company, LRG is a trademark management firm specializing in the collegiate industry with offices in Michigan, Iowa and North Carolina. The company currently represents more than 75 universities, athletic conferences and special properties in their trademark licensing interests. It also works with institutions in the exploration of new opportunities within the marketplace.

The licensing agreement with LRG will enable the institution to garner royalties from products manufactured for resale. Royalty payments are determined by three methods.

- Royalty will be paid by the manufacturer if the product is meant solely for sale, either through a retail outlet or through an office or program on the BSU campus.
- Product intended for use as giveaways, incentives or rewards at no cost to the recipient is not subject to royalties. Leftover products in this category cannot be sold without royalty being paid by the manufacturer on the entire order.
- If extra products originally intended for use as a giveaway, incentive or reward are ordered for sale, royalty would be paid by the manufacturer on all of the merchandise produced.

All merchandize, whether subject to royalty or royalty-free, must be produced by a licensed vendor. Guidelines for use of the logo, nameplates, & icons can be found on the web:

- [http://www.bemidjistate.edu/offices/communications\\_marketing/design/logos/](http://www.bemidjistate.edu/offices/communications_marketing/design/logos/)

**Licensing** information is available at:

- <http://software.trademarxonline.com/forms/LicensedManufacturerList.aspx>

**Questions** relating to use of University images/names can be forwarded to: [jbartlett@bemidjistate.edu](mailto:jbartlett@bemidjistate.edu)

**\*\*\* THIS INCLUDES T-SHIRTS THAT YOU WANT BSU or THE BSU LOGO ON!!!**

# POSTERS AND PUBLICITY POLICY

Posters, notices, placard and other printed materials may be distributed by all BSU recognized student organizations. In publicizing the events, the following guidelines should be followed:

1. All posters, notices, etc. must carry the name of the organization and contact information.
2. Posters for all academic, administrative and Student Union buildings must be approved for posting at the HMU Information Desk.
3. All posters must contain the following American Disabilities Act (ADA) tagline: "If you need an accommodation for this program/event, please contact Kathi Hagen, Coordinator, Disability Services Office (Sanford 202) at (218)755-3883. If an interpreter is needed, two weeks notice is requested."
4. The posters for residence halls must be approved by the Department of Residential Life Office, Walnut Hall.
5. The HMU will post eight copies within the Union, Memorial Hall, Sanford Hall, and the Library corridor for a two-week period. They also keep one and send one to Northwest Technical College.
6. The Department of Residential Life Office will accept and post one poster per residence hall and Walnut Hall (7) or one poster per floor in the residence halls if the event is sponsored by a recognized BSU organization. If the event is sponsored by an outside organization, one poster per hall and one in Walnut Hall may be posted.
7. Twenty-three posters may also be placed in the other administrative and academic buildings by organizations. Posters are limited to approved bulletin boards only and must be stamped for approval to post at the HMU Information Desk. A list of these boards is available at the HMU Information Desk.
8. All posters which are not approved for posting will be removed.
9. Each organization is responsible for taking down their posters in the academic and administrative buildings after the event is held.
10. Posters may not exceed 14'x22'. Exceptions to this are for such events as Student Senate elections and others as approved by the Associate Director.
11. If a fund raiser, the organization must submit a Fundraising Application Form to the Student Senate and receive approval by the HMU Associate Director before the posters may be posted.
12. If alcoholic beverages are mentioned on the poster, the advertising shall comply with the BSU policy regarding Advertising, Promotion and Merchandising of Alcoholic Beverages.
13. Banners may be posted in the lower HMU, Library tunnel, and Walnut Hall. Banners should be no more than 10 feet long and three feet wide. Banners should be brought to the HMU Information Desk and Department of Residential Life Office for approval and hanging.
14. Material designated solely for use on campus may be developed by the student organization. However, posters, flyers, and other forms of publicity designed for the general public must be processed through the News Service and Publications Office (Deputy 323)
15. Table tents are coordinated and approved through the HMU staff.
16. Personal notices may be hung in the following places: on the wall by Printing Services in Lower Memorial Hall and on the board across from the University Bookstore next to the Variety Store in the HMU, on the board by the Recreation Center and next to the HMU Information Desk. Individuals not associated with the University may, upon the approval of the Director, post information within the HMU by contacting the staff at the HMU Information Desk. The HMU is designated as the primary location for the posting of non-University information.

17. Poster material and banner paper are available at the Hobson Memorial Union Information Desk upon request. Student organizations must sign out the Project room before use and assume all responsibility for damages, mess, etc. thereafter.

## **DISTRIBUTION OF LITERATURE:**

Individual student(s) and student organization(s) are responsible for not violating University policies and for being aware of their liabilities on matters of obscenity, libel, and discrimination. The source of the material and name of the student organization must be stated on the information. Approval by the University to post information or distribute information does not serve as a University endorsement.

## **PEACEFUL DEMONSTRATIONS AND PROTESTS:**

The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president, or designee, may prohibit any forum when holding the event, in his/her judgment, which would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make his/her best effort to consult with a designated member of the student association.

First Amendment principles and Minnesota State Statutes acknowledge and affirm the rights of individuals to petition peacefully and in an orderly manner. This policy on demonstrations and protests is in keeping with these principles and rights.

1. Peaceful demonstrations and protests for the purpose of attracting attention to specific causes and to express grievances are condoned by the University.
2. Sponsors of demonstrations or protests must secure a registration permit from the Director of Student Union at least 24 hours prior to the scheduled activity.
3. Peaceful demonstrations and protests so registered will be permitted in the following non-reserve areas: non-academic, public hallways and lounges; the HMU Ballroom Lobby; and the Deputy Hall Lobby. These areas and some outside areas may be requested for demonstration and protest purposes through the Director of Student Union or designee. Such activity is not permitted inside offices, academic buildings, classrooms, laboratories, or residence hall living areas.
4. At no time shall a demonstration or protest block individuals from proper and lawful access to and egress from other areas of the buildings.
5. The University will intervene in the conduct of demonstrations when statutes are violated, when others are deprived of their rights or when operations of the University are disrupted.
6. Students who violate the University Conduct Code in the course of a demonstration or protest may be subject to disciplinary action under the student conduct system as well as penalties under applicable state laws. Minnesota Statute Section 624.72 addresses the issue of

demonstrations and states that, “Whoever, intentionally, or through coercion, force or intimidation, denies or interferes with the lawful right of another to the free access to or egress from or to use or remain in or upon public property or in a like manner interferes with the transaction of public business therein or thereon may be sentenced to imprisonment for not more than one year or a fine of not more than \$3,000 or both.”

7. Sponsors of Peaceful Demonstrations must adhere to all university policies.

## **POLITICAL ACTIVITY:**

1. It is the policy of BSU to encourage free inquiry into and free expression of ideas. However, individual rights and effective operation of public facilities need to be protected and maintained. Therefore, political activity, as defined below is permitted on campus subject to reasonable regulation of time, place and manner. No individual or group following reasonable regulations of such activity will be denied access to University facilities
2. “Political activity” means action by a person or persons promoting the candidacy of an individual or group of individuals or favoring a particular position on a public issue. Such activity may include:
  - a. Distribution of political literature including handbills, cards, buttons and pamphlets;
  - b. Requests to sign petitions;
  - c. Discussions of candidates of issues.
3. Use of available public areas in University facilities for political activity is encouraged and must be scheduled with the appropriate director of the building or area involved.
4. Political activity is not permitted in classrooms, laboratories, research space or offices, except as a part of a scheduled class activity under the direction of a faculty member responsible for the class.
5. Political activity is restricted in living areas within the residence halls except as allowed by the Fair Campaign Practices Act (Minnesota Statutes Section 210A.43) which allows candidates for political office to canvass on a door-to-door basis.
6. No political literature will be distributed in the residence halls through the student mailboxes unless each piece is addressed specifically to the name of the individual or to “occupant”. The room number must also be included in the address.
7. Individuals or groups engaged in political activity located in such a way as to impede the normal flow of pedestrian or vehicular traffic will be asked and required to move to another location.
8. No person or group shall have the right to place political signs, posters, banners or similar material on or in University property. Political student organizations which are recognized under the appropriate University regulations may post signs announcing meetings of the organization.

9. Signs may be placed upon motor vehicles owned and/or operated by persons placing the signs thereon. However, such vehicles must be operated and parked in accordance with University traffic regulations.
10. The use of sound trucks or other sound amplification equipment is prohibited on University property except when special permission has been given in accordance with University policy for a scheduled event.

## **SOLICITATION:**

**(<http://www.bemidjistate.edu/students/handbook/policies/campus/solicitation.cfm>)**

Solicitation for commercial, religious, or political purposes and for educational research is regulated by the University. The University will not allow any solicitation which could potentially infringe on the privacy of its students or disturb or interrupt the conduct of classes.

Solicitation means the sale or offer for sale of any property or service and/or receipt or request for any gift or contribution. Solicitation also includes the posting of posters and distribution of literature that advertises an off-campus event, product, and/or service which would benefit the sponsor.

- A. No solicitation shall be conducted in any building or structure on the BSU campus except by the agents or employees of the University acting in the course and scope of their agency or employment or by student government and/or recognized student organizations except when permitted under Sections E and F of this policy.
- B. Recognized student organizations may collect membership fees or dues.
- C. There may be a collection of an admission fee for an activity if it is sponsored by the University, a recognized faculty/staff group, or a recognized student organization.
- D. Charitable fund raising campaigns may be conducted on campus if sponsored by a recognized University group and if the enterprise is consistent with the BSU educational mission.
- E. Off-campus groups may solicit on campus with permission of the Director of Hobson Memorial Student Union if a facility rental fee is charged and the event is determined to be a legitimate service to the BSU student body.
- F. Posters and flyers advertising off-campus events, products and/or services shall be allowed on a limited basis if it is determined to be a legitimate student service by the Director of Hobson Memorial Student Union or by the Director of Residential Life for residence halls distribution.
- G. Recognized student organizations may not perform as on-campus agents for private or public concerns in direct sales, solicitations for advertising, commercial activities.
- H. Lectures, concerts, demonstrations, displays or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.

- I. Student organizations are allowed to solicit funds off-campus. However, this activity must be approved in advance by the Student Senate and the BSU Foundation. The following conditions are to be met:
  - 1. The student organization must fill out a Fundraising form.
  - 2. The funds must be used for an approved University activity that relates to the purpose of the organization.
  - 3. The funds must be deposited in the organization's account.
  - 4. Provisions must be made for disposition of the funds if the event is canceled.
- J. Individuals or groups who purchase food items from University agencies or any other source may not resell those items on University property unless specifically authorized by the University at or before the time of purchase.
- K. Solicitation must be conducted under the following rules:
  - 1. A recognized student organization may sell materials clearly related to the purpose of the organization.
  - 2. Solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted on campus.
  - 3. Solicitation will not interfere with the free and unimpeded flow of pedestrian or vehicular traffic on sidewalks, streets, entrances to buildings or common areas of campus buildings.
  - 4. No person will be harassed, embarrassed or intimidated by the person doing the soliciting.
- L. A separate policy for political campaigning is found in this section under Political Activities.
- M. Any questions/concerns related to solicitation should be referred to the Director of Hobson Union. 755-3760.

NOTE: Any student organization whose approved solicitation involves the collection of money, must record this on their monthly financial statement. Student organizations can obtain financial statements online or from the HMU Information Desk. The organization must complete and return the forms to the Associate Director.

# POLICIES INVOLVING COPYRIGHT LAWS

**PUBLIC PERFORMANCE OF VIDEOS:** The Associate Director's Office has received many inquiries regarding the use of video tapes as part of organization activities; thus it is important to share the following legal information with BSU organization officials.

The law and you: Five facts every video tape user must know!

- FOR HOME USE ONLY means just that! Without a license, it is illegal for you to exhibit video tapes publicly, outside of your home and beyond the scope of your family and your close friends.
- Video tapes RENTED from retail stores confer no other license. Retailers cannot offer you legal protection if you exhibit their tapes in a public performance setting.
- Video tapes PURCHASED from retail stores confer no other license. Owning a tape doesn't provide you with public performance protection.
- Showing rented or purchased video tape in a public setting can be a copyright violation EVEN IF YOU DON'T CHARGE ADMISSION.
- If you are suspected of copyright infringement, there is now a very good chance that you will be prosecuted.

## **COMMONLY ASKED QUESTIONS REGARDING PUBLIC PERFORMANCE (Information taken from SWANK film catalog/web page [www.swank.com](http://www.swank.com))**

### **What establishes a "public performance"?**

Suppose you invite a few personal friends to your home for dinner and a movie. You purchase or rent a videocassette movie from your local video store and you view the film in your home that evening. Have you violated the copyright law by illegally "publicly performing" the movie? Probably not. But suppose that you took that same videocassette and showed it to 100 people at the student union. In this case, you have infringed on the rights of the movie's copyright holder.

The owner of the copyright of a motion picture, etc. has the exclusive right to perform the copyrighted work publicly. This is a federal law that applies in every state. Examples of an unlawful "public performance" would be playing a videocassette of the movie GONE WITH THE WIND in a video lounge, student union or a residence hall common room accessible by the residence population without a proper license.

**If I don't charge admission, do I still need a license?** Yes. The copyright laws apply whether or not an admission is charged.

**What if my video store says that it is okay?** Local video stores are in the business of renting videocassettes for home use only and cannot provide you legal protection. Ownership of the tape,

etc. and the right to show it publicly are two separate issues. The copyright holder retains exclusive public performance rights to that program.

**What about tapes that I own?** The purchase of a videocassette from a source such as a local video store or retail outlet does not convey or carry with it the right to exhibit that cassette, etc. in public or semi-public locations.

**Isn't a residence hall my home?** Individual rooms where students sleep or study are completely different from common rooms such as lounges and other public or semi-public areas within a residence hall. Any situation in which a closed circuit distribution is used requires licensing; and certainly, any exhibitions in common areas-even though they are restricted-require licensing. (See "Face to Face Teaching Exemption" on next page)

## **Public Performance Rights for Movies and the Face to Face Teaching Exemption**

### **"FACTS ABOUT VIDEO PROGRAMMING ON CAMPUS"**

The following are examples of public screenings and are illegal unless the film title being shown is a copy which was obtained with "Public Performance Rights":

- in residence hall floor lounges
- in the cafeteria via radio or television
- in common rooms open to residence hall populations
- in the campus library
- in the Student Union

A public performance license is needed when using videotape programming in any public or private location where the audience extends beyond the scope of a single family and close friends.

It is illegal to conduct a public showing without first obtaining the necessary license for the program. Without such license, the public showing becomes a copyright infringement and the violators can be prosecuted and held liable for fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse. The copyright laws apply whether you charge admission or not. There are no distinctions between profit and non-profit groups. Ownership of an individual video tape does not give one the right to show it in a public place; it is for HOME USE ONLY.

Not having the budget to pay for the license (and thus the royalties) is not an acceptable reason for renting from a local distributor and showing a video in a public area.

Authors, producers, studios and lawful distributors are the copyright holders and are due rightful compensation for the public showings of their creations.

Anyone connected with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showings.

## Face-to-Face Teaching Exemption

Use of a copyrighted film in classroom teaching, other than educational broadcasting, is a public performance which is exempt from the licensing requirement if all of the following conditions are met:

- The “performance” (showing of the film) must be by the instructor or pupils.
- The performance must be a part of face-to-face teaching activities. The teacher and students need not actually be able to see each other, but they must be present simultaneously in the same general area. Although one needs to be flexible about indirect delivery of a film to a single classroom, in general, the exemption does not include remote transmission of any sort, including closed circuit or cable originating from another part of the school. (An educational broadcasting exemption exists, but does not apply to movies.)
- The performance must be a part of the teaching activities of a non-profit educational institution. The teaching activities must involve systematic instruction rather than recreation or entertainment (regardless of the cultural value or intellectual appeal of “high-concept” pictures).
- The presenting location must be a non-profit school of some sort. Foundations or associations or other non-profit “educational” institutions are not exempted. Neither the recreational film series presented by a faculty advisor of a college nor a face-to-face classroom instruction using The Red Shoes at a commercial dance studio are exempt under this provision.
- The performance must occur in a classroom or similar place devoted to instruction. The exemption is for classroom, not school performances. Residence hall, student union, or other space devoted to educational programming would be considered a classroom as long as all other conditions above are met. Professional staff would be considered the instructors if they meet conditions included above. Professional staff includes: Vice Presidents, Directors, Associate Directors, Assistant Directors, and Residence Hall Directors. Pupils would be considered college students currently enrolled for courses. Performances during school assembly, graduation ceremony or other general school event are not exempt.
- The performance must not use a film copy which was illegally made and which the person responsible knew or had reason to believe was not lawfully made.
- Please remember that showing a film without first obtaining the copyright puts the university, college, your organization and yourself at risk of liability which can include fines, penalties, court costs, and legal fees upwards of \$50,000 per abuse.
- Following the program, documentation must occur that describes how the above conditions were met. This documentation must be kept on file with the Department sponsoring the program for future reference.

# **ADVISOR'S ROLE**

## **In Student Organizations at BSU**

### **CONSULTATION**

It is crucial that communication between the organization members and the advisor is maintained and frequent. This will be much easier if the advisor has a genuine interest and concern for the organization and its goals. Advisors should expect to be consulted regularly by officers or chairpersons about their plans for activities and programs. They should attend meetings regularly and be aware of what projects or events are being planned and offer ideas or suggestions while being cautious not to control the meetings or the program planning process.

### **PROVIDE CONTINUITY**

Supplying continuity is an important responsibility for the organization advisor. Officers and members will come and go; therefore, the organization advisor is often the only constant link that the office of the Associate Director has to any given student organization. With this in mind, it is very important that advisors contact the Associate Director (755-3760) if they will be on leave or no longer wish to serve as an organization advisor. If advisors do not contact us, we will continue to send communications to them in the assumption that they still serve as organization advisor. This can often create some communication problems. Another way in which advisors can provide continuity to the group is by orienting new officers and members to the history of the group and helping them to build on it. Continuity implies a link with the future, and advisors will play an important role in helping to develop long-term plans for the future of the organization and in communicating these plans to succeeding generations of members.

### **LEADERSHIP TRANSITION**

It is often hard for advisors to see the leaders that they work with graduate or pursue other opportunities outside of the organization. It is a busy time of the year as students, staff, and faculty alike try to survive the last flurries of finals and projects. Part of the advisor's responsibilities includes setting up expectations for the group that some type of formalized leadership transition will take place. Some of the benefits to the advisor and the group in establishing some type of program are as follows:

- provides a scheduled time for the old and new leaders to meet and share ideas for the future of the organization
- gives the old officers a chance to process how much they have learned over the year
- provides a sense of closure for the old officers
- provides the new officers a chance to ask questions in a safe environment
- provides an opportunity for the old officers to pass on needed materials and traditions
- increases the confidence and knowledge of incoming officers
- increases the chances that the momentum of the group will continue
- starts the new officers ready to go so that advisors have to spend less time orienting them to their roles in the organization.

At this point in the academic year, members should have a sense of what type of gathering would work best for their particular organization. The old officers and the new officers should get together

and go over the responsibilities of the positions. Some questions the old and new officers may want to discuss are:

1. What are the major duties of the positions?
2. What goals were accomplished last year?
3. What projects were started this year and will continue over to the next school year?
4. What projects/goals were thought of for next year?
5. What are three things that the old officers wished they would have known before they took office?
6. What are the three top concerns of the new officers?

During this meeting, time should also be spent going over the organization constitution and past minutes and correspondence. The new officers should also be introduced to the various forms and procedures they will encounter in their duties the following year. It is always a good idea to hold one more meeting of the organization before the end of the school year. This gives the new officers a chance to ask any questions they may have come up with after becoming more familiar with the operations of the organization. This meeting may be used as a chance for the new officers to lead their first meeting under the guidance of the experienced officers. This also gives any graduating officers or members a chance to say good-bye to the group.

The leadership transition process usually starts as soon as the new officers are elected. If your group does this after spring break, you will have plenty of time to get this process completed before finals. By completing this process in the spring, your organization will be well-organized in the fall and more prepared to recruit new members. This is also a good opportunity to fill out the Intent to be Active form for the following year. These will be available during the latter part of the Spring semester on CollegiateLink. Advisors are to encourage their students to set up a transitional leadership meeting and to provide them with advice on the format of such an exchange.

## **COUNSELING**

To advisors, counseling students is necessary because they know how the members of the group interact in informal settings. Advisors have a unique opportunity to identify students having problems in their personal lives that appear to affect their work or effectiveness within the group. It is up to advisors to find an opportunity to speak privately with the student to determine what they may be able to do to help if a problem does exist. Advisors also have the opportunity to observe the group dynamic and serve as a moderating force in the group if necessary. Making appropriate referrals to other campus resources may be necessary, depending on the situation.

## **INTERPRETATION OF POLICY**

As a representative of the University administration to the organization, advisors will be in a constant position of interpreting the institution's policies and regulations about student organizations. This is why it is so crucial that they read and respond to mailings or email received from the HMU staff. We will do our best to explain university policies; all advisors have to do is let us know any questions or concerns they may have. Advisors should see that the group and its officers know what the policies are, why they exist, and what the channels to follow are to obtain exceptions or revisions of these policies. Everyone should feel free to consider the office of the Associate Director as their first resource in this process.

## **SUPERVISION**

Although the advisor's major responsibility is not regulatory or disciplinary, they have a responsibility as a member of the University staff to keep both the institution and the organization's best interests in mind. In a well-run organization, an advisor's supervisory role may be small, but they may need to remind the group of proper University regulations and/or intervene to prevent the organization from violating public or institutional policies. Whenever possible, they should work with the officers of the organization to maintain standards which are consistent with those of the institution. Advisors are role models.

## **ORGANIZATIONAL RECORDS**

The committee reports and group records are an important part of the organization's history on campus. These records contain valuable information for future officers. An advisor should see that the officers maintain adequate records and minutes of the group's activities. The group should keep a copy of these records in a permanent file in the advisor's office and in the organization's office, if one is available. Student organizations can also request storage space in H2O: Center for Student Involvement.

Although financial record-keeping responsibilities are delegated to the officers of the organization, it is the advisor's duty to monitor the organization's accounts. All correspondence concerning organization finances is sent to the advisor directly, as opposed to the treasurer, in order that the advisor may be aware of the organization's financial situation and prevent the organization from incurring a negative account balance. Organization finances are an area in which the advisor's role of providing continuity to the organization is very important. We ask that advisors take it upon themselves to make sure that the names of authorized officers are changed with the bank (for off-campus accounts) as officer changes occur. Remember, as officers come and go, advisors remain our one contact. Therefore, it is important that advisors are familiar with their organization's account. Please note that any organization being organized must have their account on campus. No off-campus accounts are allowed, with the exception of a few old organizations that did establish an off-campus account and who are allowed to maintain the account at this point.

## **RECRUITING NEW MEMBERS**

The students will look to the group's advisor for suggestions on how to get more people to join the organization. The following questions should be asked of the group and the answers recorded. The answers to these questions will suggest ways the organization can attract new members:

How did you join the group?

What did you hope to gain from your involvement?

How did you first hear about the group?

Why did you initially join the group?

After the answers to these questions have been written down, leaders will be able to see what attracted current members to the group and what the organization's strengths are. These strengths can be used as a focus for recruitment posters and other forms of publicity, such as announcements in pertinent classes or flyers.

Recruiting new members goes beyond just getting new people to the meeting; they must feel welcome when they get there. It is also important that newly-recruited members are informed of what the organization is currently doing and what it hopes to do in the future. The new member

needs to know that their participation is valuable to the organization and that each member has something he/she can contribute to the existing organization while also acquiring skills through participation in the group.

## Discussion Guidelines for Advisor Role Definition

Listed below are some possible expectations student leaders may have of their advisor. The advisor and leaders should each respond to the following items, then discuss answers and resolve differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1 – Essential for the advisor to do
- 2 – Helpful for the advisor to do
- 3 – Nice, but not essential for the advisor to do
- 4 – One the student leaders would prefer the advisor not do
- 5 – Absolutely not an advisor's role

The Advisor Should:

- 1. Attend all general meetings.
- 2. Attend all executive committee meetings.
- 3. Call meetings of the executive committee when he/she believes it is necessary.
- 4. Explain University policy when relevant to the discussion.
- 5. Explain University policy to the executive committee and depend on officers to carry them out through their leadership.
- 6. Explain University policy to the entire membership at a general meeting once a year.
- 7. Assist the president as needed with the agenda for each meeting.
- 8. Speak up during discussion when he/she has relevant information.
- 9. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- 10. Take an active part in goal formation of the group.
- 11. Initiate ideas for discussion when he/she believes they will help the group.
- 12. Be one of the group, except for voting and holding office.
- 13. Attend all group activities.
- 14. Require the treasurer to clear all expenditures with him/her

before commitments are made.

- \_\_\_ 15. Request to see the treasurer's books at the end of each semester.
- \_\_\_ 16. Check all official correspondence before it is sent.
- \_\_\_ 17. Get a copy of all official correspondence.
- \_\_\_ 18. Inform the group of infractions of their bylaws, codes, and standing rules.
- \_\_\_ 19. Mediate interpersonal conflicts that arise.
- \_\_\_ 20. State what his/her advisor responsibilities are as he/she sees them at the first meeting of the year.
- \_\_\_ 21. Let the group work out its problems, including making mistakes and "doing it the hard way."
- \_\_\_ 22. Take the initiative in creating teamwork and cooperation among the officer group.
- \_\_\_ 23. Represent the group in any conflicts with members of the University staff.
- \_\_\_ 24. Be familiar with University facilities, services, and procedures that affect group activities.
- \_\_\_ 25. Recommend programs, speakers, etc.
- \_\_\_ 26. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- \_\_\_ 27. Cancel any activities when he/she believes they have been inadequately planned.

Please add any other expectations held for the advisor's role:

*Adapted from: "Organization & Advisor Manual," California State Polytechnic University, San Luis Obispo, & "The Student Organizational Manual-Supplement for Advisors," Simmons College, Boston, MA.*

# Student Organization Advisor Contract

The members of \_\_\_\_\_, by the selection process  
(Organization name)  
outlined in our constitution hereby announce that \_\_\_\_\_ will be our  
(Advisor name)  
organization advisor for the \_\_\_\_\_ academic year.

## BSU has the following basic expectations of all organization advisors:

- Meet with the executive board as often as necessary
- Explain institutional policy/procedure
- Offer financial management advice
- Provide continuity for the organization from year to year
- Act as a resource to the group
- Attend programs that may potentially have liability/risk for the institution
- Intervene when knowledge of illegal activity/activities contrary to BSU policy occur

The following expectations are to be negotiated between the advisor and the organization. Please check off all expectations the advisor is willing to commit to, make one copy for both the advisor and the executive board, and return a copy to HMU.

\_\_\_ attend all meetings

\_\_\_ attend all executive meetings

\_\_\_ meet with the President/Chairperson before/after meetings

\_\_\_ attend a specified number of organization events

\_\_\_ help to prepare the agenda for meetings

\_\_\_ speak up during meetings with relevant information

\_\_\_ challenge group members/officers to think creatively

\_\_\_ take an active part in formulating the goals of the group

\_\_\_ take an active part in facilitating the development of group goals

\_\_\_ promote group activities to other faculty/staff

\_\_\_ other (list)

The above expectations and responsibilities may be reconsidered at anytime based on the needs of all parties.

**Signatures**

I have met with the student organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

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Advisor Signature / Date

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Organization Leader / Date

---

Associate Director HMU / Date

# APPENDICES

## PLANNING AN EVENT

One of the most exciting, and at times frustrating, things an organization can do is planning campus events. This is a sheet that will help you with some of the surprises that may come up while planning a large or small event. If at any time you would like further help, please contact the Associate Director HMU.

Security: Any large event or outdoor event needs a security plan. Please contact Safety and Security, 755-3888

Contracts: Any performer or rented service must have a contract. Please see Associate Director for information.

Food: Aramark has exclusive contract to cater events on campus. Please call 444-7576 for more information.

### Things to Consider When Planning an Event:

- \_\_\_ 1. Gather resource information and ideas (semester ahead – for large programs)
  - Talk to students, faculty, advisor, and other resources
  - Research publications and online resources
  - Ask yourself – is it a program of benefit or interest to students?
- \_\_\_ 2. Make initial contacts for program talent... availability, costs etc.
  - Contact agents to discuss dates and costs, this is also where you would make sure that the Associate Director, HMU is in on your planning ideas. They have experience in finding the information and talking to agents.
  - Meet with advisor to discuss ideas and process of the program/event
  - Develop a budget for program (other sources, co-sponsoring, HUPB, SAFAC)
  - Check with the Scheduling Office, HMU for availability of rooms and reserve them.
- \_\_\_ 3. Present program idea at general meeting of organization as a preview.
- \_\_\_ 4. Complete negotiations for the program. Request and process a contract with any talent that is involved or any production that is also included. Please work with the Associate Director for any contract. All talent (comedians, bands, DJ's etc.) needs a contract to receive payment.
  - Determine technical requirements for program and how to satisfy them.
  - Arrange for facility set-up.
- \_\_\_ 5. Develop Publicity Ideas (at least one month ahead)
  - Banners, table tents, Campus Events, chalking sidewalk, etc.
  - Coordinate publicity with other organizations
- \_\_\_ 6. Delegate specific tasks to be accomplished by committee members
  - Coordinate business details
  - Hospitality arrangements
- \_\_\_ 7. Start Publicity, check for effectiveness (at least 2 weeks ahead)
- \_\_\_ 8. Arrange for payment of talent (at least 2 weeks ahead)
- \_\_\_ 9. Day of Event – hosting etc.
- \_\_\_ 10. Send “thanks” to persons or groups that have provided special assistance (no later than 1 week after event)
- \_\_\_ 11. Do a follow-up evaluation; keep on file for future events.

(Sample evaluation and the Backward Calendar are available online)

### **PUBLICITY:**

One essential ingredient for each activity is publicity. Student groups have a number of different methods to publicize their activities:

- Northern Student – HMU, 755-2987
- KBSU/KDRS Radio (FM 90) – Deputy Hall 215 – 755-4120
- KBSU Television – Deputy Hall 252 – 755-204
- BSU News & Publications – Deputy Hall 323 – 755-2041
- Bulletin board posters – campus wide
- Banners
- Table tents – contact HMU Information Desk

# **SAMPLE CONSTITUTION AND BY-LAWS**

**The attached constitution is a sample and can be revised to fit your organization's specific needs. Changes may be made, but are not limited to the following areas:**

**Dues:** Your organization doesn't have to collect dues if you don't want to.

**Committees:** You can list and add committees and corresponding chair positions.

**Membership:** You can create or remove stipulations on membership.

**Executive Board:** Add/change positions.

**The above are only some examples of what you may change. If you have any questions feel free to contact the Student Senate Office at 755-2099.**

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## **BSU Guidelines Organizational Constitutional/Bylaws**

The following packet has been prepared by the Legislative Affairs Committee of the Student Senate, to assist you and your organization in the drafting/revision of your Constitution/Bylaws.

If a new organization is being formed, a committee to draw up the proposed constitution can be appointed at the first organizational meeting. For existing organizations that are undergoing revision, a committee to draw up the proposed revision can be appointed at any regular meeting, or can be dealt with by the full membership in a regular meeting. This committee should include the most judicious persons available.

In legal documents of any kind, every punctuation mark may have an important effect, and what is omitted may carry as much significance as what is included. Indisputableness of meaning and application is a more important consideration than "readability", and the latter must be sacrificed when both cannot be achieved. Attached you will find the general content and format of Constitutions/Bylaws, along with the requirements of the Student Senate.

After the proposed document has been approved by the committee, the report is presented to the full organization and is considered seriatim – article by article, section by section.

In presenting the report, the committee chairperson should explain each section and – in the case of a proposed revision – make clear what is new about each provision or how it differs from the existing provision.

After the entire document has been approved by the organization, three (3) quality copies, along with the name and phone number of a contact person, should be forwarded to University Constitution Committee in the Student Senate Office. The committee will closely review this document. If all is in order, the Legislative Affairs Committee will present the document to the full Senate for approval. This will normally take three (3) weeks. Should the Legislative Affairs Committee, after reviewing the proposed document, find that it needs further work/editing, the document will be returned to the organization for further refinement.

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## **SAMPLE**

### **CONTENT OF CONSTITUTION/BYLAWS**

#### **Article I: Name**

The full, exact, and properly punctuated name of the organization should be given.

#### **Article II: Purpose/Object**

The Purpose of the organization should be concisely expressed.

#### **Article III: Membership**

Usually the article on membership consists of several sections:

1. Classes of membership, if any, are defined (examples: “Active”, “Inactive”, “Honor”, “Associate”, etc.).
2. Qualification or eligibility for membership with application and acceptance procedures, including the method of reviewing and voting on applicants.
3. The required fees/dues and when payable are outlined. A clause for the disbursement of funds, should the organization go inactive or dissolve **MUST** also be included.

4. Any attendance/participation requirements.
5. Non-discrimination policy: membership and events will not discriminate with regard to race, color, creed, age, religion, marital status, sexual orientation, national origin, or status with regard to public assistance or physical ability.

NOTE: **Seventy-five (75) percent of the membership must be BSU students.**

## **Article IV: Offices**

Every organization should specify in this article the officers it requires, and how they shall be elected/appointed. The officers rank in order listed, so the president should be named first, the vice-president next and so forth. In cases where the duties of officers are numerous, a separate article titled “Duties of Officers” may follow this article, and treat the duties for each office in a separate section. The length of the terms of office should be prescribed; and unless the times are to begin at the time the chair declares each office elected, the time when they are to begin should be specified. The method of filling vacancies should also be provided.

NOTE: **At least one Constitutional Officer must be a BSU student.**

NOTE: **Duties must be specified. It can not say “The duties of this/these office(s) being those commonly endowed upon this/these position(s)”.**

## **Article V: Meetings**

The minimum number of regular meetings of the organization should be defined, and what type of notice is required, as well as a section authorizing the calling of special meetings. The quorum for all meetings should be established in a section of this article.

## **Article VI: Executive Board**

If an organization finds it advisable to establish a board entrusted with the administrative authority and responsibility to a degree which varies with the organization, sections of this article should:

- ...specify the board’s composition
- ...delineate the powers of the board

...set forth any special rules by which the board is to conduct business

## **Article VII: Committees**

The article on committees should provide for the establishment of the standing committees which it is known will be required. A section devoted to each of these committees should give its name, composition, manner of responsibilities and duties. If this article names certain standing committees, not other standing committees can be named without amending this document, unless a provision is included permitting the establishment of such other standing committees as are deemed necessary to carry out the business of the organization.

## **Article VIII: Resignation/Removal of Procedures**

This article should include the following sections:

1. Resignation Procedures
  - a. Members
  - b. Officers
2. Removal Procedures
  - a. Members
  - b. Officers

## **Article IX: Parliamentary Authority**

The parliamentary authority – through the adaptation of which the organization establishes its rules of order – should be prescribed in a one sentence article. The BSU Student Senate **recommends** the use of Roberts Rules of Order, Newly Revised.

## **Article X: Advisor**

This article should state the methods for choosing an advisor along with any duties the advisor may have.

**NOTE: Every organization must have at least one (1) advisor. At least one (1) advisor MUST be a BSU faculty or staff member.**

## **Article XI: Amendments/Adoption**

The procedure for amendments of this document should be specified. Remember that upon ratification by the organization, final approval must be given by the full Student

Senate before the document becomes binding. (Upon the approval of the Student Senate, this document must be approved by the Associate Director and is then forwarded to the President of BSU or his designee for approval and then this document takes immediate effect, replacing and superseding all other documents unless a grandfather clause has been made, specifying a later time for implementation.)

## **DUTIES OF OFFICERS**

**PRESIDENT/CHAIR:** The President/Chair should acquire a working knowledge of parliamentary procedures and a thorough understanding of the constitution, bylaws, and standing rules of the organization. The President/Chair serves as the organization's leader and should set the tempo of the group in terms of establishing and meeting the organizations' goals and objectives.

### **Specific Duties of the President/Chair:**

1. Preside and maintain order at meetings
2. Facilitate debate and motions
3. Apply parliamentary rules
4. Be an ex-officio member of all committees
5. Be the official spokesperson of the organization

**PRESIDENT/CHAIR ELECT:** The President/Chair Elect assumes the office of the President/Chair in the year following the President/Chair Elect status. The President/Chair Elect should work closely with the President/Chair to ensure continuity for the organization.

**VICE-PRESIDENT/CHAIR:** The Vice-President/Chair presides and performs the duties of the President/Chair in the absence of the President/Chair. The Vice-President/Chair shall assume the presidency if the presidency is vacated. The Vice-President/Chair should also chair important committees and share leadership responsibilities with the President/Chair.

**SECRETARY:** The Secretary should assist the organization's officers with correspondence. The Secretary should be in charge of all documents belonging to the organization and should call a meeting to order in the absence of the President/Chair and Vice-President/Chair. The Secretary should also keep the minutes of the meetings.

**TREASURER:** The Treasurer is in charge of the organization's finances and bookkeeping. The Treasurer should receive and bank all monies due the organization, pay all bills, fill out monthly financial statements for off-campus accounts, and report to the organization at each meeting. The Treasurer and President/Chair should both sign the checks.

**EXECUTIVE COMMITTEE:** The Executive Committee should serve as an advisory board to the President/Chair and organization. It is composed of the primary officers of the organization.

**MEMBERS:** Each member of a student organization should support the purpose and the goals of the organization. They should commit themselves to attend all meetings, be involved in committees, and take an active role in decision making.

**PARLIAMENTARY PROCEDURE:** Parliamentary Procedure should serve as an aid to the group. A basic knowledge is needed so it can be used when the situation demands. Refer to Robert's Rules of Order, newly revised edition, when conducting meetings.

**MEETINGS:** To ensure that meetings run smoothly and are effective, the President should prepare an agenda prior to each meeting. In preparing the agenda, here is an example of the Order of Business:

### **Order of Business**

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Agenda
- V. Guest Speakers
- VI. Officer's Reports
- VII. Committee Reports
- VIII. Old Business
- IX. New Business
- X. Notices and Announcements

## TIPS FOR PRESIDENTS/CHAIRS

### **Suggestions for Better Time Management:**

1. Develop a daily to-do list and follow it.
2. Decide which items can be delegated.
3. Prepare yourself and your group for meetings.
4. Learn to listen effectively. Concentrate on what is being said – not on one answer.
5. Learn to communicate both in writing and verbally in a concise, consistent manner.

### **To-Do List Suggestions:**

1. Use a style of list that is comfortable to you.
2. Put everything you need to do on the list in the order it comes into your head.
3. Analyze the list and decide what things can be delegated to general members.
4. Prioritize the remaining items on your list.
5. Make only one list.
6. Remake or update your list daily.

### **Delegation:**

Step 1: Look at your present position

- a) What decision do you make most often?
- b) What duties can someone else do?
- c) In what area do your members need development? (i.e. Are you grooming your successor?)
- d) Do some of your members need more project variety?
- e) Ask your members what they would like to do.

Step 2: Planning the delegation

- a) Delegate a whole project – not just bits and pieces.
- b) Consider all the details and necessary steps for a successful project completion.
- c) Decide the level of authority needed by the member to accomplish the project.
- d) Think about how this project fits into the overall accomplishment of the organizational goals.

Step 3: Choosing Who to Delegate

- a) What are the interests and abilities of your members?
- b) Who needs a challenge? Would this project provide one for this individual?

- c) What is the work load of the member?

#### Step 4: Delegation

- a) Review all of the details and necessary steps for a successful project completion with the member.
- b) Decide on a mutually-agreeable time frame for project completion.
- c) Explain the level of authority the member will have while completing the project.
- d) Decide on a mutually-agreeable reporting system during the project's time frame.
- e) Explain how the project fits into the overall accomplishments of the organizational goals.

#### Step 5: Delegation Follow Up

- a) Are you allowing the member the level of authority you agreed upon?
- b) Is the project on schedule?
- c) Are you getting the reporting system you agreed upon?
- d) Are you reinforcing the accomplishments of the member?
- e) Are you taking corrective measures when necessary?
- f) Are you available for the member's questions?

### **Things to Remember While Delegating Projects:**

1. Remember that a person may need a different reporting system, depending upon the project.
2. Remember to give all the information needed to complete the project successfully.
3. Remember to define the level of authority you are giving the member.
4. Remember to be available for the member's questions.
5. Remember to reward the member for a job well done.

\*\*Adapted from the UM-Duluth, Campus Organizations President's Guide