

STUDENT ORGANIZATIONS  
GUIDEBOOK

ATSU

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A.T. STILL  
UNIVERSITY

2011-2012

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## STARTING A NEW STUDENT ORGANIZATION AT ATSU

### Steps to starting a new student organization:

#### ***Step 1: Research, Research, Research***

With numerous student organizations at ATSU, there are already many interests that are being met. Check out the website [www.atsu.edu](http://www.atsu.edu) or visit the Student Affairs office to learn about existing student organizations at ATSU.

#### ***Step 2: Recruit members and find an advisor***

To start a new organization at ATSU, an organization must have a minimum five members and an advisor. The primary advisor must be a faculty member of ATSU.

#### ***Step 3: Complete the paperwork***

Students desiring to form a new organization and who wish to have official recognition by ATSU must submit:

- An electronic copy of the constitution/bylaws which include statements of non-discrimination and a risk management policy.
- An electronic copy of members submitted in the requested template sent out via email to each club president.
- Must contain information concerning the requirements for membership and dues structure. Organizations affiliated with national organizations must file the same information.
- Must submit signatures of interested members, and a letter from faculty agreeing to be an advisor.

#### ***Step 4: The approval process***

- The ATSU Arizona/Missouri SGA will initially review all potential organizations and will consider whether the constitution, bylaws, and other documents meet the philosophy and mission of ATSU and the SGA.
- The SGA will submit a recommendation to the Vice President for Student Affairs (Missouri) or the Assistant Vice President- Student Affairs (Arizona) for a new organization.
- The Vice President for Student Affairs (Missouri) or the Assistant Vice President- Student Affairs (Arizona) will review the recommendation and documentation for the proposed organization and make the final decision to approve or not.

#### ***Step 5: Requirements to acquire and maintain official recognized status (Missouri Campus only)***

- Abide by all ATSU policies, federal, state and local laws and ordinances.
- Have at least one ATSU faculty as an advisor who is actively involved in meetings and events.

- Have on file in the Student Affairs Office the following:
  - Electronic copy of members submitted in the requested template sent out via email to each club president
  - Constitution and bylaws
  - Electronic copy of Executive officer roster updated by May 1 of each year
  - Electronic copy of Membership list updated by October 1 of each year
  - Dates elections are to be held before October 1 of each year for remaining vacant positions.
  - Times and place of regular meetings on Google OPC Calendar.
  - Statement of non-discrimination and risk management policies.
- Have officers and their advisors attend the annual orientation sponsored by ATSU.
- Have the organization president submit an annual report by February 15 to the SGA 2nd vice president for review by the SGA Executive Council.
- Sponsor at least one Student Affairs approved community or university service project each year.
  - 2 - 25 members = 50%
  - 26 - 50 members = 40%
  - 51 - 100+ members = 25%
  - Participation percentages can be based on cumulative service, however participants can be counted only once towards the required percentage.
  - Approval Request form can be found at [http://www.atsu.edu/student\\_affairs/kirksville/leaders/official.htm](http://www.atsu.edu/student_affairs/kirksville/leaders/official.htm).
- Participation percentages will be determined based on the membership submitted by October 1.
- Organizations may not schedule activities that conflict with scheduled classes.
- No activities and/or events may be sponsored by an organization during finals or orientation weeks.
- All items produced that include the University name or any of its colleges or schools names, must be approved by the Student Affairs office prior to production. Approval form is located in the Student Affairs office or on the SGA website in the Facilities Resource Guide (<http://blogs.atsu.edu/sga>).

***Step 6: Complete Organization Yearly Audit (Arizona Campus only)***

Every organization on the Arizona campus must complete organization audit requested by Student Affairs to take advantage of services offered to only recognized organizations. Student organizations need to re-register to take advantage of services offered only to registered student organizations at ATSU.

Requirements: In order to maintain official recognized status, organizations must:

- Abide by all ATSU policies, federal state, and local laws
- Have at least one faculty as an advisor who is actively involved in meetings and events.
- Have on file in the Student Affairs Office the following
  - Constitution and bylaws

- Office roster updated by August 1 of each year
- Membership list updated by October 1 of each year
- Dates elections are to be held by October 1 of each year for remaining vacant positions.
- Times and place of regular meetings
- Statement of non-discrimination
- Have a Risk Management Policy on file in the Student Affairs Office (guidelines for this are available from Student Affairs)
- Have the organization president submit an annual report in October to the SGA President for review by the Executive Council.

## CREATING A STUDENT CONSTITUTION

A Constitution is one of the most important organizational documents. It outlines the basic rules governing the organization, allows for continuity and addresses situations that may arise within an organization, such as member conduct. A constitution should not be a static – it should be reviewed at least annually to ensure that it fits the current needs of the student organization.

The language should be clear and concise, leaving little to interpretation. The length can vary from one page to several pages, depending on the complexity of the organization. In general, more detailed information that deals with the day-to-day operations (such as the meeting times) can be included in the organization’s bylaws.

### ***Important Components to be included in your constitution:***

- Name and purpose- State the official name of the student organization and the purpose/goals.
- Officers- List the titles and responsibilities of each officer, including qualifications to become an officer and the removal process for officers that do not fulfill the responsibilities.
- Members- List the qualifications, requirements, right and all other conditions for membership, and also the removal process for members.
- Elections- State the method and frequency of elections, who is eligible to vote and all other conditions that must be met before members become candidates for office.
- Advisors- State the general duties and responsibilities of the faculty/staff advisor.
- Amendments- Include any requirements for the form or manner in which the amendment is written, and limitations for the presentation or ratification of an amendment, and what margin of votes an amendment shall be required to receive for passage.
- Bylaws (Separate from Constitution)- Bylaws are intended to deal with the day-to-day rules governing the organization (meetings, standing committees, etc.) These may

change more often in order to accommodate new conditions of circumstances. Bylaws should be reviewed and updated annually.

- Non-discrimination statement
- Risk Management Policy
- Date – A date stating when the constitution was last updated.

## USEFUL TOOLS TO USE WHEN CREATING A CONSTITUTION

Work with your club advisor in drafting your constitution, and be sure to provide your advisor with any updates that can be kept in a permanent file.

See “sample constitution” on page 20

## CREATING AN EFFICIENT BUDGET

**Purpose:** Organizations are required to create their own effective budget. Electing a responsible and efficient treasurer will be key to the financial success of the organization.

### ***An efficient budget includes the following:***

- Budget Organization: Organizations hold fundraisers to gather funds to support the organizations events. Request forms to hold fundraisers, sales or donations can be found on the SGA website: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27). The Student Government Association may provide limited funds to student organizations at the discretion of the SGA.
- Budget Delegation: A treasurer may be responsible for the delegation of the organization’s funds. Student Organizations may be managing a small budget, which will require responsibility in delegating funds to the organization’s projects.
- Accessing your organizations finances: Prioritize the organization need of funds. Define how much each project and event will cost to the organization. Keep track of the organization’s expenditures to ensure that the organization is within the budgetary limitations.
- Keep a record: Organizations should use financial tools to track their budget through record keeping, online banking and keeping all receipts of payment and credits.

## ORGANIZATION BANK ACCOUNTS AND TAX ID

***Student organizations are responsible for opening their own bank account through a bank of their choice.***

- You can apply for an EIN online at:  
<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>. The best option for “type of club” is Social. This ID# does NOT make the Club/organization tax-exempt. You CANNOT solicit donations and tell the donors it is tax-deductible; donations given to individual club/organizations. *Clubs cannot use the ATSU tax-exempt ID for their purposes.*
- After you get the Employee Identification Number then you can open the checking account using this number.
- Your advisor and two club members must be signers on the account.
- Not for profit status. Student organizations must operate as a not-for-profit organization. As a not-for-profit student organization, the organization must be fiscally and ethically responsible with the accrument and appropriation of funds.

## RISK MANAGEMENT PLANNING

**Purpose:** All A.T. Still University organizations plan, sponsor and coordinate a variety of activities. Each activity has its own potential risks. It is the organization’s responsibility to identify those risks and make appropriate decisions that avoid negligence and reduce the risk of liability.

### **A good risk management plan**

Considering the individual and organization investment, ATSU’s expectation is that each organization has a risk management policy that considers the three following objectives:

- Recognizes and responds to potential issues that could interfere with the organization’s function.
- Identifies threats to an organization’s continuing operation.
- Controls loss by taking steps to reduce the severity should a loss occur.

The five basic steps of risk management:

#### **• Step 1 - Acknowledgement**

The failure to recognize that accidents happen may expose an organization to potential danger or misunderstandings.

#### **• Step 2 - Identification**

Look for and report dangerous conditions or impermissible conduct to risk manager officers and/or advisors.



- **Step 3 - Evaluation**

Not all risks are equal. Some risks may result in minor annoyances or the waste of resources while others may bankrupt an organization. The organization should prioritize and evaluate each risk while estimating the likelihood of occurrence and potential severity of any loss.

- **Step 4 - Decision and Implementation**

Avoidance: A well-defined mission statement helps to evaluate which risks are integral to the mission and which risks needlessly jeopardize resources. Modification: Proper precautions and common sense can reduce or eliminate risk. A creative approach may reduce risk while improving the quality of service. Transfer: Someone else may accept a risk on behalf of the organization. Two strategies are to use (1.) charitable organization benefactors and (2.) personal “liability shields” (i.e. waivers, releases, hold-harmless, informed consent). Retention: Risks not otherwise addressed are retained as the responsibility of the organization.

- **Step 5 - Supervise, and appropriately revise, “The Plan”**

Appoint a risk manager to supervise the implementation of the risk management plan, educate members, collect information, facilitate periodic review, and reassess the choices.

## THE STUDENT ORGANIZATION ADVISOR

Registered student organizations are required to have at least one ATSU faculty member serve as advisor to the club. The advisor can be indispensable in helping the officers and members develop effective events and activities within the framework of university policies, but only if the advisor is utilized and actively involved. Advisors should maintain regular contact and interaction with the officers and members, through periodic attendance at club meetings, meetings with key officers, or receiving email updates and meeting minutes.

### **Advisor Requirements**

- Advisors must be employees of A.T. Still University (faculty or staff).
- Advisors must be signers/co-signers on any financial accounts (checking accounts, savings accounts, etc.) for the club/organization.
- Advisors must sign all event-request forms before handing the form into Student Affairs for approval (Arizona campus only).

### **Advisors’ other responsibilities include, but are not limited to:**

- Invited to attend the annual student leadership workshop coordinated by Student Affairs.
- Reading the student club manual, the organization constitution, and the ATSU university handbook.
- Managing compliance with campus policies and procedures when it comes to your group’s activities.
- Being aware of and abiding by campus guidelines regarding use of the ATSU wordmark or name, letterhead stationery, etc.

- Assists with new member orientation.
- Advises members and officers of A.T. Still University policies, risk management planning and advises the creation and implementation of an effective budget.
- Schedules meetings with officers (once/month).

### **Role of Advisors**

Advisors play an important role in their involvement with student groups and their activities. They serve to help students understand how the University operates, how to plan successful events by addressing important details and anticipating situations that might arise. While the University realizes that advisors are often volunteers who have many other demands on their time, there are some expectations about times when advisors must be present at events that involve the following activities or characteristics. Advisors, a substitute, or designee should plan to be present for the entirety of any event which involves:

- alcohol present at the event
- travel out of town
- over 100 attendees/participants
- the community at large (outside of ATSU) is invited
- high risk or hazardous activities are planned
- minor children are involved or invited
- the event occurs outdoors after dusk
- whenever rituals or rites of passage are involved

There may be other times when an advisor recognizes the need for their oversight of an event that is not included in this list. When in doubt, it is advisable to call the Vice President for Student Affairs (Missouri campus) or the Assistant Vice President- Student Affairs (Arizona campus) what would be adequate supervision for an event.

### **Working with your Advisor**

Once your organization has established a relationship with an advisor, it is the membership and officers' responsibility to inform your advisor of the plans and actions of the organization and to seek advising and assistance from him/her.

Your advisor is not responsible for setting goals and/or policies for your organization; instead, s/he will act as a guide and encourage you to accept responsibility for your organizational objectives.

It is essential that your organization maintain regular contact and interaction with your advisor because s/he will assist with your goals and will act as a mediator from one year to the next by encouraging the development of leadership within the group and by remaining as a constant fixture during transitions within your organization.

Your advisor is here to help you and can assist your organization if you take advantage of the knowledge and suggestions s/he can provide.

### **And remember...**

Thank your advisor for volunteering their time and efforts to help your club. On the Missouri campus only, you can consider nominating your advisor for the “Excellence in Advising Award”. Information and award criteria can be found online at:

[http://www.atsu.edu/student\\_affairs/kirksville/leaders/OrganizationAwards.htm](http://www.atsu.edu/student_affairs/kirksville/leaders/OrganizationAwards.htm). Nomination forms are available in the Student Affairs Office. You can also nominate your advisors for the “Above and Beyond” award that takes place semi-annually, which is held on both campuses. You can find out more information about the “Above and Beyond Award” on the website: [http://www.atsu.edu/student\\_affairs/above\\_beyond/index.htm](http://www.atsu.edu/student_affairs/above_beyond/index.htm).

## OFFICERS AND MEMBERS

### Purpose:

- Officers of student organizations are responsible for the operation, representation and usefulness of the organization.
- Student organizations are responsible for electing members of the organization as active officers.
- Titles of the elected officers may include: President, vice-president, secretary and treasurer.
- Organizations may elect other officers for diversity and public relations.

## LEADERSCRIPT

### Purpose:

LeaderScript provides students the opportunity to document their co-curricular achievement as a transcript to give to future employers. Community, college and student initiatives provide numerous opportunities for students to volunteer lead and follow. Service to school, community and profession is encouraged; thus ATSU graduates are encouraged to develop the attitude and skills that make them a well-rounded, service-minded professional. You can learn more on the following ATSU web page:

[http://www.atsu.edu/student\\_affairs/leaderscript/index.htm](http://www.atsu.edu/student_affairs/leaderscript/index.htm)

### Description of Sections:

- The **leadership** section describes involvement in social, academic and professional clubs and organizations.
- The **development** section describes experiences, seminars, conferences, wellness participation, etc. that have impacted the personal or professional growth of students.
- The **service** section describes any volunteer service that was performed at school, in the community, or while on rotations.

## SERVICES AVAILABLE TO ORGANIZATIONS

- Reserving Campus Facilities: Privilege to have access to and use of campus facilities; e.g., reserve meeting rooms, Student Lounge, etc. (arrangements need to be made with Student Affairs) Event Registration forms are located in Student Affairs, and a copy is attached at the end of the *Student Organization Guidebook*, and must be completed and approved prior to the event.
- Sound equipment: Opportunity to have access to campus audio visual/technical assistance, public relations and printing services.
- Website for the organization: Access to have information listed on ATSU's World Wide Web page.
- Advertising and promotional materials for the organization's events: Right to post notices of meeting and other activities on specified bulletin boards.
- Email account for the club: Clubs can send emails announcing their events for Student Affairs to post to their blog. To view the blogs or for who to email to get your event posted, follow this link and select which campus you are interested in: [http://www.atsu.edu/student\\_affairs/blogs.htm](http://www.atsu.edu/student_affairs/blogs.htm). In addition, mail addressed to professional school organizations are sent to the organization's advisor on the Arizona campus and the organization's president on the Missouri campus.
- Copies from Student Affairs (Arizona Campus ONLY): Contact Coordinator- Student Affairs at 480.219.6126 for more information.

## LIST OF UNIVERSITY RECOGNIZED STUDENT ORGANIZATIONS AT ATSU

### Missouri Campus:

- Alpha Phi Omega (APO)
- American College of Neurologists and Psychiatrists (ACONP)
- American College of Osteopathic Pediatricians (Peds Club)
- American Medical Association Medical Student Section (AMA-MSS)
- American Medical Student Association (AMSA)
- Anesthesia Interest Group (AIG)
- DOCare International
- Student Association of Military Osteopathic Physicians and Surgeons (SAMOPS)
- American Osteopathic College of Physical Medicine and Rehabilitation (AOCPMR)
- ATSU Medical Spanish Club
- Biomedical Sciences Club
- Christian Medical and Dental Association (CMDA)
- Emergency Medicine Club / American College of Osteopathic Emergency Physicians (ACOEP)
- Jewish Medical Student Association (JMSA)
- Journal Club
- Latter-day Saint Student Association (LDSSA)

- MEDleys
- Missouri Osteopathic Student Association (MOSA)
- National Osteopathic Women Physicians Association (NOWPA)
- Physicians For Social Responsibility (PSR)
- Radiology and Imaging
- Rotaract Club
- Sigma Sigma Phi (SSP)
- Sports Medicine Club
- Student Advocate Association (SAA)
- Students for Life
- Student National Medical Association (SNMA)
- Student Osteopathic Medical Association (SOMA)
- Student Osteopathic Surgical Association (SOSA)
- The L. Linton Budd Osteopathic Obstetrics and Gynecology Society (OB/GYN)
- Theta Psi
- Undergraduate American Academy of Osteopathy (UAAO)
- Undergraduate Chapter of the American College of Osteopathic Family Physicians (ACOFP)
- Undergraduate Chapter of the American College of Osteopathic Internists (Internal Medicine Club)
- ATSU – United Nations Children’s Fund (ATSU – UNICEF)
- Wilderness Medical Society (WMS)

**Arizona Campus:**

- American College of Osteopathic Family Physicians
- Emergency Medicine Interest Group
- Student Osteopathic Surgical Association
- Undergraduate American Academy of Osteopathy
- Student Interest Group in Neurology
- School of Osteopathic Medicine in Arizona
- American Osteopathic Association of Sport Medicine
- Omicron Kappa Upsilon
- American Association of Women Dentists
- Society of American Indian Dentists
- Hispanic Dental Association
- Arizona Student Dental Association
- Athletic Training Student Association
- Kettel Society (Physician Assistant Studies)
- National Association of Future Doctors of Audiology
- Students of Occupational Therapy Association
- Physician Assistant Student Class Society

- Student Physical Therapy Association

## HOLDING EVENTS AND FUNDRAISERS

- For email announcements to be sent out to faculty and staff or for blog posts for the event, the club must email the event description to [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) for the Missouri campus or [azstudentaffairs@atsu.edu](mailto:azstudentaffairs@atsu.edu) for the Arizona campus.
- To place events/meetings on the OPC calendar, the club president must email the event description to [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu). (Missouri campus only)
- The Student Government Association (SGA) can provide limited funding to the student organizations at the discretion of the SGA. Contact the SGA president for details.
- Abide by ATSU's Alcohol Policies, located on page 15 of the *Student Organization Guidebook*.
- Individual student behavior is covered in the University Handbook under the Code of Academic Conduct and the Code of Behavioral Standards.

## USE OF UNIVERSITY LOGOS

- Student organizations can receive the University word mark(s) from Student Affairs, and Communication and Marketing.
- All designs **must** be approved by Student Affairs **before** items are created.
- No name is to appear above the "A.T". Still University name or be significantly larger than any other name. You can learn more on the following ATSU web page: [http://www.atstu.edu/communications/pdfs/University\\_Styleguide.pdf](http://www.atstu.edu/communications/pdfs/University_Styleguide.pdf)

## FACEBOOK USAGE POLICY

- Facebook is a form of communication which creates a public forum and allows users to post opinions and statements which may not necessarily reflect the opinion of ATSU. ATSU student organizations may create and manage Facebook pages while closely following the Facebook Usage Guidelines. Facebook Usage Guidelines strictly follow the University's policies found in the University Student Handbook.
- The University is committed to creating and maintaining a campus environment that invites diversity, collaboration, and higher learning. To maintain this atmosphere, Facebook users are expected to abide by applicable laws, regulations, rules and policies stated in the University Student Handbook. Facebook users and student organization Facebook administrators must adhere to the University's Statement of Non Discrimination, Principles for Diversity, Code of Behavioral Standards, policy of

Electronic Communications, and other regulations and policies concerning public communications.

- Unprofessional and unacceptable behaviors of Facebook user include, but are not limited to improperly using: University word marks and logos, messaging (email), Facebook chat, wall postings, videos, abusive or confrontational comments, events.

## NON-DISCRIMINATION AND HARASSMENT POLICY

Organizations should include a non-discrimination and harassment policy and should follow moral and ethical guidelines. An example of that policy:

- A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the persons listed below:

### **Missouri Campus**

Vice President for Student Affairs  
800 W. Jefferson St.  
Kirksville, Missouri 63501  
660.626.2236

### **Arizona Campus**

Assistant Vice President- Student Affairs  
5850 East Still Circle  
Mesa, AZ 85206-3618  
480.219.6126

## ATSU DRUG AND ALCOHOL ABUSE AND PREVENTION POLICY

The following is from Section 1 of the ATSU Drug and Alcohol Policy Abuse and Prevention policy and must be adhered to by all recognized ATSU Student Clubs and Organizations.

- Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws are on the part of a student organization could result in a disciplinary action against the individual(s) involved, and suspension or loss of student organization recognition.
- ATSU has established the following policies to reduce the risks of associated with the legal use of alcohol at student organization activities.
- All advertising of social functions on campus must be approved by the Student Affairs Designee.
- Advertising cannot mention or infer the use of alcohol. Student organizations are not permitted to encourage or sponsor any activity that encourages the rapid or excessive consumption of alcohol.
- No student organizations may collect funds at a social event where alcohol is available, even if the funds are for the purchase of tickets, food, or door prizes.

The following additional guidelines are strongly encouraged:

- No club/organization funds will be allotted by the university for the purchase of alcohol at sponsored or co-sponsored events.
- Only beer and non-fortified wine will be served by a contracted proprietor via a no-host bar.
- A two-drink or less limit is strongly encouraged.
- The sponsors/co-sponsors will provide alternate beverages throughout the event free of charge
- No alcohol may be brought into the event, from the outside, by anyone attending the event. Violation of this clause will result in expulsion from the event.
- Alcohol service will be discontinued:
  - One hour prior to the end of the event.
  - To any individual who is obviously intoxicated.
  - To any individual displaying either anti-social or aggressive behavior.
  - At the discretion of the contracted proprietor.

It shall be the responsibility of the risk manager to ensure that a contract is awarded to a licensed proprietor.



Student Affairs Office  
 A.T. Still University, Mesa Campus  
 5850 E. Still Circle  
 Mesa, AZ, 85206  
 480.219.6000

<b>For office use only:</b> Approved by Department of Student Affairs _____ Date: _____
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## Program Request Form A.T. Still University - Arizona Campus

<b>I. Required Information</b>		
a.	Name of organization:	
b.	Student chairperson of activity:	
	Phone #:	Email:
c.	Treasurer Officer :	
	Phone #:	Email:
d.	Name of organization's financial institution where proceeds will be deposited:	
e.	Name of co-sponsoring student organization(s), if any:	
<b>II. On Campus Activities</b>		
a.	Description of activity: Fundraiser _____ Sales _____ Donations/Collection Box _____ Description:	
b.	Proposed item(s) for sale or to be collected. Include example of artwork/design. ATSU logo'd items must have the University name spelled out "A.T. Still University" not "ATSU."	
c.	Proceeds and profits to go to?	
d.	Date(s) and Time(s) of activity:	
	Location(s) you wish to use for the event:	
	<b>Events held after 6 pm, at any location, requires a staff member or advisor who will be present for the entire event.</b> Provide name of staff member or advisor attending:	
e.	Do you require tables, chairs, power chords, etc.? (Please complete an Events Form to reserve rooms, lobby, lounge, tables/chairs, power, etc.)	
f.	Do you require a portable amplifier system and speakers? If so, PA equipment can be reserved with the LRC.	
g.	<b>For weekend events only:</b> A mandatory \$172.00 will be charged for restroom facilities cleaning. Organizations that choose to remove their own trash <b>will not</b> be charged a \$45.00 fee in addition to the mandatory cleaning fee.	
<b>III. Off Campus Activities</b>		
i.	If the event is held off campus please provide the following information. Date(s) and Time(s) of activity:	
	Location(s) you wish to use for the event:	
	Provide name of staff member or advisor attending (mandatory):	
<b>IV. Name and signature of event chairperson</b>		
	Printed Name:	Signature: (to sign electronically, type the first part of your ATSU email address; i.e. "jdoe")
		Date:

**Submit to Student Affairs or email form to: [DTSmith@atsu.edu](mailto:DTSmith@atsu.edu)**

**Marketing Resources**

1. Submit an email announcing your event at least 3 days before the event date to <mailto:DTSmith@atsu.edu> – once approved, the email will be sent out to all students and employees.
2. Lobby Plasma Screen – to better advertise your event on campus, submit a 2-slide PowerPoint presentation to [DTSmith@atsu.edu](mailto:DTSmith@atsu.edu) at least 5 days before your event – once approved, the presentation will be put on the display.

**Event Registration Form**  
(must be submitted 1 week prior to event)

School:  SOMA  ASDOH  ASHS/Program: \_\_\_\_\_  OTHER \_\_\_\_\_  
 Event Name/Description: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_  
 Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_  
 ATSU Contact Name and Extension: \_\_\_\_\_  
 Event Local Contact Name & Phone Number: \_\_\_\_\_  
 Audience:  Students  Faculty & Staff  Other: \_\_\_\_\_  
 Will Attendees Pay a Fee? No: \_\_\_\_\_ Yes: \_\_\_\_\_, amount: \$ \_\_\_\_\_  
 (please attach additional information regarding event to this form)

Room(s) Requested*		
Room	Capacity	✓
Cholla	30	
Cougar	110	
Ironwood	75	
Javelina (lab)	50	
Lobby	50	
Lounge East (unavailable noon to 1:00 p.m.)	90	
Lounge West	30	
Mesquite	71	
Mogollon	30	
North Patio	50	
Ocotillo	75	
Owl (lab)	50	
Palm	30	
Palo Verde	30	
Saguaro A	104	
Saguaro B	96	
San Tan	30	
South Patio	50	
Superstition	30	
Other:		

\* before completing form - please reserve room(s) with receptionist or LRC staff

Equipment/Special Needs	
Equipment	Qty
OH Projector	
Data Projector	
Slide Projector	
TV/VCR	
Microphones	
Computer	
Tables (12 available)	
Chairs	
Extension Cords	
Facilities Staff	
Special Needs:	

If you anticipate IT needs please contact the Help Desk, ext. 2200

**Facilities Fee:**  
 \$200 per day will be charged for events charging a fee and/or evenings, Saturdays, Sundays, and ATSU holidays. This fee is required to cover maintenance and utilities costs.

Fee paid by: \_\_\_\_\_  
 (payment due 10 days before event)

**NOTE: Additional charges will be assessed for damages**

**Campus Hours**  
 Special fee charged for hours other than listed below  
 Monday – Friday: 6:00 am – 11:00 pm  
 Saturday: 8:00 am to 8:00 pm  
 Sunday: noon to 11:00 pm

Events needing special requirements should speak directly with facilities department ext. 6005

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Refreshments/Food Served: YES  NO   
 See Food and Drink in Classrooms/Laboratories Policy

Add to Student Event Calendar  
 Add to Arizona General Calendar

Refreshments/Food Provided By:  Straight-A Coffee OTHER \_\_\_\_\_  
 (Preferred Vendor) Vendor / what will be served

ATSU Event Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/Program Chair/Director Signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vice President for Arizona Operations

**office routing:**  
 Facilities  Front Desk  Arizona Operations File

REVISED July 2010

## REQUEST FORMS MISSOURI CAMPUS

All forms can be found at: [http://mosga.atsu.edu/?page\\_id=27](http://mosga.atsu.edu/?page_id=27)  
You may email [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) if you have any questions or need assistance.

## Sample Student Organization Constitution

*(please change or modify to meet your organization's needs or develop your own)*

### Article I (Name)

The name of the organization shall be \_\_\_\_\_

### Article II (Objective, Aims, or Purpose)

It shall be the purpose of \_\_\_\_\_ (name) to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Section B: Dues and collection procedures (if any)

The fiscal year of the organization, shall be from \_\_\_\_\_ to \_\_\_\_\_ (month and date)

The amount of annual dues shall be determined each year by \_\_\_\_\_

Dues shall not exceed \$ \_\_\_\_\_ per year.

The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

### Article IV (Voting)

Section A: A quorum will be \_\_\_\_\_

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Article V (Officers)

Section A: The (name of organization) \_\_\_\_\_ shall have a President, Vice President, Secretary and/or Treasurer, Advisor ( these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model) . These officers comprise the Executive Committee or Board.

Section B: All officers must be members of \_\_\_\_\_ (name of group)

Section C: The term of office shall be from \_\_\_\_\_ (month/date) to \_\_\_\_\_ (month/date)

Section D: Election of officers shall be held \_\_\_\_\_ (annually/month)  
At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

**Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on a different division of labor for your officers.)**

Section A: The President

1. The president shall be the chief executive officer

2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

**Section B: The Vice President**

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

**Section C: The Secretary**

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

**Section D: Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

**Section E: Advisor**

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization

**Article VII** (the structure of group committees)

**Section A: Committee Identification and Appointment** The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Section B:** The duties of the standing committees shall include: (provide details of responsibilities respective to the committee.

**Article VIII** (notice of meetings)

**Section A:** The times for regularly scheduled meetings shall be: \_\_\_\_\_

**Section B:** At least \_\_\_\_\_ days notice shall be given for each regular business meeting.

**Section C:** Special or emergency meetings may be called with less than \_\_\_\_\_ hours/days notice by the Executive Board.

**Section D:** The meetings shall include a quorum, order of business, and disposition of the minutes.

**Article IX:** (parliamentary procedure)

**Section A:** (Example) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

**Section B:** The rules may be suspended by two-thirds vote of the present membership.