

Student Organization Manual
Bemidji State University
updated 2/18/16

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I. RECOGNITION OF STUDENT ORGANIZATIONS

A. 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 Hobson Memorial Union Associate Director (hereafter referred to as “Associate Director”) serves the administrator and support for student organizations.

Currently Active Organizations:

To remain active, currently recognized student organizations must complete the following:

- Complete the Intent to Be Active registration form. This will be published each spring by April 1st. Organizations that complete the registration form by the end of spring semester will be offered a \$50 incentive from SAFAC. (Organizations that are funded by SAFAC will not be given additional funds as registration is required in order to receive your funding.)
- Have a representative attend the fall Student Organization Assembly. If missed, a make-up meeting will need to be completed by October 1st.
- Complete a new advisor contract by October 1st.
- Update your organization roster by October 1st with your president/chairperson, advisor and at least four current members.

Student organizations will be required to submit an updated constitution every-other-year. Organizations starting with A-L will be asked to complete this during even fiscal years. Organizations starting with M-Z will be asked to complete this during odd fiscal years. Specific submission dates and deadlines will be communicated to organizations in a timely manner.

If an organizations fails to complete the above requirements or chooses to dissolve, the organization will be placed in frozen status until the requirements are complete or until the end of the academic year. At the end of the academic year, the organization will be placed in inactive status. Any remaining SAFAC funds for the organization will be transferred to the SAFAC reserve fund. Fundraised monies may be transferred elsewhere as designated in the student organization’s constitution.

Please see Appendix A for a step-by-step guide of the Intent to be Active Registration Form.

Dormant organizations wishing to become active again:

To become active again, the organization will need to submit an updated constitution for approval through student senate, the Associate Director and the Vice President of Student Development & Enrollment. The organization will also need to submit an advisor contract and a roster including a president/chairperson and four members intending to be involved. Upon approval, the previous BeaverLink page will be reactivated for updating by the new members.

New Student Organizations:

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.

STARTING A NEW ORGANIZATION

To start a new organization the proposing organization's leadership should first consult with the Associate Director of Hobson Memorial Union (HMU). This meeting is to explain the recognition process as well as to provide support in organizing the group.

A representative of the proposed organization must then register the group in BeaverLink. Please see Appendix B for a step-by-step guide of the New Student Organization Registration process on BeaverLink.

To be prepared to complete the BeaverLink New Organization Registration, the student organization must have a constitution, a faculty/staff advisor and a minimum of four interested members.

- Please use the sample constitution (Appendix { } and available online at { }) to guide you. There are certain statements and issues that must be addressed in every recognized student organization's constitution that are addressed in the sample constitution.
- Advisors are required for all student organizations. Any current on-campus faculty, staff, or administrative member of the University may serve as advisor of a student organization. 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. The advisor must be approved by the Associate Director. 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 *additional* advisor if it is in the best interest of the student organization but a current faculty/staff member must serve as the advisor of record for the organization.

Once the BeaverLink registration has been submitted (including the constitution, advisor and minimum membership), materials will be submitted to the Student Senate for approval. The materials will then be submitted to the Associate Director of the HMU and the Vice President of Student Development & Enrollment for final approval. At this time, the student organization will be officially recognized and receive all of the privileges therein. A university financial account will be created and \$50 in startup funds will be deposited on behalf of the Student Activity Fee Allocation Committee (SAFAC).

During the recognition process, the organization will have access to the following privileges:

- Ability to make room or tabling reservations in the HMU
- Publicizing events sponsored by the organization on campus

Once submitted on BeaverLink, review and official recognition should be granted within three to four weeks during the academic year.

B. 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:

- Receiving advice and assistance from a university advisor and the Associate Director of the HMU and Leadership Center staff. Training and support will be made available throughout the year and your organization is welcome to visit with the Associate Director for individual concerns. Please see us regarding university policy, contract obligations for performers, speakers, and vendors.
- Using the name of Bemidji State University or an abbreviation of it (BSU) 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 BSU. In all advertising, it should be noted that the organization is sponsoring the event, not Bemidji State University.
- Raising funds or making other permissible solicitations on BSU property in accordance with the University policy. Prior to doing so, a Fundraising Application must be completed and approved by the HMU, Student Senate and BSU Foundation (if needed). The Fundraising Form may be obtained on BeaverLink under “Campus Links.”
- Reserving BSU facilities for meetings or to sponsor or present a public performance on university property. Reservations may be made through the Room Reservation Form on BeaverLink under “Campus Links” or through [Virtual EMS](#). For additional questions, you may contact the Scheduling Office at the HMU Info Desk or via email at scheduling@bemidjistate.edu.
- Receiving a mailbox in the Leadership Center. Student organizations may use the following for their address: [Organization Name] 1500 Birchmont Drive NE, #31 Bemidji, MN 56601
- Requesting storage space in the Leadership Center. There are lockable cabinets and drawers that may be requested through the HMU Info Desk or by email bsuclubandorg@bemidjistate.edu
- Requesting office hours in the Leadership Center. There is one office with a door and two open units that may reserved for student organization officer work or office hours. Please email bsuclubandorg@bemidjistate.edu for availability and reservations.
- Requesting to use audio-visual equipment, including projectors, overheads, a sound system, DVD players, etc. The request may be made through the Scheduling Office located at the HMU Information Desk area or via email at scheduling@bemidjistate.edu.
- Establishing an on-campus account for financial management. Off campus accounts are not endorsed by the university. University funds may not be deposited in them.

- Establishing a university email account. Requests for email accounts should be made to the Associate Director. Please send an email to bsuclubandorg@bemidjistate.edu with your requested username (mystudentgroup@bemidjistate.edu, for example) and cc your advisor. Your advisor will be the person of record for your email account.
- Using the BSU tax exempt number for purchases as appropriate. (See Associate Director for further instruction/tax exempt number.)
- Publicizing events sponsored by the organization on campus. Posters and banners must be brought to the HMU Information Desk for approval. The Housing & Residence Life will approve posters and banners for residence hall posting. To have your event published on the HMU table tents, please submit the Table Tent Form via BeaverLink “Campus Links” by the deadline noted on the form.
- Applying for funding from the Student Activity Fee Allocation Committee (SAFAC). The form for special request funding is available on BeaverLink under “Campus Links.” Forms for annual funding will be made available late fall semester and will be due early spring semester. All monies distributed are transferred into the organization’s on-campus account. See Associate Director of HMU for additional information.
- Making copies, laminating, and access to the student organization work room through the HMU Information Desk. These costs are charged back to the student organization’s on-campus account. Students must have their account number with them in order to charge these services. Sidewalk chalk, paint markers, a popcorn machine, balloons/helium, a button maker and other promotional supplies are available in the work room. Additional charges may apply.
- Utilizing Printing Services. The student organization will be charged for labor and material. The cost can be charged directly to the organization’s on-campus account or paid with cash.

C. 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. All organizations are expected to maintain their on-campus accounts appropriately and must follow the guidelines for record-keeping furnished by the Accounting Services Office. Organizations must keep a record of organization receipts and expenditures for the current and previous year.
2. Conduct activities in accordance with the purpose of the organization as stated in its constitution.
3. File a Fundraising Application with the Student Senate/BSU Foundation prior to sponsoring any fundraising activities.
4. Have an updated constitution on file through BeaverLink. Student Organizations will be expected to update and resubmit their constitutions every other year as directed by the Associate Director of the HMU. Amendments to the constitution between submissions should be relayed to the Student Senate and the Associate Director.

5. Be non-discriminatory in membership and programming as defined by university policy and local, state, and national statutes. MnSCU institution student organizations are expected to abide by an “all-comers” policy. Consequently, all registered student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organizations, regardless of their protected status or beliefs.
6. Adhere to university policies and all applicable local, state, and federal regulations.
7. Act responsibly as a member of the university community, both on and off campus.
8. Any student organization hosting an indoor or outdoor on-campus event must abide by the following.
 - a. BSU Students and their guests will abide by the BSU Code of Conduct.
 - b. The sponsoring organization is responsible for the actions of any contracted entertainment.
 - c. 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.
 - d. The sponsoring organization should monitor event participants to prevent unruly behavior and, if present, act responsibly in addressing the occurrence and involve Public Safety in negative behavior intervention.

D. 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 fulfilled the requirements as described in “Recognition of Student Organizations.”
- 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.

II. DISCIPLINARY AND CONFLICT PROCEDURE

Recognized student organizations in violation of University policies and procedures are subject to probation, revocation of recognition, or other disciplinary action through the Associate Director and/or the University conduct officer. In the event that violations occur, a hearing will be held by the Student Senate or designee with the parties involved to determine appropriate action and make a recommendation to the Associate Director of the HMU. Appeals to decisions may be made to the University President or designee. Individuals may be referred to a university conduct officer for disciplinary action.

If conflicts develop between members within an organization or between organizations, the following steps are recommended by the HMU and Student Senate:

1. The members of the organization(s) should do their best to discuss the situation and agree on a reasonable course of action. If a mediator is needed for this discussion, please seek the assistance of the HMU Associate Director.
2. If the conflict cannot be resolved among the students, please involve the organization advisor(s) for assistance.
3. If a more formal process seems to be needed, the organization(s) may request a hearing with the appropriate Student Senate committee who will then recommend an action to the Associate Director. Decisions made by the Associate Director will be binding and may be appealed to the University President or designee.

III. FINANCIAL INFORMATION

A. ORGANIZATION ACCOUNTS:

Each organization should designate a treasurer or an officer to assume the duties of the treasurer. The treasurer is responsible for 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. Although these responsibilities are delegated to the officers of the organization, it is the duty of the advisor to monitor the organization's accounts.

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.

1. ON-CAMPUS ACCOUNTS:

All organizations will have a university account established for them upon recognition. Each advisor has access to the student organization's account information and can review it online via "[Accounting on the Web](#)" which is linked on the Accounting Services site.

If you do not have your account number, you may receive it by contacting your advisor or emailing bsuclubandorg@bemidjistate.edu or by looking it up on BeaverLink in your organization's profile

under “Additional Information.” Account information will only be given to members who are listed on your organization’s roster in BeaverLink.

There are several ways to access the funds in your account. The two primary ways are check requests and reimbursements. Both forms are available on BeaverLink through “Campus Links” and include detailed procedural information. Signatures will be required from the requestor, your advisor and the HMU Associate Director. The forms may take several business days to process so please plan accordingly. If an organization needs to make a purchase via credit card or via purchase order, please see the Associate Director for additional information.

To deposit funds into your on campus account, visit the Cashier’s Office, located in Deputy Hall, 2nd floor. Please see the Cash Handling Procedures policy for additional information.

2. OFF-CAMPUS ACCOUNTS:

Off-campus accounts are strongly discouraged. The university does not take responsibility for off-campus accounts. University monies and monies raised on campus may not be deposited in off-campus accounts. Please see the Cash Handling Procedures policy for additional information.

B. BSU CASH HANDLING PROCEDURES

MNSCU Board Policy 7.5 requires that all monies received by the college or university totaling \$250 or more shall be deposited daily. Since this policy refers to the entire institution and not just a single department, club, or organization; that means all money needs to be deposited with cashiers on a daily basis. Money should NOT be held by individuals or any office for more than one business day, even if a safe is available. Checks must be deposited immediately. It is not acceptable to hold customer checks.

If you are unable to make it to the cashier’s office during business hours, money should be placed in envelope and dropped in night depository slot (North door) of cashier’s office on second floor of Deputy Hall. If you include instructions in or on the envelope indicating the account number and object code for the deposit, the cashiers will make the deposit the following morning. Please include your name or department so receipt can be mailed to you once deposit is done. If you want to be contacted before money is deposited make sure you make a note where you can be reached.

Compliance with these procedures is mandatory for all BSU functions. If you have questions about any of these policies or procedures please contact the business office at BSU.

C. ADMINISTRATION OF STUDENT ORGANIZATION ACCOUNTS

MnSCU, along with BSU, has 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.

1. BSU Policies/Procedures

- a. Student organizations shall deposit all income into the on-campus appropriate account.
- b. The accounts of all student organizations are subject to monthly review by the University.
- c. Fund transfers between student organization accounts 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 Finance and Administration. Equipment purchases will normally only be approved in special situations, usually when SAFAC initiates or invites such purchases. 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.
- e. Student activity fee-funded organizations/activities shall specify all sources and amounts of projected income at the time of their budget requests.
- f. Co-sponsorship of activities: 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 and be of direct benefit to BSU students. 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 to make careful consideration before co-sponsoring events with outside agencies.
- 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, 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:
 - i. A freeze on the account(s).
 - ii. Loss of future funding by SAFAC.
 - iii. Loss of the use of University facilities.
 - iv. Loss of recognition status.

2. Dissolution of Student Organizations and University Accounts

- a. If a student organization chooses to dissolve, becomes inactive or has their recognition withdrawn, any remaining funds in the organization account will be transferred to the SAFAC general fund.
- b. Organizations that vote to dissolve will have remaining SAFAC allocated funds transferred to the SAFAC general fund. Any remaining fundraised dollars may be allocated elsewhere but this action should be completed before dissolution is to take effect.
- c. Any student organization account that are dormant for one fiscal year may be closed and any remaining funds transferred to the SAFAC general fund.

D. FUNDRAISING:

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

- A fundraising application must be submitted and approved by the Student Senate, HMU Associate Director and BSU Foundation before the fundraiser takes place and before any advertising or promotion of the event is published. This applies whether the event is held on or off campus. The approval of the fundraising application may take up to two weeks so 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 that does not have a direct benefit to an on-campus organization or department.
- Food-related sales not involving our dining service vendor must be approved by the Director of Dining Services. To arrange for food service contact the ARAMARK offices in Walnut Dining Hall or call 444-7576.
- Raffles/Gambling: Before you make decisions/plans to hold a raffle or having a gambling event, please contact either the Associate Director or Director of Accounting Services – Deputy 201 (755-2014) for additional information or guidance.

If a service is being purchased or rented such as a guest speaker, movie, band, etc. a contract should be used. The Associate Director should be consulted to guide your organization through this process as it involves the approval of individuals in several departments. This process can take several weeks so we ask organizations to consult with the Associate Director prior to making any financial commitment on behalf of the university or advertising the event, etc.

E. Student Activity Fee Allocation Committee (SAFAC) Funding:

The Student Activity Fee Allocation Committee (SAFAC) is established to hear requests for student activity fee dollars and make recommendations to the University as to the allocation of those funds. This is primarily accomplished in two ways:

1. The Annual Allocation Process:

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. This is an annual application process coordinated by SAFAC.

SAFAC will send out a call for fiscal year budget submissions late fall semester with a due date in early spring semester. The procedures for participating in this process will be shared

by the committee each year but will likely include a summary of the activities of the organization, a thorough description of requested funds and a review of previous expenditures of the organization.

Organizations not funded by SAFAC for a given year are eligible for operational monies of \$50 each year. This funding is not granted automatically. Organizations must follow the steps to remain active by the dates and deadlines set by the HMU Associate Director. 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.

2. Special Request Funding:

SAFAC recognizes that organizations may not be able to predict all of their expenditures for a fiscal year in advance and that new organizations may be recognized or new activities may be pursued by current organizations. SAFAC provides a special request funding procedure for such occurrences. Special requests should be made for new endeavors only and not for activities that did not receive funding during the annual allocation process. Special requests funds will not be allocated to provide a “base budget” for an organization that failed to complete the annual process or has become newly recognized. Rather, special requests should be submitted only for one-time events and expenditures.

IV. BSU and MNSCU POLICIES

A. NON-DISCRIMINATION CLAUSE

Bemidji State University has an all-comers policy. Consequently, all registered student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organizations, regardless of their status or beliefs.

B. 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 organization advisor and, if out-of-state, by the President or designee. All international travel must be approved by the President directly. 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

C. ALCOHOLIC BEVERAGES

See [MnSCU Policy 5.18](#)

See Bemidji State University [Alcohol and Other Drug Policy](#)

MnSCU and 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.

Policy Statement

The possession, consumption, manufacture, sale, and/or distribution of alcohol or illicit drugs are prohibited on the Bemidji State University campus. Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

This policy extends to:

- all facilities, grounds, and property owned, leased or controlled by the University.
- all University sanctioned events.
- all persons whether or not he or she is a member of the University community.
- individuals of all ages, even though they may be of legal age to consume or possess alcohol.

The jurisdiction of the policy shall be consistent with the criteria established in MnSCU Policy 3.6 Student Conduct, Part 2 and shall be applied to the off-campus behaviors of both students and employees for the violation of the “Alcohol and Other Drugs” policy when:

- hazing is involved; or
- the violation is committed while participating in a University sanctioned event or sponsored activity; or
- the victim of the violation is a member of the University community; or the violation constitutes a felony under state or federal law; or
- the violation adversely affects the educational, research, or service functions of the University.

D. 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 Hobson Memorial Union through Virtual EMS. 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:

- The facility is inadequate or inappropriate for the planned event.
- The organization is under disciplinary penalty prohibiting its use of University facilities.
- The proposed use includes an activity which would violate state laws, city ordinance or University policy.
- 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.
- The proposed activity would constitute an unauthorized or unacknowledged joint sponsorship with a private individual or organization.

- 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.

E. 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.

F. 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.

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/licensing_royalties/

Questions relating to use of University images/names can be forwarded to:

jbartlett@bemidjistate.edu

G. 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. Posters for all academic, administrative and Student Union buildings must be approved and stamped for posting at the HMU Information Desk. For the most up-to-date number and location of bulletin boards for posting, please see the Information Desk.
2. All posters, notices, etc. must carry the name of the organization publishing the poster.
3. All posters must contain the following American Disabilities Act (ADA) tagline: "If you need an accommodation for this program/event, please contact Disability Services Office. 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 in Walnut Hall.
5. All posters which are not approved for posting will be removed.
6. Each organization is responsible for taking down their posters in the academic and administrative buildings after the event is held.
7. 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.
8. 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.
9. Banners may be posted in the lower HMU, Library tunnel, and Walnut Hall. Banners should be no more than five 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.
10. 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 Communications & Marketing.
11. Table tents are coordinated and approved through the HMU staff. Any other literature distributed on tables in the HMU will promptly be removed and recycled.
12. 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.

H. 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.

I. PEACEFUL DEMONSTRATIONS AND PROTESTS:

See Bemidji State University [Peaceful Demonstrations and Protests Policy](#)

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.

J. POLITICAL ACTIVITY:

See Bemidji State University [Political Activity Policy](#)

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.

K. SOLICITATION:

See Bemidji State University [Solicitation Policy](#)

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 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 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.

L. COPYRIGHT GUIDELINES

PUBLIC PERFORMANCE OF DVD'S: 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 DVD user must know!

- FOR HOME USE ONLY means just that! Without a license, it is illegal for you to exhibit DVD publicly, outside of your home and beyond the scope of your family and your close friends.
- DVD'S RENTED from retail stores confer no other license. Retailers cannot offer you legal protection if you exhibit their DVD in a public performance setting.
- DVD'S PURCHASED from retail stores confer no other license. Owning a DVD doesn't provide you with public performance protection.
- Showing rented or purchased DVD 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)**

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 budge, 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 Pre-Registration form for the following year. These will be available during the latter part of the spring semester on BeaverLink. 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. Advisors have access to the student organization account through web accounting. Advisors can and are expected to determine how often the group needs a budget report. 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.
- ___ 28. Print monthly budget reports for the treasurer.

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.

APPENDICES

EVENT PLANNING

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.

Public Safety: Any large event or outdoor event needs a security plan. Please contact Public Safety, 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, CAB, SAFAC, HMU)
 - Check with the Scheduling Office, HMU for availability of rooms and reserve them or use virtual EMS.
- ___ 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 Communications and Marketing – 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.

BSU Guidelines Organizational Constitutional/Bylaws

The following packet has been prepared by the Student 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.

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

