



Bemidji State University's Student Organizations Handbook 2007-2008

Congratulations on your selection as the leader of your student organization! Student organizations are an important part of Bemidji State University. Involvement in student organizations can enhance your skills in a variety of areas including time management, communication, teamwork, problem solving, conflict resolution and human relationships. Being a member of student organizations you will also build friendships and memories of your time spent here at BSU.

This manual was created with you in mind. It lists policies and procedures that your organization needs to be familiar with. We encourage you to use this guide as a resource for your organization. If there are ways that our staff can be of assistance and support to you as a campus leader, please don't hesitate to be in touch with us. We can be reached via email at bsuclubandorg@bemidjistate.edu or via phone at 755-3760.

Thank you for all your time, efforts, and energy. We appreciate all you do.

Mary Tosch
Associate Director, HMU & the entire HMU Staff

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 University President or his designee. The following steps are offered as a guide.

- 1) The proposing organization shall consult with the Associate Director, Hobson Memorial Union 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, Hobson Memorial Union.
- 2) An Intent to Organize Form must be submitted with three copies of the constitution to the Student Senate. The constitution must include: (Sample copy of Intent to Organize Form and the Constitution available online)
 - a) Organization name
 - b) Purpose of the club
 - c) Membership
 1. A minimum of twenty-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 organizations choice of advisor and 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 interests 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 to the Student Senate, review and official recognition should be granted within two to three weeks during the academic year. After Senate approval the Student Senate 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:

- May use the name of the University or an abbreviation of it as a 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.
- May raise funds or make 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. (Sample copy of Fundraising Application available online)
- May reserve 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 requests can be sent via email to: scheduling@bemidjstate.edu. (Sample copy of Facility Request Form available online)
- Will receive 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 Hobson Memorial Union Information Desk.
- May request storage space in H2O: Center for Student Involvement. Contact the HMU staff for storage space.
- May request desk space in H2O: Center for Student Involvement. Applications are available online.
- May request to use audio-visual equipment, including projectors, overheads, 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@bemidjstate.edu.
- Receive the support of a faculty/staff advisor (as approved by the Associate Director, HMU).

- May establish an on-campus account for financial management. No new organizations are allowed to have an off-campus account.
- May use the Bemidji State University tax exempt number if their account is located on campus. See Associate Director for further instruction/tax exempt number.
- May publicize 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.
- May apply for funding from the Hobson Union Programming Board (HUPB) to assist with campus-wide programs or events sponsored by the organization. (Sample Special Request Form available online)
- Copies, laminating, overheads may be made at the HMU Information Desk and charged back to the club's on-campus account.
- May purchase, at a minimal charge, button parts to make their own buttons to promote their organization or event. Contact the Information Desk, HMU.
- May apply annually for SAFAC operational monies. Contact may be made through the Associate Director. Forms may be obtained at the HMU Information Desk or contact the Associate Director. All monies distributed are transferred into the organization's on-campus account.
- May receive advice re: contract obligations for performers, speakers, vendors, etc, from university staff

SUSPENSION OF RECOGNITION:

Recognition may be suspended by the Student Senate in consultation with the Associate Director subject to appeal to the University President or his designee when:

- The Associate Director does not have on file a current Intent to be Active Form.
- 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 Bemidji State University and the Minnesota State Colleges and Universities 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 Alcohol and 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, HMU. Questions about these guidelines or requests for additional information should be referred to Associate Director, HMU 755-3760, or the Vice President for Student Development and Enrollment Office 755-2075. (See page 49-57 and 79 of 2007-2008 Student Guide/Planner)

REACTIVATION OF A STUDENT ORGANIZATION:

If for some reason an organization has become in-active and wishes once again to be a recognized organization 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 an Intent To Be Active Form will be sent to each organization president of record and the student organization's advisor. This is to be completed and returned to the Associate Director, HMU. This form must be completed each year for an organization to remain active and recognized by Bemidji State University. (Sample Intent to Be Active Form available online)

REQUIREMENTS AND RESPONSIBILITIES OF RECOGNIZED CLUBS:

To remain a recognized organization, each club must comply with the following:

1. Conduct its business affairs in accordance with MnSCU requirements as follows:
 - a. All clubs using on-campus accounts must follow the guidelines for record keeping furnished by the Accounting Services Office.
 - b. All clubs having their accounts off-campus must submit monthly financial statements to the Associate Director, HMU.
2. Keep a record of club 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 fund-raising activities.
5. Have their constitution on file with the Student Senate and the Associate Director, HMU. 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, 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.

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 for you as advisor if you have a genuine interest and concern for the organization and its goals. You should expect to be consulted regularly by officers or chairpersons about their plans for activities and programs. You should attend meetings regularly and be aware of what projects or events are being planned and offer ideas or suggestions. You must be 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 Hobson Memorial Union Associate Director has to any given student organization. With this in mind it is very important that you contact the Associate Director (755-3760) if you will be on leave or no longer wish to serve as an organization advisor. If you do not contact us we will continue to send communications to you, assuming that you still serve as organization advisor. This can often create some interesting communication problems. Another way in which you, as advisor, can provide continuity to the group is by orienting new officers and members to the history of the group and helps them to build on it. Continuity implies a link with the future and you 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

As an advisor it is often hard to see the leaders that you 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. As an advisor, part of your responsibilities includes setting up expectations for the group that some type of formalized leadership transition will take place. Some of the benefits to you 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
- the officers start the year ready to go and you have to spend less time orientating them to their roles in the organization.

At this point in the academic year you should have a sense of what type of gathering would work best for your particular organization. The old officers and the new officers should get together and go over the responsibilities of the positions. Some questions you may want to have the old and new officers 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 which they will encounter in their duties for 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 which 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. Your role as advisor is to encourage your students to set up a transitional leadership meeting and to provide them with advice on the format of such an exchange.

COUNSELING

As an advisor, counseling students is necessary because you know how the members of the group interact in informal settings. You 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 you to find an opportunity to speak privately with the student to determine what you may be able to do to help if a problem does exist. You 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 some situations.

INTERPRETATION OF POLICY

As a representative of the University administration to the organization, you 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 you read and respond to mailings or email you receive from the HMU staff. We will do our best to explain university policies to you; all you have to do is let us know any questions or concerns you may have. As advisor, you should see that the group and its officers know what the policies are, why they exist and the channels to follow to obtain exceptions or revisions of these policies. Feel free to consider the office of the Associate Director as your first resource in this process.

SUPERVISION

Although your major responsibility is not regulatory or disciplinary, as a member of the University staff, you have a responsibility 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 you 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 you 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 for storage of items.

Although financial record keeping responsibilities are delegated to the officers of the organization it is your duty as advisor to monitor the organization's accounts. All correspondence concerning organization finances is sent to you directly, as opposed to the treasurer, in order that you 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 your role of providing continuity to the organization is very important. We ask that you take it upon yourself 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, you remain our one contact. Therefore it is important that you are familiar with your 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 the current organizations. There are a few old organizations that did establish an off-campus account and they are allowed to maintain the account at this point.

RECRUITING NEW MEMBERS

As the group's advisor the students will look to you 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?

How did you first hear about the group?

What did you hope to gain from your involvement? Why did you initially join the group?

After you have written down the answers to these questions you 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 and also acquire 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 advisor does not have to
- 4 – 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 College policy when relevant to the discussion.
- ___ 5. Explain College policy to the executive committee and depend on officers to carry them out through their leadership.
- ___ 6. Explain College 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, or 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 officers group.
- ___23. Represent the group in any conflicts with members of the College staff.
- ___24. Be familiar with College facilities, services and procedures which 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 you have 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

2007-2008

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 club/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 the HMU.

_____ attend all meetings

_____ attend all executive meetings

_____ meet with the President/Chairperson before/after meetings

_____ attend a specified number of club/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)

_____ 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 club/organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

Advisor Signature / Date / Campus Address

Organization Leader / Date/ Campus Address

Associate Director HMU / Date / Campus Address

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 the 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 statement 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 below:

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: Listed below are several things to keep in mind while preparing your to-do list.

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 club members.
4. Prioritize the remaining items on your list.
5. Make only one list.
6. Remake or update your list daily.

Delegation: Listed below are some steps to effective 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.

FINANCIAL INFORMATION

ORGANIZATION ACCOUNTS:

Each organization should designate a treasurer or an officer which assumes 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 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 Bemidji State University 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, HMU. 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 which do not receive allocations of student activity funds may also establish an on-campus account. However, clubs 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 receive an Intent To Be Active Form for the academic year. It is important that you fill out this form completely. 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 month the advisors will receive a computerized account summary of your organization's on-campus account. Please look over this statement to ensure that your organization maintains a positive account balance as well as to be sure it is accurate and free of any errors.

To draw funds out of an account on campus the treasurer must complete a Check Request Form (Sample Check Request Form available online) available from the HMU Information Desk. The processing of this form takes 2-3 days – please plan ahead for your financial needs. Benefits to having the account on campus include:

- Tax exempt status when purchases are made from a university account.
- The Check Request Form provides a record of all payments.

- The organization will not be required to complete a Monthly Financial Statement.

The form must be signed by the requestor (organization member), advisor and then brought to the Associate Director, HMU 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 Cashiers Office located in Deputy Hall within 2-3 days.

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 which is emailed to all presidents and advisors at the end of Spring semester. 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, HMU cannot do this for you. The organization is responsible for this account just as an individual is responsible for a personal account.

Clubs with off-campus accounts must file a Monthly Financial Statement each month (Sample Monthly Financial Statement Form 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 a special circumstance or period of time is needed where your off campus account would need to exceed \$500, please contact the HMU 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.

GUIDELINES FOR ADMINISTRATION OF STUDENT ORGANIZATION ACCOUNTS

MnSCU, along with Bemidji State University, have 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, Hobson Memorial Union.

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 either 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. Bemidji State University 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 HMU 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, HMU.
- 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, HMU. The Associate Director will submit the request to the appropriate Vice-President.
- F. Student activity 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. Fund raising 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 fund raising 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, it will be reabsorbed by SAFAC.

HUPB FUNDING (Hobson Union Programming 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 HUPB with all requests for funding going through this Board. HUPB will follow the guidelines stated below in reviewing all requests.

- A request must not exceed a total of \$500.00.
- 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 HUPB 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 Hobson Union Programming Board.
- Money will not be allocated to fund raffles – contact Associate Director, HMU.
- 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 HUPB, SAFAC Funded”. Advertising must not be done prior to the request being approved by HUPB.
- The activity must be open to all university students and be held on the University or within the Bemidji community.

HMU Programming Grant

Many of you may be aware that the University has established three signature themes, these being:

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.

The Union is allocating additional program dollars for those groups which are interested in sponsoring programs which relate to any of the areas listed above: the signature themes, a late night or weekend program, or a new event which is taking place in the Union. Program support for each event will up to \$250.00 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 Union 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 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 .
- 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, HMU. 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, HMU or Director of Accounting Services – Deputy 201 (755-2014) for additional information or guidance.

CO-SPONSORSHIP OF EVENTS:

If a Bemidji State University 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

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

HAZING

All organizations must adhere to the university's policy against Hazing. According to the student code of conduct manual (Code R, page 3), 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.

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)

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/HUB via radio or television
- in common rooms open to residence hall populations
- in the campus library

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. 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.

POSTERS AND PUBLICITY POLICY

(See page 74 – 2007-2008 BSU Student Guide and Planner)

Posters, notices, placard and other printed materials may be distributed by all Bemidji State University 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. The posters for residence halls must be approved by the Department of Residential Life Office, Walnut Hall.
4. The HMU will post eight copies within the Union, Memorial Hall, Sanford Hall, and the Library corridor for a two-week period.
5. 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.
6. 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.
7. All posters which are not approved for posting will be removed.
8. Each organization is responsible for taking down their posters in the academic and administrative buildings after the event is held.
9. 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, HMU.
10. 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.
11. If alcoholic beverages are mentioned on the poster, the advertising shall comply with the BSU policy regarding Advertising, Promotion and Merchandising of Alcoholic Beverages.
12. 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.
13. 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)
14. Table tents are coordinated and approved through the HMU staff.
15. 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 Hobson Memorial Union, 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.

PUBLICITY:

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

- Northern Student – Hobson Memorial Union, 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
- Community Media – contact HMU Associate Director for more information
- Bulletin board posters – campus wide
- Banners
- Campus Events and table tents – contact HMU Information Desk

PRINTING PRIVILEGES:

Printing Services (located in lower Memorial Hall) provides service to all recognized student organizations. 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, 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.

Copies may also be made at the HMU Information Desk. Copies may be charged directly to the organization's on-campus account – cash basis for non-university accounts. It is recommended that organizations utilize Printing Services if they need 50 copies or more at a time.

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. Approved by the University to post information or distribute information does not serve as a University endorsement.

GUIDELINES: USE OF BSU NAME AND IMAGES:

Like many colleges and universities, Bemidji State University 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 Bemidji State University, 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 merchandise, whether subject to royalty or royalty-free, must be produced by a licensed vendor. Guidelines for use of the logo/mascot can be found on the **web: <http://info.bemidjistate.edu/publications/>** Licensing information is available at: **www.lrgusa.com** Questions relating to use of University images/names can be forwarded to: **news@bemidjistate.edu**

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

PEACEFUL DEMONSTRATIONS AND PROTESTS: **(page 81-82 in 2007-2008 BSU Student Guide/Planner)**

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 Hobson Memorial Union 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: (page 84-85 of 2007-2008 BSU Student Guide/Planner)

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: (page 85-86 2007-2008 BSU Student Guide/Planner)

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 Bemidji State University 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 funds must be used for an approved University activity that relates to the purpose of the organization.
 - 2. The funds must be deposited in the organization's account.
 - 3. 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 Student 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.

PLANNING AN EVENT

One of the most exciting, and at times frustrating, things a 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, HMU 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, Hobson Memorial Union 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, Hobson Memorial Union 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)

STUDENT DEVELOPMENT TRANSCRIPT

The Student Development Transcript is a self-reported document listing various types of developmental activities the student was involved in while at Bemidji State University. The transcript is intended to be a part of the student's placement credentials, providing prospective employers with information on the student's participation and level of involvement in co-curricular activities. Students may list involvement in five categories: leadership/organizational activities, performances/presentations, athletic/fitness/recreation, career development/community service, and honors/awards/travel. Employers realize that a student's total education comes from what is learned in the classroom and outside of the classroom. This transcript, verified by supervisors or advisors, provides employers with additional information on the student's involvement and abilities. To register for the program or for additional information, contact the HMU Information Desk, or the Associate Director, Hobson Memorial Student Union.

Revised: July 2006
MT/be

TO: Organizations

SUBJECT: Sample Constitution/Bylaws

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.

**BEMIDJI STATE UNIVERSITY
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.

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.

NOTE: **Twenty-five (25) percent of the membership must be Bemidji State University 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 Bemidji State University 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 of HMU and then is 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.)