

Student Organization Manual

Bemidji State University

RECOGNITION OF NEW STUDENT ORGANIZATIONS

I. STEPS TO RECOGNITION

- a. The Student Senate is responsible for the recognition of new student organizations, subject to the approval of the Bemidji State University (BSU) President or their designee. The Hobson Memorial Union Director (hereafter referred to as “Assistant Director”) serves as 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.
- 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 organization 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.

Inactive 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 Assistant Director and the President or President’s Designee. 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 proposed organization's leadership should first consult with the Assistant Director of Hobson Memorial Union (HMU). This meeting is to explain the recognition process as well as to provide support in organizing the group.

The Primary Contact of the proposed organization must then register the group in 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 (available online in BeaverLink) 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 Assistant 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 Assistant Director of the Hobson Memorial Union, the student organization will be officially recognized and receive all the privileges therein. A university financial account will be created.

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

- Ability to reserve a room or table reservations in the Hobson Union
- 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.

II. PRIVILEGES OF RECOGNIZED STUDENT ORGANIZATIONS

- a. All recognized student organizations shall be accorded with 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:

1. Receiving advice and assistance from a university advisor and the Assistant Director of the Hobson Union and Leadership Team staff. Training and support will be made available throughout the year and your organization is welcome to visit with the Assistant Director for individual concerns. Please see us regarding university policy, contract obligations for performers, speakers, and vendors
2. 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.
3. 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 Hobson Union, Student Senate and BSU Foundation (if needed). The Fundraising Form may be obtained on BeaverLink under "Campus Links."
4. 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 Hobson Union Info Desk or via email at scheduling@bemidjistate.edu
5. 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.
6. Publicizing events sponsored by the organization on campus. Posters and banners must be brought to the Hobson Union Information Desk for approval. Housing & Residence Life will approve posters and banners for residence hall posting.
7. 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 Assistant Director of The Hobson Union for additional information.
8. Making copies, laminating, etc. these costs are charged back to the student organization's on-campus account. Students must have their account number to charge for these services. Sidewalk chalk, paint markers, a popcorn machine, banner paper, a button maker and other promotional supplies are available at the Information Desk. Additional charges may apply.

9. 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.

III. REQUIREMENTS AND RESPONSIBILITIES OF RECOGNIZED ORGANIZATIONS

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

- a. 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.
- b. Conduct activities in accordance with the purpose of the organization as stated in its constitution.
- c. File a Fundraising Application with the Student Senate/BSU Foundation prior to sponsoring any fundraising activities.
- d. 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 Assistant Director of the Hobson Union. Amendments to the constitution between submissions should be relayed to the Student Senate and the Assistant Director.
- e. 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.
- f. Adhere to university policies and all applicable local, state, and federal regulations.
- g. Act responsibly as a member of the university community, both on and off campus.
- h. Any student organization hosting an indoor or outdoor on-campus event must abide by the following.
 1. BSU Students and their guests will abide by the BSU Code of Conduct.
 2. The sponsoring organization is responsible for the actions of any contracted entertainment.
 3. Alcohol and drugs are not permitted. The sponsoring organization should deny admission to individuals that are under the influence of drugs or alcohol.
 4. 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.

IV. SUSPENSION OF RECOGNITION

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

- a. The organization has not fulfilled the requirements as described in "Recognition of Student Organizations."
- b. 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.
- c. 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.
- d. Discriminating practices are exercised by the organization.
- e. Recommendation is made by the University Conduct Committee for revocation of official recognition as a sanction for violation of university rules, including but not limited to usage of alcohol or hazing.

DISCIPLINARY 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 Assistant Director and/or the University conduct officer. If 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 Assistant Director of the Hobson Union. Appeals to decisions may be made to the University President or designee. Individuals may be referred to as a university conduct officer for disciplinary action.

I. CONFLICTS BETWEEN MEMEBERS AND/OR ORGANIZATIONS

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

- a. 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 Hobson Union Assistant Director.
- b. If the conflict cannot be resolved among the students, please involve the organization advisor(s) for assistance.
- c. If a more formal process is needed, the organization(s) may request a hearing with the appropriate Student Senate committee who will then recommend an action to the Assistant Director. Decisions made by the Assistant Director will be binding and may be appealed to the University President or designee.
- d.

II. GROUNDS FOR APPEALS FOR MEMBERSHIP RENEWAL

- a. New or newly discovered evidence is of a character which may affect the outcome.
- b. There was a procedural error which affected the outcome of the decision to remove the member.

- c. The removal of the member is not appropriate for the violation of the behavior expectations which the student was found to be responsible.
- d. The facts appear insufficient to establish responsibility.

The student must demonstrate that one or more of the above grounds for appeal has merit.

Procedure for Appeal

When a student has been removed from their organization, the appeal shall be in writing to the faculty/staff advisor of the organization within ten (10) business days of the student's receipt of the decision. The appeal letter will be reviewed by the advisor, who may schedule an appeal meeting if more information is needed. The advisor will notify the student who was removed from the organization of their decision whether to reinstate the student's membership within five (5) business days of concluding their investigation of the matter. If a decision is made to reinstate the student, the advisor may require alternative sanctions such as mediation with the organization, restitution for damages, setting behavior expectations, etc.

If an additional appeal is necessary upon the advisor's decision, the Assistant Director of the Hobson Memorial Union may make a final appeal and decision. The Assistant Director's decision will be considered final.

FINANCIAL INFORMATION

I. ORGANIZATION ACCOUNTS

- a. Each organization should designate a treasurer, or an officer assigned 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 to 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.
- b. 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 Assistant Director.

II. ON-CAMPUS ACCOUNTS

- a. 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 "Workday."
- b. 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 on BeaverLink.

- c. There are several ways to access the funds in your account. The primary way is reimbursements. Forms are available on BeaverLink through “Campus Links” and include detailed procedural information. Signatures will be required from the requestor, your advisor, and the Hobson Union Director Staff. The form 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 Assistant Director for additional information.
- d. 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.

III. OFF-CAMPUS ACCOUNTS

- a. Off-campus accounts are not allowed. 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.

IV. BSU CASH HANDLING PROCEDURES

- a. 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 daily. Money should NOT be held onto 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.
- b. If you are unable to make it to the cashier’s office during business hours, money should be placed in an envelope and dropped in the night depository slot (North door) of the cashier’s office on the 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 business day. Please include your name or department so the receipt can be mailed to you once the deposit is made. If you want to be contacted before money is deposited, make sure you make a note where you can be reached.
- c. 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.

V. 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 Assistant Director.

- a. BSU Policies/ Procedures
 - 1. Student organizations shall deposit all income into the on-campus appropriate account.

2. The accounts of all student organizations are subject to monthly review by the University.
 3. Fund transfers between student organization accounts must be approved by the student organization advisor and the Assistant Director.
 4. 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 Assistant Director. The Assistant Director will submit the request to the appropriate Vice President.
 5. Student activity fee-funded organizations/activities shall specify all sources and amounts of projected income at the time of their budget requests.
 6. 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.
 7. 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 the following sanctions:
 1. A freeze on the account(s).
 2. Loss of future funding by SAFAC.
 3. Loss of use of university facilities.
 4. Loss of recognition status.
- b. Dissolution of Student Organization and University Accounts
1. 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.
 2. 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 takes effect.

3. Any dormant student organization account for one fiscal year may be closed and any remaining funds transferred to the SAFAC general fund.

VI. 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 regarding fundraising.

- a. A fundraising application must be submitted and approved by the Student Senate, Hobson Union Assistant 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.
- b. The BSU Alumni & Foundation can talk with you about supporting your fundraiser. They do offer crowdsourcing, which could be helpful. These are some questions they would want answered if you wanted to pursue that option:
 1. What project(s) are you fundraising for? (i.e., purchase of new equipment, discretionary funding, travel expenses, funding for special events, etc.) Give a detailed description of each project.
 2. How much do you hope to raise? (target goals are recommended at \$1,000-\$5,000)
 3. Why is this funding needed now? How will it positively impact BSU students, the campus, and the community? (it is important to be able to describe the urgency of need to prospective donors)
 4. Can you describe the impact of different contribution levels for this effort? (What does a contribution of \$50 mean? What does \$250 mean? What does \$10 mean?)
 5. Can you explain what will happen if you do not reach the primary fundraising goal? (Are there incremental goals that can be executed? What will happen to the money if you do not reach your goal?)
 6. Do you have additional “campaign leaders” identified who will be assisting in marketing your project? How many? Are they BSU faculty/staff, students, or members of the local or alumni community?
 7. What platforms will your department use to spread the word about your fundraising need? (social media accounts, websites, alumni/supporter email lists, personal connections, etc.)

8. Will you create a short video (1-2 minutes in length) to highlight and explain this project on your department's social media accounts or email list? What will you show?
 9. Do you have or can you create pictures and/or video to highlight your project and its users?
 10. Are you or your group prepared to demonstrate your commitment to the project by giving a personal gift of support? (Other donors will look to see if you are committed to the project.)
- c. The University prohibits off-campus agencies or individuals, University employees or students from engaging 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.
 - d. 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 218-444-7576.
 - e. Raffles/Gambling: Before you make decisions/plans to hold a raffle or have a gambling event, please contact either the Assistant Director or Director of Accounting Services – Deputy 201 (755-2898) 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 Assistant 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 Assistant Director prior to making any financial commitment on behalf of the university or advertising the event, etc.

VII. STUDENT ACTIVITY FEE ALLOCATION COMMITTEE (SAFAC) FUNDING:

The Student Activity Fee Allocation Committee (SAFAC) is established to sponsor and fund the development of student programs and adequately determine the disbursement of student activity fee dollars among organizations, clubs, and departments at BSU that provide student programming. All funds are allocated for their designated fiscal year (July 1-June 30). If dollars are unspent, they will be returned to SAFAC reserves to be reallocated in future fiscal years.

Details of the committee's policies and procedures can be found in the SAFAC Manual, which can be found on their BeaverLink page under documents. Questions may also be directed to the Hobson Memorial Union Director who serves as the SAFAC advisor.

Allocation of student activity fee dollars is primarily accomplished in three ways:

a. The Annual Allocation Process

The university recognizes that it is often necessary to have an operating budget to attract members and fund the organization's 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 include a summary of the activities of the organization, a thorough description of requested funds and a review of previous expenditures of the organization. A template will be shared by SAFAC and will be submitted through BeaverLink. All groups requesting funding will meet with the committee. The committee will consult with Student Senate before submitting proposed allocations to the Vice President for Finance and Administration for approval. Allocations will be shared with requesters before the end of spring semester.

Timeline for annual allocation processes:

- **Late November:** SAFAC will announce forms are available for the coming fiscal year. Forms will be linked to the announcement and training opportunities will be made available.
- **December:** SAFAC will host workshops to explain how to navigate the process.
- **January:** Forms will be due. Budget presentations will begin.
- **February/March:** SAFAC will meet with all groups requesting student activity fee dollars.
- **March/April:** SAFAC will finalize a proposed budget, consult with Student Senate, and submit for approval from the Vice President for Finance & Administration.
- **Late April:** the SAFAC Chair or Advisor will distribute allocation decisions to requestors.
- **July/August:** Funds will be made available (to be used by May/June of that fiscal year)

b. Special Request Funding

SAFAC recognizes that organizations may not be able to predict all 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.

Special request funding may be requested through an online submission via BeaverLink. The committee will make their allocation decision from information provided in the submission, so it is important to be thorough and detailed. Submitters should watch their email for inquiries from the committee or for an allocation decision. The timeline for special request funding decisions is typically 2-4 weeks.

c. Travel Request Funding

Student Clubs and Organizations who are interested in travel as a part of their organization's activities may request student activity fee dollars to support their travel. Travel-related activities should not be included in annual allocation requests so annual allocations may not be used for travel activities. Requests for travel may include expenses for transportation, lodging, registration, entrance fees and related travel expenses. SAFAC does not fund student meals in travel, and the committee uses some base guidelines in allocating toward travel described in the travel funding request form. Travel is rarely funded fully so groups should expect to support their travel through fundraising or out-of-pocket expenses.

SAFAC recognizes that travel is essential for some groups but because of the rising costs of travel, each group is encouraged to limit its trips and to find the least expensive means of traveling. SAFAC may elect to deny travel funding requests submitted less than 14 days from the first day of travel. SAFAC will deny travel funding requests made after the first day of travel. Expect a minimum of two weeks for a response from the committee.

BSU & MNSCU POLICES

I. NON-DISCRIMINATION CLAUSE

- a. 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. No person shall be discriminated against with regards to race, sex, gender, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, and sexual orientation.

II. STUDENT ORGANIZATION TRAVEL

- a. Student organization events are considered university business. As such, Bemidji State has a personal stake in the activities that student organizations participate in. It is required that any 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: [Travel Procedures | Business Services | Bemidji State University](#)

III. ALCOHOLIC BEVERAGES

a. See [MnSCU Policy 5.18](#)

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

MnSCU and Bemidji State University prohibit 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 they are 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 individuals whether they are/are not a member of the University community.
- individuals of all ages, even though they may be of legal age to consume or possess alcohol.

The authority 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
- 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.

IV. FACILITY USAGE

- a. The University permits the use of its facilities by student organizations, individual students, and the public. University activities are given priority on the use of facilities over individual students or outside groups.
- b. 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.
- c. The reservationist shall approve applications properly completed unless there is reason to believe:
 1. The facility is inadequate or inappropriate for the planned event.
 2. The organization is under a disciplinary penalty prohibiting its use of university facilities.
 3. The proposed use includes an activity which would violate state laws, city ordinance or University policy.
 4. The proposed use would constitute an immediate or potential danger to the peace or security of the University that available law enforcement officers could not control or would disrupt or disturb other scheduled programs.
 5. The proposed activity would constitute unauthorized or unacknowledged joint sponsorship with a private individual or organization.
- d. 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.

V. HAZING

- a. 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."
- b. Organizations found responsible for the charge of hazing could lose status as a recognized student organization.

VI. USE OF BEMIDJI STATE UNIVERSITY NAME AND IMAGES

- a. Like many colleges and universities, BSU has seen increased interest by manufacturers in using the school's 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.

- b. All merchandise, 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: [Licensing & Royalties | Communications & Marketing | Bemidji State University](#)
- c. **Questions** relating to use of university images/names can be forwarded to: andy.bartlett@bemidjistate.edu

VII. POSTER AND PUBLICITY POLICY

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

- a. Posters for all academic, administrative and Student Union buildings must be approved and stamped for posting at the Hobson Union Information Desk. For the most up-to-date number and location of bulletin boards for posting, please see the Information Desk.
- b. All posters, notices, etc. must carry the name of the organization publishing the poster.
- c. All posters must contain the following accessibility statement: " If you need accommodation due to a disability to attend this program/event, please contact Accessibility Services: (218) 755-3883 or accessibility@bemidjistate.edu. If a sign language interpreter is needed, two weeks' notice is requested."
- d. If you need accommodation due to a disability to attend this program/event, please contact Accessibility Services: (218) 755-3883 or accessibility@bemidjistate.edu. If a sign language interpreter is needed, two weeks' notice is requested.
- e. The posters for residence halls must be approved by the Department of Residential Life Office in Walnut Hall.
- f. All posters which are not approved for posting will be removed.
- g. Each organization is responsible for taking down their posters in the academic and administrative buildings after the event is held.
- h. Posters may not exceed 14'x22'. Exceptions to this are for such events as the Student Senate elections and others as approved by the Assistant Director.
- i. If a fund raiser, the organization must submit a Fundraising Application Form to the Student Senate and receive approval by the Hobson Union Assistant Director before the posters may be posted.
- j. Banners may be posted in the lower Hobson Union, Library tunnel, and Walnut Hall. Banners should be no more than five feet long and three feet wide. Banners should be brought to the Hobson Union Information Desk and Department of Residential Life Office for approval and hanging.
- k. 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 public must be processed through the Office of Communications & Marketing.

VIII. DISTRUBUTION OF LITERATURE

- a. The individual students(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.

IX. PEACEFUL DEMONSTRATIONS AND PROTESTS

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

- a. The college or university shall establish reasonable time, place, and manner restrictions to ensure that the assembly does not 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 their 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 their best effort to consult with a designated member of the student association.
- b. 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 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 during 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.

X. POLITICAL ACTIVITY

See Bemidji State University Political Activity Policy

- a. 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.
- b. “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:
 1. Distribution of political literature including handbills, cards, buttons, and pamphlets.
 2. Requests to sign petitions.
 3. Discussions of candidates of issues.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

- h. 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.
- i. 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.
- j. 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.

XI. SOLICITATION

See Bemidji State University [Solicitation Policy](#)

- a. 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.
- b. 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.
 - 1. 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.
 - 2. Recognized student organizations may collect membership fees or dues.
 - 3. 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.
 - 4. 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.
 - 5. Off-campus groups may attend on campus with the permission of the Assistant 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.
 - 6. 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 distribution of residence halls.

7. Recognized student organizations may not perform as on-campus agents for private or public concerns in direct sales, solicitations for advertising, commercial activities.
8. Lectures, concerts, demonstrations, displays or exhibits may not be used in any manner as a means of promoting commercial companies, products, or services.
9. 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 the disposal of the funds if the event is canceled.
10. 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.
11. 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 public areas of campus buildings.
 4. No person will be harassed, embarrassed, or intimidated by the person doing the soliciting.
12. A separate policy for political campaigning is found in this section under Political Activities.
13. Any questions/concerns related to solicitation should be referred to the Director of Hobson Union. 755-3760.

ADVISOR 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 Assistant Director has to any given student organization. It is important that advisors contact the Assistant 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 advisors. This can often create some communication problems. Another way in which advisors can provide continuity for 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 a key 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 who work with graduates 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 include 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 types of programs are as follows:

1. provides a scheduled time for the old and new leaders to meet and share ideas for the future of the organization.
2. gives the old officers a chance to process how much they have learned over the year.
3. provides a sense of closure for the old officers.
4. provides the new officers with a chance to ask questions in a safe environment.
5. provides an opportunity for the old officers to pass on the materials and traditions needed.
6. increases the confidence and knowledge of incoming officers.
7. increases the chances that the momentum of the group will continue.
8. starts the new officers ready to go so that advisors must 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 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, yearly budget, 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 produced 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 goodbye 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 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 could observe the group dynamic and serve as a moderate 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 Hobson Union staff. We will do our best to explain university policies; all the advisors must 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 Assistant 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 collaborate 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.

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 important. 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.

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:

1. How did you join the group?
2. How did you first hear about the group?
3. What did you hope to gain from your involvement?
4. 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.

**STUDENT SENATE
STUDENT ORGANIZATION CONSTITUTION/BYLAWS
APPROVAL CHECK SHEET**

Student Organization leaders,

Your constitution is your organization's governing document. It should guide the day-to-day operations of your organization and should be the "go-to" document when going about important decisions for your organization. Student organization constitutions will be reviewed by Student Senate, the Associate Director of the HMU, and the university President's designee on a formal basis when student organizations first start up or reorganize and every-other-year of the organization's continue recognition. The checklist below will be used to ensure your constitution covers critical areas of governance.

- _____ Article I: Name of the Organization
- _____ Article II: Purpose of the Organization
- _____ Article III: Membership
 - _____ a. classification of membership
 - _____ b. qualifications/eligibility for membership
 - _____ c. fees/dues (optional)
 - _____ d. attendance/participation requirements
 - _____ e. non-discrimination clause (required wording)
- _____ Article IV: Organizational Structure
 - _____ a. how often meetings are held, notification of meetings.
 - _____ b. quorum for meetings
 - _____ c. specify offices (must include president/chairperson role)
 - _____ d. how voting/decision-making will take place.
 - _____ e. how committees will be called and structured (if applicable)
- _____ Article V: Executive Board or Officers
 - _____ a. positions/structure of the executive board
 - _____ b. duties of officers
 - _____ c. election/appointment process
 - _____ d. length of term
 - _____ e. method of filling vacancies
- _____ Article VI: Advisor
- _____ Article VII: Amendments
- _____ Article VII: Dissolution
 - _____ a. allocation of remaining funds (SAFAC required wording)
- _____ Article VIII: Ratification

CONSTITUTION
SAMPLE ORGANIZATION
OF BEMIDJI STATE UNIVERSITY

Article I Name:

The name of this organization shall be Sample Organization.

Article II Purpose:

The purpose of this organization shall be to promote understanding of the constitution creation process by providing a sample to new and existing organizations.

Article III Membership:

Section 1. Any student is eligible for membership of this organization providing he or she meets the qualifications as stated in this constitution and is in good standing with Bemidji State University. (Note: While non-students may participate in activities of the organization, “members” are Bemidji State/NTC students only.)

Section 2. Qualifications for membership shall include the following:

1. *Example:* Enrolled in a major or minor related to the organization
2. *Example:* Semester membership dues have been paid.

Section 3. *Optional:* Dues shall be established and the amount adopted by a majority vote of the members present at the first organizational meeting. Thereafter at the first meeting of each new school year the dues amount will be reviewed and ratified by a majority vote.

Section 4. Members are required to regularly attend meetings. After three consecutive absences, the member will be considered inactive.

Section 5. **Membership and activities of the organization will not discriminate regarding race, sex, color, creed, age religion, marital status, sexual orientation, national origin, or status with regard to public assistance or physical ability. Bemidji State University has an all-comers policy. Consequently, all recognized 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.** (Note: *Please use this exact non-discrimination clause.*)

Article IV Organizational Structure:

Section 1. Meetings of Sample Organization shall be held at least once a month and as the President of the organization sees fit. All meeting dates will be posted at least one week in advance.

Section 2. A quorum shall consist of two officers plus five members in attendance.

Section 3. Officers of Sample Organization shall be President, Vice-President, Secretary and Treasurer.

Section 4. Members of Sample Organization in attendance at meetings shall have one and only one vote with a simple majority rule, except those delineated in “Robert’s Rules of Order, Newly Revised.”

Section 5. Committees shall be established by the President of Sample Organization as directed by majority consensus.

Article V Officers:

Section 1. The officers of Sample Organization shall be President, Vice-President, Secretary and Treasurer, whose duties it shall be to coordinate the activities of the organization for the welfare and professional growth of the members.

Additional duties shall be:

A. President –

1. The President shall preside over all meetings.
2. The President shall, if necessary, appoint individuals to committees.

B. Vice-President – The Vice-President shall be a member of each committee and will see that each committee is performing its functions. They shall also serve in the absence of the President.

C. Secretary – The Secretary shall keep the minutes of the meeting and carry on any correspondence that may be necessary.

D. Treasurer – The Treasurer shall keep the books and collect dues. The amount of dues for the year shall be established at the first regular meeting by a majority vote.

Section 2. The term of office shall be for one academic year, fall semester through spring semester.

Section 3. Elections shall take place during a regularly scheduled meeting in the last month of the spring semester.

Section 4. Removal from office (or removal of members) shall be as prescribed in “Robert’s Rules of Order, Revised” under the heading “Trial of Members of Societies.”

Section 5. Any vacancies shall be filled by recommendation of the officers with appointment upon majority approval of Sample Organization. The only exception to this rule shall be the President in which case the Vice-President steps into the Presidential position.

Article VII Advisor:

An advisor for Sample Organization will be selected from the Bemidji State University Faculty and Staff. The advisor will meet the minimum expectations of the university but should also meet additional organization expectations such as... (examples: attending meetings regularly, being a member of a certain academic department, promoting group activities to faculty/staff, etc.)

Article VI Amendments:

Proposed amendments to the constitution will be a part of the constitution when they have been approved by two-thirds of the members in attendance.

Article VIII Dissolution of Organization:

Sample Organization may choose to dissolve through a two-thirds majority vote. **In such case any remaining student activity fee funds will be returned to the Student Activity Fee Allocation Committee general fund.** *(Note: Please use this exact clause*

regarding SAFAC funding. Additional notes may be made if raised funds will be directed to other areas on campus before being dissolved.)

Article IX Ratification:

This constitution shall be adopted upon ratification by a two-thirds majority vote of the members present at the first organizational meeting.