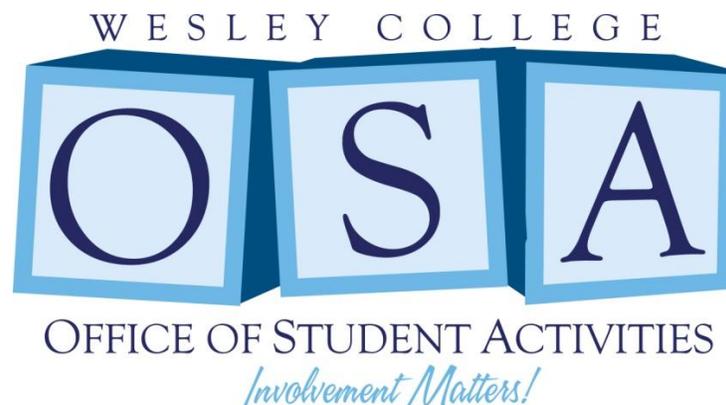


Wesley College Student Organization Handbook

2010-2011



To all Wesley College Student Organizations:

Congratulations! You have chosen to get involved at a place where your experiences both in and out of the classroom will be positive. If you are a returning student I look forward to another exciting year filled with challenges and new opportunities for your personal and academic growth. If you are a new student, I am proud of you for taking a risk and getting involved. You will be rewarded greatly if you continue down this path. A Wesley Student Organization is an ideal setting for you learn and enhance your strengths as a leader, community member, team player and lifelong learner. Take advantage of the over 30 organizations like Student Government Association, Student Activities Board, a fraternity or sorority, Black Student Union, Wesley Democrats or the Diamond Step Team. This Student Organization Handbook outlines the policies and procedures for operating on campus. It is your responsibility to understand and abide by these outlined in this handbook. There are also resources provided at the end to help make your organization successful. Please take the time to review it so you understand your responsibilities as a student organization.

Student Organizations are vital to the success and happiness of our students! We are excited you're encouraging the development of Wolverines. Please stop by the Student Life Office anytime if you have any questions.

Sarah Smith

Director of Student Activities

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Requirements to become a registered student organization at Wesley College

A group of five or more currently enrolled, full-time undergraduate students in good academic standing may form a registered student organization (RSO) by completing the application on the Wesley College (WC) involvement website.

The following documents/information must be provided:

- a. Application for registration
- b. Constitution and bylaws for the organization
- c. Advisor contract
- d. Submit two designated contacts to the Director of Student Activities

Then, the members must request to be placed on the Student Government Association (SGA) congress agenda for approval as a student organization. Once approved, the RSO will need to participate in an orientation session for registered organizations.

Benefits of becoming a registered student organization

A registered student organization has the privilege of using WC facilities, raising funds and sponsoring public performances on campus, distributing literature, advertising on campus, and calling upon the assistance of staff in the office of student activities (OSA) for program planning.

E-mails regarding important information for student organizations will be sent to members listed as the contacts.

Equal Opportunity

The RSO may not deny membership on any basis prohibited by applicable law, including but not limited to sex, sexual orientation, race, color, national origin, religion, age, veteran status, or disability. Also, the RSO must agree to conduct organization affairs in accordance with institutional regulations. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other College living groups. All new and continuing student organizations must include this nondiscrimination provision in their bylaws.

Continued recognition of a student organization

The SGA constitution, bylaws, and/or administrative laws will govern the recognition of a student organization.

Minimum G.P.A. requirement

Members of student organizations are held to a higher standard and therefore have a minimum G.P.A. requirement for both general participation and to hold an executive or officer position. Students must maintain a 2.00 G.P.A. for the current semester as well as cumulative. Officers or executive board members must maintain a 2.5 G.P.A. for the current semester and cumulative.

Re-registration of student organizations

Every registered student organization must re-register with DSA at the beginning of each fall semester. Each organization must supply two contacts during the re-registration process. Failure to re-register by the deadline will result in the organization's loss of privileges, including fundraising, use of facilities, etc., until re-registration is completed.

Representing the college in an unofficial or official capacity

A RSO that represents WC in intercollegiate competition, public performances, fundraising projects, printed literature, or any other endeavor, must have the activity approved by the Director of Student Activities. A

student organization is expected to act in accordance with all state/federal laws and adhere to the student code of conduct and community standards as outlined in the Wesley College Student Handbook.

Withdrawing official recognition of a RSO

Official recognition of a student organization may be withdrawn for violations of the Student Organization Code of Conduct (refer to Page 7 of this Handbook). Individual students may be disciplined through the Student Code of Conduct located in the Student Handbook.

If an organization is inactive for more than three (3) consecutive semesters official recognition of that organization will be rescinded.

Student Organization Inactivity

A RSO is considered inactive if more than three (3) absences of designated SGA meetings are registered. In the event of more than two (2) absences, funding will be frozen until further review by the SGA Executive Board and Budget Committee.

Re-starting a student organization

If an organization has become in-active, it must go through the initial process of forming a registered student organization, outlined in: “Requirements for becoming a registered student organization at Wesley College.”

Other rules and regulations pertaining to RSOs are outlined in this handbook. College rules and regulations may be found in the WC Student Handbook. Other questions may be directed to the Director of Student Activities (DSA).

Student Organization Code of Conduct

Wesley College is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end. The *organization-related* behaviors and activities listed below are prohibited and subject to disciplinary sanctions. An organization may be held accountable for the actions of any of its members if the behavior is directly related to the organization. Organizational misconduct need not be officially sanctioned by the membership in order to be considered grounds for possible disciplinary action against the organization. There is no minimum number of organization members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances the misconduct of a single member may provide sufficient grounds for action against the organization. In addition, individual members of student organizations will be held accountable for violations of the Student Code of Conduct.

1) Dishonesty, including:

- a. Collective behavior by organization members involving cheating, plagiarism, or other forms of academic dishonesty intended to gain unfair academic advantage or organizational involvement in facilitating academic dishonesty.
- b. Furnishing false information to an official of the College or of a College auxiliary organization or law enforcement agency.
- c. Forgery, alteration, or misuse of a College document, key, or identification instrument.
- d. Misrepresenting the identity of the organization or misrepresenting the organization to be an authorized agent of the College or a College auxiliary.

2) Unauthorized entry into, or presence in:

- a. Any facility owned or operated by the College or a College auxiliary organization, or use of property or equipment of the College or a College auxiliary organization, except in accordance with College policies.
 - b. Trespassing on private property.
 - c. Violation of visitation policies of College or College auxiliary owned or operated student residential facilities and student organization residential facilities.
- 3) Disruption.** Willful, material and substantial disruption or obstruction of normal College operations, College related activities or on-campus activities; or sponsoring or encouraging activity that substantially and materially disrupts the normal operations of the College, or that infringes on the rights of members of the College community.
- 4) Noise**
- a. Violation of municipal noise ordinances, including but not limited to failure to obtain a required noise permit for an off-campus event.
 - b. Excessive noise which disrupts the campus or surrounding community, including but not limited to use of amplified sound on campus.
- 5) Obstruction.** Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on/or leading to campus property or an off-campus College related activity.
- 6) Disorderly Behavior.** Disorderly, lewd, indecent, or obscene behavior at a College related activity, or directed toward a member of the College community.
- 7) Health & Safety.** Conduct that threatens or endangers the health or safety of any person within or related to the College community, including physical abuse, threats, intimidation, harassment, sexual misconduct, throwing bottles or objects that could result in personal injury, or where three or more members of a student organization engage in group violence.
- 8) Hazing.** Hazing or conspiracy to haze. Hazing is defined as any method of indoctrination, initiation or pre-initiation into a student organization, or any other organization-related activity, which, regardless of location, intent, membership status or rank of the participants, or the express or implied consent of the participants, causes, or is reasonably likely to cause, physical or mental injury, substantial mental or physical discomfort or stress, personal degradation, harassment or intimidation of or to any former, current or prospective student of any educational institution. Hazing also includes any activity that compels a student to participate in any activity that is unlawful, publicly indecent or contrary to the policies and regulations of the College, or any activity that unreasonably and materially interferes with a student's academic efforts. The term "hazing" does not include customary athletic events or College sanctioned events.
- 9) Illegal Drugs.** Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and College regulation) or the misuse of legal pharmaceutical drugs at an organization-related event or facility is not allowed. If any officer of a student organization becomes aware of such activities by the organization's members, it is his/her responsibility to immediately terminate the activity and initiate organization disciplinary action against the members engaged in such misconduct. If the organization fails to take such action, the organization will be held responsible for the activity and is subject to discipline under this provision.
- 10) Alcohol.** Violation of applicable law or College policy regarding the use, possession, manufacture, or distribution of alcoholic beverages while on or off campus.
- 11) Theft.**
- a. Theft of property or services from the College community, or misappropriation of College resources for the benefit of the organization. Unauthorized removal of College property from common use areas.
 - b. Possession by the student organization or presence at organization-related facilities of stolen property or College property that has been removed from common use areas without authorization.

- c. Unauthorized mass removal of publications from campus distribution racks with the intent of limiting public access to the materials.
- 12) Property Damage.** Unauthorized destruction, defacement or damage to College property or property of others, including placement of words, symbols or graphics on the property of others, or unauthorized removal, of signs or banners of other student organizations.
- 13) Firearms.** Possession or use of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without prior authorization of the campus president and excluding properly stored kitchen knives and janitorial supplies) on campus, at a College related activity, or at a student organization facility or function.
- 14) Misuse of Computers.** Misuse of College computer facilities or resources.
- 15) Violation of Policies.** Violation of any College policy, rule, regulation or presidential order.
- 16) Failure to Comply.** Failure to comply with directions or interference with any College official or any public safety officer while acting in the performance of his/her duties.
- 17) Violations of Law.** Any organization-related act chargeable as a violation of federal, state, or local law.
- 18) Violation of the Student Organization Code of Conduct Procedures.** See Student Handbook.
- 19) Aiding and Abetting.** Aiding, abetting, encouraging, permitting or assisting a student or student organization to do any act that would violate a College policy or applicable law; or that could subject the student or student organization to discipline.
- 20) Debts.** Failure of the organization to pay when due debts owed to the College or a College auxiliary organization.
- 21) Discrimination.** Discrimination in membership policies on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability (except that the prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other College living groups).
- 22) Student Organization Events.**
 - a. Sponsoring, co-sponsoring or conducting an on-campus event, other than a regular organization business meeting, without following the policies and procedures located in this Handbook.
 - b. Failure to comply with event approval conditions imposed by the OSA or other College offices.
 - c. Failure to comply with the policies governing student organization events held on campus or funded by the College or a College auxiliary organization.
 - d. Failure by a social fraternity or sorority to comply with the Social Event Management Policies adopted by its respective governing council and approved by the OSA.
- 23) Use of Wesley College name and logo.**
 - a. Unauthorized use of Wesley College name, logo or symbols or use not in compliance with College policies.
- 24) Organization Facilities.**
 - a. Operating a facility owned, leased, occupied or used by the organization in violation of local zoning ordinances.
 - b. Failure to maintain safe and sanitary physical conditions in a facility owned, leased, occupied or used by the organization as required by applicable law and College policy.

Student Organization conduct is within the jurisdiction of the Wesley College Student Organization Code of Conduct regardless of whether it occurs on or off campus.

The role of an advisor

You have chosen to become involved with co-curricular education by accepting the position of advisor to a RSO. Advisors all have different styles and different relationships with RSOs. An advisor is a consultant to an organization who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification. An advisor should:

1. Clarify his/her role as an advisor to the group members to minimize misunderstandings regarding roles and responsibilities.
2. Become familiar with the group's constitution and by-laws and the college's policies and procedures. [see *Student Handbook*]
3. Be available to meet with the organization's leadership on a regular basis for consultation.
4. Be reasonably available to meet informally with members to maintain open lines of communication.
5. Attend organization meetings whenever possible and promote involvement.
6. Hold a goal-setting meeting for the executive board at the start of the term.
7. Monitor progress of the student group and show genuine interest in their goals and work.
8. Advise through a process of challenge and support (challenge the students to strive for more, then support them in their efforts).
9. Provide constructive feedback where appropriate; it is generally preferable to provide such feedback after rather than during the club meetings.
10. Assist the organization with election concerns and help transition new officers.
11. Respect and encourage all organizational functions.
12. Assist with risk management decisions.
13. Incorporate classroom learning into group activities when possible.
14. Recognize that failure is as much of a learning process as success, in many instances.
15. Do not let personal goals interfere with or influence group decisions, activities or goals.

Advisor expectations

The advisor plays a vital part in the functioning of recognized organizations at WC. The role includes the following:

- Be a mentor for students
- Serve as a motivator and supporter for the campus-based club or organization
- Assist in the planning and evaluation of programs and events
- Help students assess their weaknesses and strengths by meeting regularly throughout the year with officers and members
- Teach the WC policies and procedures

College expectations

In requiring that recognized organizations have advisors, WC ensures that the advisors will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for working with the RSO on financial, legal and programmatic issues related to its operation.

Financial responsibilities

WC's expectation is that the advisor will be aware of the financial status of the organization and will not intentionally authorize expenditures that will result in a deficit for the account.

Legal responsibilities

The advisor is expected to be knowledgeable about federal, state, local laws and WC policies. Advisors should also dissuade RSO officers from activities that seem hazardous or seem to violate WC policies or laws.

As employees of WC, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

Advisor responsibilities

1. Carry out the duties assigned to the advisor by the organization's approved constitution and/or bylaws.
2. Serve as a liaison between the college and the student group, to interpret college policies and procedures and to be an official "guest" at the organization's functions.
3. Be aware of and assist the organization in the management of its financial operations.
4. Assist the organization in planning its programs and events and refer organizational leaders to appropriate college resources which may aid in the planning process.
5. Be aware of deadlines and announcements for registration, budgets, etc.
6. Consult periodically with the Director of Student Activities or designated staff concerning the student organization's direction, programs and function; notify designated staff in the event the organization has decided to disband or has ceased to function as a student organization.
7. Assist the organization in the periodic examination of its progress toward goals and to suggest alternatives, which may aid in goal attainment.
8. Insure that contact info is updated with the Office of Student Activities each year.

If you determine that you are unable to continue in your role as advisor, you should provide written notice of your resignation to both the registered student organization and the OSA. If possible, the RSO should then be referred to other individuals whom you believe may be interested in serving as an advisor.

Benefits of having an advisor

Each student organization must have an advisor. The knowledge, leadership, and guidance that an advisor can provide your organization are priceless. An advisor can also assist in designing and evaluating organization goals and activities. An advisor can help provide continuity and serve as a signatory on official forms when other authorized representatives are not available. Also, in most cases, your advisor will have more familiarity with the college and its expansive community of services.

Advertising at Wesley College

Wesley Involvement site

WC uses the Wesley Involvement site for all student organizations. It is a requirement of the OSA that all student organizations attend the "Wesley Involvement site" training session(s) offered. Failure to do so will result in a frozen RSO account.

Display cases

RSOs may apply to use the display cases located in the hallway outside of the Underground in the college center. The application must be submitted to the DSA. A RSO shall not use a bulletin board without such permission.

A new application for use of the display case must be submitted by the RSO at the beginning of each semester (fall and spring). This opportunity is first come, first serve.

If determined that the RSO is not updating, maintaining, or appropriately using the display case, the RSO will be assessed a \$50.00 usage fee. In addition, the DSA will require the RSO to relinquish usage of the display case back to the OSA.

After being relinquished back to the office of student life, other student organizations may submit an application for use of the display case.

Posting policy (digital, e-mail, paper, etc.)

Many organizations use flyers and posters to distribute information on upcoming events. With the tremendous diversity of our student body, it becomes imperative that everyone practice tolerance and respect for one another's opinions, activities, and goals. Students who remove flyers prior to the posting deadline will be subject to disciplinary action. With this in mind, the OSA created the following policy on flyers and posters to facilitate a more constructive use of this advertising medium (adapted from: *Student Handbook* – Posting and Advertising Community Standards):

Wesley College prohibits posting and advertisements that are not sponsored by an office, organization, or employee of the college community. All postings and advertisements not sponsored by the college, or not identifying the sponsoring party, will be removed and discarded. Posted materials may not violate the mission of the college. Wesley College prohibits the distribution, publication, posting, or announcement of advertisements on its campus which promote the sale or consumption of beverage alcohol or which promote businesses whose principle enterprise is the sale of beverage alcohol (i.e., liquor stores, cocktail lounges, bars, nightclubs, and taverns). Some student organizations will be given the privilege of having and using an organizational bulletin board depending on available space.

- All non-academic posters, table tents, flyers, banners, signs, etc. Must be approved and stamped by the Director of Student Activities (DSA) and/or GA to RSOs (GA) before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by the director of residence life)
- The DSA and GA have full discretion in approving posting materials. Permission to post in other areas not specified in this policy must be approved by the president.
- Any such materials posted on campus that are not approved and stamped, or are out of assigned posting areas, will be removed.
- Forgery or intentional misuse of the OSA stamp will result in an automatic semester long suspension of the organization losing all posting privileges.
- Only registered Wesley College organizations and students selling individual goods (i.e., books, furniture, etc.) May post on campus.
- Due to limited space, posting is not permitted for any organization not affiliated with Wesley College unless approved by the DSA or GA.
- Material presented may not be of an offensive nature (sexist, racist, obscene, etc.) As determined by the DSA or GA.
- Materials may not be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes)
- No duct tape, masking tape, or strapping tape may be used to adhere posting materials in any area on campus; only 3M products should be used.
- Flyers, posters, banners, etc. May only be posted no more than two weeks and must be removed the day after the event.
- Posting is not permitted on trees, benches, trash cans, rocks, telephones, banisters, or campus exteriors.
- Thumb tacks, scotch tape, and staples are to be used only where appropriate
- A drawing of sidewalk chalking must be approved by the DSA and GA prior to chalking.
- Chalking must be 10 feet from the entrance to a building and may not be done on steps.
- Chalking may only be posted for a maximum of five days.
- Chalking must be removed by the day after the event date posted.
- Banners, sheets, etc. Must also be approved for positioning by the DSA or GA and will be approved only for campus-wide events and in specific areas.

- E-mail correspondence sent by student organizations to college global distribution lists (e.g., student - all, faculty & staff – all, etc.) Must be distributed by the Dean of Students after being approved by the DSA and/or GA.

All RSOs postings must be submitted to the GA to RSOs for approval. Please allow for a 72-hour turnaround on posting approval notices.

Alcohol advertising policy

Wesley College prohibits the distribution, publication, posting, or announcement of advertisements on its campus which promote the sale or consumption of beverage alcohol or which promote businesses whose principle enterprise is the sale of beverage alcohol (i.e. Liquor stores, cocktail lounges, bars, nightclubs, and taverns.)

Failure to follow these standards will result in the following sanctions:

- 1st offense** - *written warning from the office of student activities*
- 2nd offense** – *four (4) weeks revocation of posting privileges*
- 3rd offense** – *eight (8) weeks revocation of posting privileges*
- 4th offense** - *one (1) semester revocation of posting privileges*
- 5th offense** - *may lose organization status as determined by the office of student activities.*

Sanctions carry over from one academic year to the next. All warnings and sanctions will be sent to the RSO president. It is his/her responsibility to notify the group about the sanction.

Digital signage

About digital signage

The Underground & College Center lobby digital signage system is a network based video display system that allows recognized student organizations, departments, and resources to effectively and quickly communicate with the Wesley Community—particularly students. The signage allows users to create and preview an electronic advertisement to market particular programs and services. In addition to messages about great programs and services, meeting and event information can be displayed. Each message is broadcast to two state-of-the-art plasma display units throughout the college center where students, faculty, staff, and guests visit each day.

Digital signage management

- The Office of Student Life (OSL) and Student Government Association (SGA) are proud to bring digital signage to the Wesley College campus!
- The OSL administrative staff has authority to approve all advertisements and messages.
- All advertisements should be submitted electronically to signage@wesley.edu a minimum of 72-hours prior to the date they would first like the advertisement to be displayed. This includes video.
- Please contact the OSL with questions

Guidelines for use

- All advertisements are subject to the Posting and Advertising Community Standards found in the Wesley College Student Handbook.
- Advertisements that need corrections or editing will be returned to the requestor to be fixed and resubmitted.
- Advertisements that need formatting adjustments may be made by the student life administrators, or returned to the requestor depending on the severity of changes needed to be made.

- Only one message per event, promotion, or activity is permitted
- Messages will be broadcast for the period of time requested, not to exceed two weeks. Open ended/continuous announcements will not be approved except for rare, special circumstances (to be determined by administrative staff in the OSL).
- RSS feeds, or “crawls” will be managed exclusively by the Office of Student Life

Registered student organization mailboxes

The Student Government Association (SGA) will provide a student organization mailbox. The mailbox will be available in the mailroom and must be maintained by the RSO.

Registered student organization web page & e-mail address

RSO may have a school-sponsored email address and web page on the WC Involvement site, <http://wesleyinvolvement.collegiatelink.net>. Contact the GA to RSOs (GA) for these requests.

Policy & procedures

Fraternity/Sorority

Greek Life exists to: Support the women and men who have made a commitment to their national organizations by assisting them in leadership development, community service, and philanthropy and in living their core values.

Greek Life works collaboratively with the Student Government Association, Student Activities Office, Residence Life and Housing and is self-governed through the Inter-Greek Council. Each organization is recognized and chartered by their national organization and is expected to expand their membership annually.

Good academic standing

Members of RSOs must be in good academic standing as defined by the SGA constitution and the Wesley College Student Handbook.

Off-campus Organizations

No off-campus RSOs will be recognized by Wesley College. Activities sponsored by RSOs, both on and off campus, are governed by the Office of Student Activities (OSA) and held to the standards stated in this Handbook.

Campus-wide organizations

No campus wide RSOs will be recognized by Wesley College.

Disciplinary action

A RSO is expected to adhere to all college, state, and local policies. College policies are located in the Wesley College Student Handbook.

Anti-Hazing Policy

Wesley College prohibits all forms of hazing by its students or organizations as defined by the Delaware State Law.

Delaware State Law - Chapter 93. Anti-Hazing Law, Part VII.

§ 9301. Short title.

This chapter shall be known and may be cited as the Anti-Hazing Law.
(68 Del. Laws, c. 400, § 1.)

§ 9302. Hazing Definition

The following words and phrases when used in the Act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

“Hazing” means any sanction or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher learning.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

(68 Del. Laws, c. 400, § 1.)

§ 9303. Hazing Prohibited.

Any person who causes or participates in hazing commits a class B misdemeanor.
(68 Del. Laws, c. 400, § 1.)

§ 9304. Enforcement by institution.

- A. *Anti-hazing policy.* Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity, which can be described as hazing.
- B. Enforcement and penalties.
 - a. Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.
 - b. Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.
 - c. In the case of an organization, which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.
 - d. All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of paragraph (3) of this subsection or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.

- e. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.
(68 Del. Laws, c. 400, § 1.)

Presumptions

1. Pledge-related activities by nature must reflect the best interests of the pledges, members of the organization, the College and the Dover community.
2. For the purposes of the policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a Wesley-recognized organization is directly or indirectly conditioned, shall be presumed to be “forced”, the willingness of an individual to participate notwithstanding.
3. The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.
4. All Wesley students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
5. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
6. The filing of charges at Wesley against a recognized organization does not preclude the filing of charges at Wesley against an individual student or the filing of civil and/or criminal charges against the organization and/or individual.

Implementation

1. The officers, primarily the President, of each organization are responsible for informing pledges, members, affiliates, and appropriate alumni/ae of this policy. This policy should be read by the President to the membership at the first meeting of the organization each semester and to the pledges prior to the commencement of the first pledge activity, and should be posted in a prominent place for the pledges and members to see.
2. The Hazing Compliance agreement is recognized as part of the agreement to comply with all organization guidelines that are established as part of being an official organization on Wesley campus.
3. All non-academic initiation or affiliation pledge activities must be discontinued seven (7) days prior to the first day of the final examination period each semester and remain discontinued through the end of the final examination period.

Jurisdiction & Procedure

Charges of violations of this policy by a recognized organization or individual student should be filed in the Dean of Students Office.

Violations & Sanctions

1. Violations of this policy by a recognized organization may result in the minimum sanction of a one (1) semester probation, seven (7) days of social, intramural and/or recognition benefits suspension and a revision of the organization’s pledge education program, with a maximum sanction of withdrawal of College Recognition from the organization for a period of twelve (12) consecutive regular academic semesters.

2. Violations of this policy by a Wesley student will result in sanctions consistent with the Judicial System, in accordance with policy defined in the Student Handbook or penalties authorized by Delaware Law.
3. For violations of this policy by a recognized organization, sanctions shall be defined as follows:
4. Probation: A specified length of time in which repeated violation of this policy or violation of other specified policies result in increased sanctions against the organization; the imposing of probation necessarily implies no additional sanctions.
5. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.
6. Financial Restriction: The repayment of the mandatory value of damages, losses, or injuries, within a specified period of time as a result of a violation of this policy.
7. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: inter or intra organizational social activities, formals, all Greek or all college events or activities, or any other event of a social nature.
8. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports.
9. Suspension of Recognition Benefits: A specific length of time in which the organization maintains college recognition but is denied one or more benefits of recognition which may include but is not necessarily limited to the following: Student Government Funding, use of college facilities, or office space or property.
10. Withdrawal of College Recognition: A specified or unspecified length of time or series of conditions in which college recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the college, is denied all benefits of college recognition and no longer falls under the jurisdiction of the college organization membership, to regain college recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.
11. Mitigating or aggravating circumstances may be considered in order to fashion an appropriate sanction.

Anti-discrimination

RSOs are not to discriminate against any person regardless of race, gender (except for Greek Organizations as outlined in the national guidelines), sexual preference, sexual identity, age, religion, etc.

Facility reservation

All student organizations on campus must submit reservations through the WC Involvement site.

- All reservation requests must be submitted at least 7 business days in advance. Please note that the further in advance reservation requests are submitted, the likelihood that you will receive your top facility preference for the request.
- Please include setup requests if there are additional specifications.
- Once the form has been submitted online, there will be a seven (7) business day turnaround on confirming the reservation via email.
- **Please note that all submissions are only requests until you receive an email confirming the reservation.**
- All questions can be directed to the Coordinator of Student Life, or by emailing reservations@wesley.edu.

The RSO will be held accountable for any damages to facilities, equipment, etc.

If a RSO makes a reservation and does not use the reservation, including tabling requests, a \$50.00 reservation fee will be assessed to the RSO. Continued abuse of the reservation policy may result in the loss of the privilege for the organization to reserve space or use equipment available on campus.

Van usage

College owned van trips:

1. If the college van is to be used, it shall be reserved through the Controller's Office. This shall be done seven (7) days in advance.
2. Persons expected to drive the van shall have their driving records and skills cleared with the Director of Safety and Security. Such clearance shall be valid for one year - only persons cleared to drive the van may do so.
3. The names of persons who will be driving the van will be left with Security/Dean of Students.
4. The intended route to the group's destination will be left with Security/Dean of Students.
5. Seatbelts are to be worn by all persons riding in the college owned van.

Traveling in convoy:

1. When multiple vehicles are traveling in convoy, all vehicles shall have printed directions to the destination, and the phone numbers of security and the intended destination. Wherever possible, the vehicles shall be in contact via cellular phone or walky-talky. All vehicles should have an understanding as to a plan in the event of separation (i.e. Meeting spots, or a decision to forge ahead to the destination alone – as appropriate).
2. When personal vehicles are used in traveling, the name of the vehicle owner and operator shall be left with Security/Dean of Students.

Food

All food requests must first be made to Aramark Dining Services. If Aramark Dining Services are unable to fulfill the request, the student organization may then purchase from an outside organization. Catering requests may be submitted online at: <https://wesley.catertrax.com/>

Alcohol

The laws of the state of Delaware limits possession and/or consumption of alcoholic beverages to persons 21 years of age or older. Accordingly, persons who violate such laws subject themselves to prosecution by agencies of the state.

Drugs

The possession, use, and sale of illegal drugs are strictly prohibited on campus and at any college sponsored activity off campus. The college vigorously supports the enforcement of state and federal drug laws. The college has adopted drug and alcohol policies applicable to students, faculty, and employees. Persons are directed to the appropriate handbooks for the text of these policy statements. The college has drug and/or alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965.

Campus events

All RSOs must submit event requests through the WC Involvement site. All events must be submitted two (2) weeks in advance of the event date.

Guests at campus events

Non-Wesley College students may not attend campus events, unless the Director of Student Activities and/or Dean of Students approves a RSO event as “open to guests.” If the event is approved as “open to guests” there

will only be allowed one (1) non-Wesley College student per registered WC student. Please contact the DSA for these requests.

Fundraising

All fundraising activities must be submitted to the GA and/or DSA who will process the request through the Director of Athletics and Office of Institutional Advancement for approval. This request must be submitted two weeks before the date of event.

Security

In some instances RSOs may be required to hire security for events if deemed necessary. To hire security, the RSO must contact the Director of Safety and Security. The RSO will be responsible for paying for the additional security.

Tailgate policy

The following policies are in place for the protection of our fans and neighbors and the enjoyment of all participants before and immediately after the game.

- Tailgate begins at 10:00 am. Vehicles will be permitted to be in the designated area promptly at 10:00 am.
- There is a fee of \$20.00 per vehicle to use the tailgating area. This charge covers the cost for Safety Officers and Dover Police Officers.
- The tailgating area is only for those 21 years of age and over, with the exception of minors accompanied by an adult. Proper identification is required. Alcoholic beverages may not be consumed outside of the designated tailgate area.
- All beverages are limited to those contained in plastic or cans – no glass bottles or containers, funnels or similar devices. Kegs, other large source containers and drinking games are not permitted.
- Vehicles in the tailgate area do not have “in and out” privileges.
- Tailgaters are responsible for keeping their tailgate area clean and leaving the area in good condition. Each vehicle is to receive a garbage bag to deposit all trash and recyclables before leaving.
- Tailgaters are not permitted on the softball field (in the dugouts), allowed on the CCHS field or on Synagogue property. Please respect our neighbors at all times and please do not interact with our other NCAA games in progress.
- The tailgate area will close 15 minutes prior to kick-off. Our security must be able to focus all of their attention inside the stadium during game time. The area re-opens after the conclusion of the game and remains open until 6:30 p.m. We appreciate your assistance in being cleaned up and ready to depart.
- We want everyone to enjoy themselves, responsibly. The college does reserve the right to ask someone to leave the area if they fail to comply or become disruptive. This is out of respect to all present.
- Wesley College has hired Dover Police Officers to help manage the tailgate area and ensure a safe environment for all participants. Participants in the tailgate area are subject to city codes for behavior.

Copyright and trademark policy

RSOs are not allowed to use trademarks or logos owned by commercial entities in conjunction with any activity promoted or conducted on campus. This includes, but is not limited to using the logos on: flyers, posters, or banners. Groups without prior written approval shall not use trademarks of Wesley College. Additionally, all products must be produced by licensed vendors that are authorized, pursuant to license agreement, to use Wesley College trademarks.

RSOs who wish to use the college's trademark or service mark must submit a request to the Director of Student Activities and/or GA to RSOs.

Printing and copying

Printing and copying services are available from the copy room. Before these are submitted, a request for copies must be submitted to the GA to RSOs. The turnaround time on this request is dependent upon the number of copies being requested and the work load in the copy room. The expense will be charged directly to the RSO's account.

Contracts

Students are not authorized to enter into contractual agreements with an outside party on behalf of a RSO or the college. **All contracts must be reviewed and processed through the Office of Student Activities.** Students entering into contractual agreements without going through the OSA are solely responsible for any obligations and liabilities. Faculty/staff advisors may not sign contracts for RSOs.

Contracts are legally binding agreements between two or more parties. In the case of Wesley College, a contract legally binds the college to a contractor. A contractor may be an agency, a service provider, the actual performer, or a business. Contracts can be a simple one page document with standard components or it can be a 20 page document filled with legal terms and extensive rider requests.

Components of a contract

Face of the contract – the who, what, when, where and how

Contract rider – an attachment that provides more detail on the arrangements such as hospitality, travel, etc.

Addendum – an addendum can provide additional legal coverage for the college or contractor.

Contract process

Department directors or designee negotiate terms of the contract through verbal agreement or a written offer.

Negotiating the contract

A written offer is the recommended method of negotiating the contract. This provides specific information, as well as documentation to the terms of the contract.

Be sure to discuss with the artist/agent the terms of the service/performance. Some items to consider:

- Date of performance
- Start time and length of performance/engagement
- Location/venue and requirements of the venue
- Fee and payment procedure
- Travel
- Hospitality arrangements
- Hotel
- Technical needs
- Whenever possible, consider including meals, travel and hotel in a comprehensive fee.

All of these should be a part of the offer and/or negotiation. It is important to be knowledgeable of the required elements for the service/performer and the available resources of the venues on campus. Once you have processed the contract you are legally responsible for providing those resources.

Example:

You agree to provide sound for a band performance in the Wesley College amphitheater. The band requires six microphones. You agree to the terms and process the contract before making sure that the amphitheater sound equipment can accommodate the needs of the band. Since it cannot, you are now obligated to make other arrangements for sound such as renting sound equipment (an additional expense).

Students may not legally bind the college to any financial commitment. Students who need to negotiate a contracted service or form of entertainment should work with the Director of Student Activities or his/her designee.

All contracts must be signed when submitted; the Business Office will accept electronic or fax signatures.

Upon receipt of the contract, the DSA or his/her designee reviews the contract. It is the responsibility of the reviewer to address terms in the contract that do not follow state or college policy. In addition, it is the reviewer's responsibility to ensure that the terms of contract are in the best interest of the college. Typical concerns include:

- Accommodations
- Method of travel
- Hospitality or meals
- Special requests
- Event or technical requirements
- Cancellation clauses
- Payment/deposit terms
- Liability
- Insurance
- Contracts exceeding \$5,000
- Meal/hotel buyouts

Contracts are to be signed by either the Dean of Students or the Director of Student Activities.

Completed contract includes:

- A copy of the reviewed contract with original signatures by both the college and the contractor. (All strike outs or add-ins must be initialed)
- A reviewed rider with original signatures (if rider is part of contract)
- A W-9 form (if one is not currently on file)

A copy of the completed contract should remain on file in the sponsoring department and a copy should be sent to the contractor.

The original contract must go to the Business Office for payment attached to appropriate payment authorization form such as a purchase order or check request – this is to be processed by GA to RSOs.

Methods of payment

Depending on the contract or the account paying for the contract, it may take as much as 30 days to make payment.

Standard performance agreement states that contractor will be paid 30 days from date of service.

Cash payments are not permissible in any instance.

Some contracts request certified checks or cashier's checks. This is an item that should be marked out of the contract and replaced with the phrase "payment will be made in the form of a college check following the completion of performance/service."

Movie and television copyright policies

The purpose of this statement is to educate and outline options for Wesley College students and RSOs regarding the use of movies and television in programming events. Any showing of movies or television programs at Wesley College must abide by copyright laws and the following guidelines:

What is the law?

The Federal Copyright Act (Title 17, U.S. Code) governs the use of copyrighted material, especially how that material is used publicly.

It is illegal to *publicly* display movies and other copyrighted materials without permission (in the form of a license) from the copyright owners, who are usually the movie studios.

What is a "public performance"?

To perform copyrighted materials publicly is "to perform or display it at a place open to the public or *at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.*" (1 Residence Life Cinema. *Film and Copyright Infringement: An RA's Guide to Legal Movie Usage*. Swank Motion Pictures. St. Louis. 2005)

What is illegal according to copyright law?

Playing a movie on DVD or VHS as part of a program, event or meeting, or playing it in a public place so that it fits the legal definition above, is illegal without a purchased license.

This restriction also applies to programs recorded off of a television to be shown later.

What is not illegal according to copyright law?

Programs that involve the viewing of television programs are fine.

Other programs involving movies, so long as a license for public showing has been purchased by Wesley College or the RSO.

Showing the video in "face-to-face teaching activities" (Section 110.1 of the Copyright Law) where the video is directly related to the class and an instructor is present.

Other questions/information

Can I watch DVDs and movies in my room? Any movies owned by students (either purchased or recorded) are theirs for *private* viewing. It is perfectly acceptable to watch movies inside rooms/apartments alone or with friends. However, if a student or RSO have a large number of people, invite the entire membership of the club, or promote the event on campus through any form of advertising it becomes a public performance.

Are the lounges in the residence halls “public” areas? Any movies shown in hall lobbies, floor study lounges, or areas like this are considered “public” areas. Even though many students still consider these areas part of their “home” while at Wesley College, only the individual rooms/apartments are considered “private” for the purposes of copyright law.

Is there an educational exception to copyright law? Yes, but it is very narrow. In order to qualify for the exception, the material must be:

- From a legitimate copy
- Part of the course curriculum/syllabus
- Shown by the instructor or the students
- Shown in a classroom or place reserved for academic instruction
- Shown at a non-profit institution
- Shown only to teachers, students or relevant guests

All of the conditions mentioned above must be met to claim this exception.

If I advertise the movies without using the movie titles, do I violate copyright law? How a movie program is advertised does not affect whether or not a showing is “public” or provide protection from copyright law. Advertising a program as, for example, “Tom Cruise Night,” does not provide protection from copyright laws.

How to obtain a public performance license

You can obtain a license by contacting the Office of Student Activities. A license does require a fee and those fees vary based on the particular video and the nature of your event.

Video game copyrights

Video games are copyrighted material. Therefore, use of video games in public venues requires permission by the individual manufacturer. RSOs hosting gaming tournaments or events in public venues must obtain permission from the manufacturer in order to use a particular game or must use a licensed third party vendor. Permission requests or a letter of agreement from a third party vendor must be attached to any scheduling request prior to receiving the signature of the Director of Student Activities or designee. Failure to provide requested documentation will result in the cancellation of the event.

Student organization and conference travel

The Office of Student Activities (OSA) recognizes that students and RSOs include activities that require travel off-campus in their normal business. Travel accidents, however, are one of the significant risks found in higher education. No institution can guarantee 100% safety for its students, but it can make students aware of the potential risks and provide information to help lessen the chance of accidents.

Therefore, the OSA has instituted a policy on student travel that includes:

- Official RSO travel
- Private vehicle use for RSO and conference travel
- Safe driving practices
- Chartering/renting vehicles
- Funding of student travel

The OSA endeavors to help all our students have a successful college experience and the ability to travel on behalf of your organization and college may be a large part of that time. We will do everything we can to help you have a meaningful and safe trip.

Student organization travel may include, but is not limited to:

- Retreats
- Conferences
- Social activities
- Recruitment activities
- Formals
- Competitions
- Missions trips
- Volunteer service

Student organization travel

As of July 1, 2010 all recognized student organizations are required to register official student organization **travel beyond 25 miles** of Wesley College or travel that requires an overnight stay off-campus. **The travel registration form and supporting forms must be completed and turned into the office of student activities no later than two weeks prior to the departure date of the trip.*** Depending upon the type of travel and the particular risks and distances associated, the OSA may request a meeting with the leadership of the RSO or the trip coordinator and the RSOs advisor. The form requires a list of all those who are traveling along with their student ID number, an emergency contact and that contact phone number. In most cases, you will also be required to have all participants sign a release of liability form.

*exceptions to this timeline may be made at the discretion of the Director of Student Activities or his/her designee.

Use of personal vehicles for student organization or conference travel

When a student drives his/her own personal vehicle for official travel (conference or student organization activities), the driver assumes all liability for themselves and all passengers in case of an accident or injury. *In the case of an accident, the insurance of the driver is responsible for coverage.*

Trip coordinators and/or RSO leaders are responsible for ensuring that all drivers have valid licenses and proper insurance and vehicles have updated state inspections. In addition, trip coordinators and/or RSO leaders are responsible for submitting a completed student organization/conference travel form and the signed assumption of risk forms from all participants.

Capacity of the vehicle

The driver/owner is responsible for ensuring that the number of passengers does not exceed the number of seat belts available in the vehicle. Passengers are not permitted to ride in rear of the pick-up truck or cargo van. All passengers must be in a seat with a seatbelt.

Seatbelts

Wesley College recognizes that seat belts are effective in preventing injuries and fatalities. The OSA wants to reduce the risk, that in the event of an accident, a passenger is injured or killed. Therefore, all students and their advisors must wear seat belts when traveling on RSO business or attending a conference.

Driving while impaired

Drivers are not to drive when impaired by alcohol, illegal or prescriptive drugs. In addition, drivers are to be well-rested. In order to prevent fatigue, the OSA recommends rotating drivers. It is the responsibility of the driver(s) to make sure that they take adequate breaks. The OSA recommends that students should not drive more than five (5) hours in a day.

Cell phones and other electronic devices

Drivers are restricted from using any type of cell phones while driving for phone calls or texting – pull over to the side of the road to do either. In addition, drivers are restricted from wearing earphones of any kind.

Emergencies

Once the trip is registered, drivers will receive an incident procedure card. This card contains contact phone numbers of those who can assist in the case of an accident or emergency during your trip. For personal vehicle maintenance, the driver's insurance or road side assistance program is your point of contact. Emergencies or accidents that require Wesley College notification include, but are not limited to:

- Serious injury to a student resulting in medical attention;
- Serious illness that results in emergency medical attention or hospitalization;
- Death;
- Criminal activity, which may include the arrest of your driver, theft of Wesley College property, assault of a Wesley College student.

Lodging

If the lodging is paid completely or partially out of student activity fees or campus accounts, the sponsoring RSO must adhere to the following:

- Rooms must remain same-sex at all times.
- Rooms must be filled to the maximum capacity when possible.*

The college will not be responsible for any charges beyond the room rate and any local/state/federal taxes.

Movies, phone calls, internet charges, or direct to room charges cannot be paid from student activities fees**

The sponsoring RSO or student traveler is responsible for verifying that the hotel is a safe establishment and should take steps to ask for references, read reviews and do research on the hotel and its location.

**the hotel establishes maximum capacities based on fire safety numbers*

***food is the only exception. Meals must meet state per diem guidelines.*

Funding of travel

It is our obligation to ensure that student activity fee money is spent responsibly and within the policies of the college and the state and federal laws. Therefore, funding for student travel from student activities fees will be highly scrutinized. Standard WC policies and procedures apply to all travel using student activity fees and campus accounts

Conferences and workshops

The conference fund is available to provide assistance to individuals attending or presenting at conferences and workshops. Information on the conference fund is available in the SGA financial bylaws.

Chartering vehicles

RSOs may need to charter or rent a vehicle. It is the obligation of the individual student or the RSO to make sure that they have selected a charter service or rental company that can provide the following:

- Proof of state inspection
- Proof of insurance.
- Proof of registration

In some instances, the OSA may request these documents prior to approving travel.

Safe driving recommendations

For long trips, the OSA recommends at least one (1) registered back-up driver for all trips.

- Drivers should rotate every five (5) hours. Overall, no more than eight (8) hours per day should be spent traveling. Adequate rest is essential.
- Check the weather conditions for the route. If weather is severe, consider delaying the trip or taking another route.
- Be aware of any special medical conditions of any passengers.
- Keep an emergency folder in your vehicle for the duration of the trip. Include all driver and passengers' emergency contact information.
- Use of a cell phone while driving is prohibited. Please maintain one working cell phone for emergency purposes.

Financial and business services

Important note:

Financial information will only be released to officers listed on the student organization recognition form. An updated recognition form must be submitted each semester and as leadership changes.

All financial requests will be processed through the GA for registered student organizations. Members (including officers) or advisors of organizations may not submit requests, purchase orders, reimbursements, etc., to the Business Office. These submissions will not be processed.

Campus accounts

Organizations recognized by the OSA are eligible to open and operate a campus account. RSOs have various means of generating revenue, including but not limited to fund raising activities, donations and/or membership dues.

Each year, the SGA receives a portion of student activity fees collected from all students. Funds are allocated through an application process by the Budget Committee to qualifying RSOs educational, social, and/or academic programs interests to benefit and enrich the campus community through an application process.

If an organization has self-generated revenue and receives SGA funding, two campus accounts will be maintained.

Guidelines:

Campus accounts are monitored and managed by the GA, DSA, and SGA treasurer in conjunction with each RSO's treasurer.

The fiscal service provided by the Office of Student Activities, in no way relieves the organization from maintaining detailed account records. The goal of this service is guidance and instruction in addition to ensuring record keeping integrity. Accurate accounting records must be maintained at the RSO level. Please maintain copies of all financial documents for your organization files.

Accounts with no activity for twenty-four (24) months or longer will be classified as "inactive" and any funds remaining in the profit account will be transferred into the Student Government Fund Balance and used as the Student Government Executive Board and/or Congress finds appropriate.

Cash handling

Please read the following information carefully.

Under no circumstances will cash be disbursed. All transactions originate in the Office of Student Activities; however, final processing takes place in the college's Business Office by way of purchase order, reimbursement request, check request, or designated credit card payment. All payments are made via "check in mail". Please allow a minimum of two 7-day periods for processing.

Requesting funds and/or additional funds

Requests for funds for RSOs are outlined in the Student Government Association constitution and/or bylaws.

Deposit transactions

All checks should be made payable to Wesley College – the name of the RSO. Checks must include the student ID number. Checks missing this information will not be accepted. All monies earned by or collected by RSOs must be deposited by the next business day following receipt. Student organization deposit forms are available in the OSA or on the Wesley Involvement site. A deposit form must accompany each deposit and include detailed information regarding the source of revenue. For example, if a deposit is being made for membership dues, there should be a list of paying members attached to the deposit form or you may note this information in the space provided on the form.

Deposits are made directly to the GA, Monday-Friday. The deposit will be verified and a receipt will be generated.

Donations/corporate sponsorships

RSOs seeking donations or corporate "sponsorships" from area businesses must first consult with WC's Institutional Advancement Office and the Director of Athletics, before soliciting donations. The Institutional Advancement Office will generate gift acknowledgement letters for approved solicitations only. Please contact the Advancement Office for more detailed instructions.

Fund raisers

Any RSO charging a fee for an event or selling refreshments at an event must adhere to the following guidelines:

- The RSO should establish its admission price and clearly document it in their publicity and promotion for the event.
- Numbered tickets or other accurate means of documenting the number in attendance should be used to reconcile sales to revenue.

- Attendance records and all event related collections are subject to audit by the GA and/or DSA.

Please see separate *cash handling policy* for details.

Check requests

Check requests will be processed through the GA for student organizations and are available on the Wesley Involvement site. Check requests must be submitted for contracts, reimbursements, etc. No checks will be made to an individual student or students unless the expenditure was previously approved by the Director of Student Activities (DSA) or GA for student organizations.

Food

All food purchased for small gatherings must be accompanied by a list of attendees. Only campus wide events, where attendance by name is not feasible, are exempt from this requirement.

Purchases

It is the RSO's responsibility to request a written quote from the supplier. Please have this information available when requesting a purchase order.

Purchase orders (PO) are available through the GA for student organizations and will only be issued to the appropriate officer listed on the RSO's recognition form. PO's will be issued Monday-Friday. Other staff members are not authorized to issue purchase orders. Please do not ask them to do so. The PO authorizes the vendor to fill your order and serves as Wesley College's promise to pay.

PO's are required for all purchases to be paid directly by the college. Before a PO is issued, your account balance will be verified and what will be purchased must be identified. Once your account balance is verified and the "okay to purchase" is given, a PO will be issued.

Failure to return paperwork to the OSA will result in suspension of purchasing privileges or closure of account.

Once you fill in the required information, the GA for student organizations and the Director of Student Activities will sign the PO. If a signer is not available, you will be called or e-mailed (Wesley College e-mail) when the PO is signed and ready for pick-up.

Once the PO is issued, you will receive the white copy of the form for the vendor.

Once the purchase is completed, you will return the receipt or invoice to the GA. All original paperwork received from the vendor must be returned to the GA for payment processing. Make copies of all documents for your organization files.

If everything is filled out correctly, the process is complete.

Shipped orders

Once the order ships, the vendor will immediately mail an invoice requesting payment. All invoices should be mailed directly to the GA for student organizations to avoid payment delays. The "bill to" address is noted on the PO form.

The PO gives the Business Office authorization to pay the invoice that follows. At this point, the transaction is complete. In the event that an invoice is mailed to the RSO, the invoice should be forwarded to the GA as soon as possible, as late payments can jeopardize vendor relations.

Information needed to issue a purchase order

1. The following areas need to be completed on all PO's
2. Date of order
3. Name and address of vendor
4. Vendor contact
5. Phone and fax number
6. Any special instructions
7. Description of item and item number
8. Quantity of item ordered
9. Quoted price
10. Total amount
11. Budget Number

Purchase reimbursements

In order to be reimbursed for an approved RSO purchase, a student organization reimbursement form must be completed and the original receipts attached to the form. These forms are available on the Wesley Involvement site. An RSO officer must sign the form before it can be submitted to the GA. An officer cannot authorize a reimbursement to him or herself. A signature of a second club officer is required to process the reimbursement request.

Reimbursements will only be provided for purchases up to \$100.00

Online purchases

Online purchases are also an option for RSOs. The purchase is made using a Wesley College credit card and is charged directly to your campus account. To do this, forward a shopping cart from a secure site, or a quote identifying the exact item(s), quantity, and supplier. This list can be sent via email from an official club contact of record or via hard copy as long as it includes a signature and printed name of signor. You will be forwarded the confirmation e-mail.

Contracting services

When contracting needs arise, please meet with the appropriate Office of Student Activities staff member or the GA to discuss contracting requirements, options and procedures.

At no time may a student or RSO sign a contract for services when payment will be made by Wesley College on behalf of the organization. Contracting for services includes DJ's, speakers, bands, off-campus catering, rentals, etc. All contracts must be processed through the Office of Student Activities. The Director of Student Activities or designee will review the contract and sign on behalf of the organization. Wesley College will not honor contracts signed by non-professional staff members.

Campus catering/dining

Wesley College's catering department (Aramark Dining Services) must be given first priority whenever food is served at a campus event. To utilize this campus service, meet with the appropriate food service personnel, determine the estimated cost of the food service, and bring the contract to the GA for student organizations for signature. The catering department will only process your order after funds have been verified.

Travel

Travel requires a great deal of advanced planning. Per diems will be given based on government rates for the number of days traveling.

All state travel guidelines and limits apply to student travel.

In depth travel requirements and policies are available during the travel meeting. The information below is provided as a general overview to highlight the most basic requirements:

- Banquets and off campus club meals are classified as travel—all guidelines below apply. A list of members in attendance must be included.
- The student organization/conference travel form must be completed prior to travel and replaces the need for students to complete the prior approval to travel form. Submission of this form starts the travel approval process.
- Travel expenses, such as meals and lodging, are capped by a “per diem” rate. This information varies by travel destination and will be explained when you meet to discuss your travel plans. “per diem” rates may be viewed online at: <http://www.gsa.gov>
- Liability forms must be signed and given to the OSA before the group leaves.

Unspent funds

The SGA reserves the rights to reallocate any allocated money unspent by the RSO that are not located in the private fund balances. At the end of the fall/spring semesters, any unspent allocated funds, including full-year allocations, will revert to the SGA. If these funds have been transferred to another account, they must be promptly returned to the SGA.

Appendix

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 an enrolled full-time undergraduate 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.

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: The 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: The 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.

Sample Student Organization Bylaws

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

Article I

Name

The name of this organization shall be _____

Article II

Purpose

Section 1. The purpose of _____ is to:

Section 2. The specific goals of _____ are to:

Article III

Membership

Membership shall be open to all Wesley College students who meet the following criteria (specify requirements).

Article IV

Dues and finance (if applicable)

Section 1. Dues in the amount of \$_____ shall be collected from each regular member each term.

Section 2. The fiscal year of this organization shall be July 1 through June 30.

Article V

Officers and elections

Section 1. Officers. The elected officers of this organization shall be president, vice president, secretary, and treasurer.

Section 2. Qualifications for office.

A. Only currently enrolled active members are eligible to hold office.

B. Officers must maintain a minimum GPA of _____.

Section 3. Elections.

The officers of this organization shall be elected annually at a general meeting of the active membership. A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

Section 4. Term of office. Officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

Section 5. Vacancy in office. A vacancy in any office, other than that of president, shall be filled by appointment by the president with the approval of the executive committee.

Should the office of president become vacant, the vice-president shall automatically become president.

Article VI

Duties of officers

Section 1. The president shall:

- A. Serve as chairman of the executive committee,
- B. Appoint with the parliamentarian,
- C. Appoint appropriate committees and committee chairmen,
- D. Serve as an ex-officio, nonvoting member of all committees,
- E. Perform other duties for the promotion and development of the organization.

Section 2. The vice-president shall:

- A. Assist the president in the promotion and development of the organization,
- B. Assist in planning organization meetings, and
- C. Serve in the absence of the president.

Section 3. The secretary shall:

- A. Keep an accurate record of all business meetings,
- B. Supply promptly at least one copy of the minutes and substantiating reports to the president and make copies available to the general membership, and

Section 4. The treasurer shall:

- A. Keep an accurate record of expenses and disbursements, and
- B. Present an annual financial report to membership.

Section 5. The parliamentarian shall:

- A. Advise the president of the orderly conduct of business in accordance with the Bylaws and Robert's Rules of Order Newly Revised,
- B. Serves as an ex-officio member of the executive committee.

Section 6. These officers shall serve on the executive committee, perform the duties prescribed in these bylaws, and perform such other duties as are directed by the organization advisors not inconsistent with these bylaws or other rules adopted by Wesley College.

Article VII

Executive committee

Section 1. The elected officers of this organization, along with the appointed committee Chairs shall constitute the executive committee.

Section 2. Duties. The executive committee shall:

- A. Adopt policies of operation for the organization,
- B. Approve committee appointments and the creation of new committees by the president,
- C. Approve appointments by the president to fill vacancies in office,
- D. Review all proposed amendments to the bylaws,
- E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and
- F. Perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the president, or upon the written request of three voting members of the executive committee.

Section 4. Quorum. The quorum for all business meetings shall be a majority of the members of the executive committee.

Article VIII

Working committees

(Please identify)

Article IX

Parliamentary procedure

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the rules of Wesley College, or these bylaws.

Article X

Amendment

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the executive committee, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.

Running an effective meeting

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the meeting:

1. Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
2. Develop an agenda. (see Robert's Rules of Order: Committee agenda or order of business under additional references)
3. Choose an appropriate meeting time.
4. Distribute the agenda and any other materials before the meeting so that members can be prepared.
5. The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
6. Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

During the meeting:

1. Greet members to make them feel welcome and be sure to introduce any new members.
2. If possible/appropriate, serve light refreshments.
3. Start on time. End on time.
4. Follow the agenda.
5. Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
6. Keep the discussion on topic and moving towards an eventual decision.
 - *The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.*
7. Keep minutes of the meeting for future reference in case a question or problem arises.
8. The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
9. Set a date and time for the next meeting.

After the meeting:

1. Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
2. Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
3. Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.
5. Most importantly, give recognition and appreciation to the members for excellent and timely progress!

Program and event planning

Program and event planning helps your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. However, it takes a great deal of planning and forethought prior to your event to ensure success. The following list will describe some basic programming tips that will help keep you on track.

Concept

Determine the goals of the program.

Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate
Brainstorm the type of event and possible themes that will match your organizational goals.

Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament

Decide on a program within your budget.

Discuss the options within your organization and make a group decision.

Event planning procedures

Planning

Date

- Find a convenient date for members in the group and for the entertainment/speaker (if applicable).
- Choose a date that does not conflict with other existing campus programs.
 - *Remember: the more attendance at the program, the more publicity you receive! It's also great to co-sponsor events and plan events together!*

Entertainment/speaker (if applicable)

- Determine the type of entertainment/speaker you would like to sponsor.
- Research local, regional and national possibilities and negotiate a fee.
 - *Important: keep your budget in mind!*

Location

- Project the attendance to make sure that you have reserved an adequate facility.
- Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open space, a cooking area, an outdoor area, lecture hall, etc.

Time

Determine a convenient time for your targeted audience. For example, if you want political science students to attend your program, find a time that works for them; do not plan a program when major organizations have standing meetings.

Budget

- Project all expenses and incomes such as fees, advertising, security, food, etc.
- Stay on budget.
- Brainstorm additional funding sources if you need more money.

Publicity

- Design publicity strategies for targeted audiences.
- Design your promotion to fit the style and theme of the program. Be creative.
- Make the publicity neat and accurate. Include the name of the program, date, time, place, and ticket information if necessary.
- Distribute publicity in ample time. This allows people to plan ahead. Two weeks advance notice is ideal.

Food

- Determine food needs. Are you planning a dinner or a reception? Who will cater this activity?
 - *Remember: all food requests must first be offered to Aramark Dining Services. If Aramark Dining Services is unable to fulfill the request, additional arrangements may be made by the student organization.*

Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one. For example: ushers, clean-up crew, stage crew, publicity, and hospitality.

On the day of the program

Arrive early to check on room arrangements and the set up.

Prepare a brief introduction statement. For example, “welcome to tonight’s performance sponsored by_____”. If you are interested in having more events like this one, please talk to a representative of our organization.”

Do an evaluation of the program at the next meeting.

1. Determine if you have accomplished your program goal.
2. Record both positive and negative results for future planning.
3. Prepare financial statement of actual expenditures.
4. Send thank you notes to appropriate people.

Building a strong relationship with your advisor

Students are ultimately responsible for maintaining a close relationship with the advisor and knowing the policies and requirements of their respective organization. In order to meet that goal your organization is responsible for:

- Conducting all activities in compliance with college, state, and local policies.
- Providing an orientation to new advisors about all activities related to the organization and an opportunity to meet as many members as possible.
- Inviting advisors to executive and organizational meetings.
- Conferring with their faculty advisor on a regular basis for an update on any proposed events/activities and the financial status of the organization.
- Maintaining records including the minutes of meetings as well as other materials.
- Keeping the advisor informed about the organization’s progress, interests, goals, and problems.
- Being considerate of advisors’ busy schedules by arranging meetings ahead of time when possible and giving advanced notice of special events.
- Being completely honest with the advisor.
- Showing your appreciation to your advisor throughout the year.

Building a strong leadership

A leader is the first servant of the organization. The worst thing that a new leader can do is to charge into a new position and take control over everything. When entering into a new position, come prepared. Come with an open mind that will listen to others that have preceded you. Come with questions on how things were done in the past and how can things be made better. This is valuable information and will add to the future success of the organization.

Student organization leaders play an important role in each organization. It is the officers that keep the organization on track, and insure goals and objectives are carried out as directed by the membership. Although leaders assume responsibility for the organization, it is the membership that directs those in charge. Being a leader in an organization puts one in a very precarious situation. The leadership always inherits the negative feedback when something goes wrong (and accepts the responsibility), but always includes the entire membership in the positive outcomes.

A leader of an organization requires self-sacrifice, hard work, commitment and constant learning. Understanding policies and procedures that affect an organization is the responsibility of the leaders and insures the execution of goals and projects are completed as smoothly as possible.

Top ten list:

By joining an organization, I will...

1. Make new friends.
2. Explore careers.
3. Gain a sense of belonging.
4. Learn to work in groups.
5. Learn to organize.
6. Share common interests.
7. Learn to manage my time.
8. Develop new skills.
9. Have lots of fun.
10. Make Wesley College my home away from home!

Three types of leaders

There seems to be three favored leadership types that most agree upon.

- **The authoritarian leader rules through sheer force.** This type of leader lays down the law and makes all the decisions for the group. It boils down to a dictatorship in which the only say in the organization is that of the president or chair. If an organization has an authoritarian leader, the membership of the organization is in peril and the organization will flounder.
- **The passive leader does the exact opposite.** The leader in reality is only a puppet to the organization. This type of leader is the escape goat for those in the organization who do not want to accept the responsibilities of being a leader. If an organization has a passive leader, the membership becomes disgusted with the organization and may either quit or cause serious problems for the group.

- **The democratic leader lets the membership decide on all issues.** This type is the most favorable within organizations. The democratic leader ensures that everything is discussed within the organization before any decisions are made. If an organization has a democratic leader, the organization may grow impatient with the long meetings and the length of time it takes to get things accomplished.

The best type of leader is to be a combination of all three. There are times when a leader must choose to be an authoritarian leader when things get out of hand. There are times when the passive leader takes a backseat to certain members to make a point. Being a democratic leader at the times when in-depth discussions need to be made can make the difference in the success of meeting goals and completing projects that are established by the organization.

Role of the executive board

A president is only as strong as its supporting officers on the executive board.

A **president** should:

- Preside at organization meetings and facilitate executive board meetings
- Be aware of all money matters
- Have the ability to plan and sense what the members want and help develop their ideas
- Exercise supervision over the organization and all of its activities and members
- Represent the organization to the institution and public
- Have the courage to overcome obstacles and take risks
- Produce and accept change
- Have the vision to see facts and ideas that others view as ordinary and rearrange them to become the extraordinary
- Be a good communicator and good listener
- Remain optimistic and provide motivation to the organization
- Make ethical decisions.

A **vice-president** should:

- Assume the duties of the president in case of absence or incapacity of the president
- Serve as a liaison to committees
- Perform other duties as directed by the president

A **secretary** should:

- Prepare an agenda for all meetings and calendar of events with the president
- Serve as the chief recording and corresponding officer of all records
- Maintain attendance at all meetings

A **treasurer** should:

- Be responsible for the collection, safekeeping and expenditure of all funds of the organization, and for keeping an accurate financial record
- Be a person of unquestioned integrity and have knowledge of how to keep financial accounts
- Collect and disburse funds only as directed by law, all applicable Wesley College policies, the membership or other authority provided for in the bylaws
- Not have power to borrow funds or write checks unless authorized to do so by the membership
- Report briefly on the finances of the organization at each meeting, answer any questions on financial matters and submit an annual report to the membership

A **committee chair** should:

- Organize volunteers to handle specific duties
- Report back to the executive board, advisor and membership as progress is made

Planning a retreat for your organization

Planning a retreat for your entire organization or just the officers allows you to:

- Set goals for the upcoming year
- Build closer relationships with other group members
- Brainstorm ideas for events
- Assess the needs of the group

General areas of emphasis that are usually presented include:

- Organizational operation- such as decision making and problem solving
- Individual skills- such as facilitating meetings, delegating authority
- Communication skills- such as giving information, listening
- Human relations skills- such as awareness of personal/others' needs

Most student retreats take approximately one month to arrange and plan. If you are interested, make an appointment to discuss your ideas and expectations with the Director of Student Activities.

Robert's Rules of Order: a simplified reference summary

Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups. It is a time-tested method of conducting business at meetings and public gatherings and can be adapted to fit the needs of any organization.

Members get their say by making **motions**. A **motion** is a proposal that the assembly takes a stand or action on some issue. Members can:

- **Present motions** (make a proposal)
 - Motions must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.
 - Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.
- **Second motions** (express support for discussion of another member's motion)
 - A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.
- **Debate motions** (give opinions on the motion)
 - Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.
 - Some motions can be debated again and re-voted to give members a chance to change their minds. The move to reconsider must come from the winning side.
- **Vote on motions** (make a decision)
 - Most require only a majority vote, but motions concerning the rights of assembly or its members need a 2/3 vote to be adopted.

There are four general types of motions:

- **Main motions.** Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield privileged, subsidiary and incidental motions.
- **Subsidiary motions.** Change or affect how the main motion is handled. They are voted on before the main motion.
- **Privileged motions.** The most important motion concerning special or important matters not related to pending business.
- **Incidental motions.** Questions of procedure that arise out of other motions. They must be considered before the other motion.

Robert's Rules of Order: Committee agenda or order of business

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

1. Call to order
 - a. "Will the meeting please come to order"
2. Introduction of meeting attendees
3. Reading and approval of minutes
 - a. "Are there any corrections to the minutes?"
 - b. "There being no corrections, the minutes will stand approved as read." or "Are there any further corrections to the minutes?"
 - c. "There being no further corrections, the minutes will stand approved as corrected."

4. Reports of officers and standing committees
 - a. Officers, boards, standing committees or task forces should be called upon to report in the order which they are mentioned in the by-laws of the organization.
5. Reports of special committees
6. Unfinished business
 - a. "We come now to unfinished business. Is there any unfinished business to come before the meeting?"
7. New business
 - a. "Is there any new business to come before the meeting?"
8. Program
9. Adjournment
 - a. Unqualified: the proposer moves for adjournment; motion is seconded; the chairman calls for a vote: action depends on a majority vote. This motion cannot be discussed.
 - b. Qualified: the proposer moves for adjournment within a definite time or adjournment to meet again at a specific time; motion is seconded; chairman calls for discussion; a vote is taken; action depends upon majority vote.

Review of parliamentary procedure

These motions are listed in order of precedence:

<i>To do this:</i>	<i>You say:</i>	<i>Interrupt the speaker?</i>	<i>Need a second?</i>	<i>Debatable?</i>	<i>Amended?</i>	<i>Vote needed</i>	<i>Reconsidered</i>
<i>Adjourn meeting</i>	<i>“I move that we adjourn”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>Call an intermission</i>	<i>“I move that we recess for...”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>Majority</i>	<i>No</i>
<i>Make a complaint</i>	<i>“I rise to a question of privilege”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Temporarily suspend consideration of an issue</i>	<i>“I move to table the motion”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>End debate and amendments</i>	<i>“I move the previous question”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>No</i>
<i>Postpone discussion for a certain time</i>	<i>“I move to postpone the discussion until...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Give closer study of something</i>	<i>“I move to refer the matter to committee”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Amend a motion</i>	<i>“I move to amend the motion by...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>
<i>Introduce business</i>	<i>“I move that...”</i>	<i>No</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>Majority</i>	<i>Yes</i>

Review of parliamentary procedure

These motions do not have a specific order:

<i>To do this:</i>	<i>You say:</i>	<i>Interrupt the speaker?</i>	<i>Need a second?</i>	<i>Debatable?</i>	<i>Amended?</i>	<i>Vote needed</i>	<i>Reconsidered</i>
<i>Protest breach of rules or conduct</i>	<i>“I rise to a point of order.”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Vote on a ruling of the chair</i>	<i>“I appeal from the chair’s decision”</i>	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>	<i>No</i>	<i>Majority</i>	<i>Yes</i>
<i>Suspend rules temporarily</i>	<i>“I move to suspend the rules so that...”</i>	<i>No</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>No</i>
<i>Avoid considering an improper manner</i>	<i>“I object to consideration of this motion”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>2/3</i>	<i>–</i>
<i>Verify a voice vote by having members stand</i>	<i>“I call for a division” or “division!”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Request information</i>	<i>“point of information”</i>	<i>Yes</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No vote</i>	<i>No</i>
<i>Take up a matter previously tabled</i>	<i>“I move to take from the table...”</i>	<i>No</i>		<i>No</i>	<i>No</i>	<i>Majority</i>	<i>No</i>
<i>Reconsider a hasty action</i>	<i>“I move to reconsider the vote on...”</i>	<i>Yes</i>	<i>Yes</i>	<i>–</i>	<i>No</i>	<i>Majority</i>	<i>No</i>

Risk assessment matrix

1. List all aspects of your event activities on risk management worksheet (see link on next page).
2. Identify risk associated with each activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
5. Use the matrix to re-assess the activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying risk management strategies.
7. Consider modifying or eliminating activities that have unreasonable risk associated with them.
8. Remember to consider how the activity relates to the mission & purpose of your organization. This matrix and the corresponding worksheet have been provided as educational tools to help student leaders to develop a process for identifying and discussing potential risk issues. These materials are intended for use as part of a larger event planning discussion on risk management. They are not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with an advisor. Completion of these materials does not imply approval or authorization of your event by Wesley College.

		Probability that something will go wrong				
		Frequent <i>Likely to occur immediately or in a short period of time; expected to occur frequently</i>	Likely <i>Quite likely to occur in time</i>	Occasional <i>May occur in time</i>	Seldom <i>Not likely to occur, but possible</i>	Unlikely <i>Unlikely to occur</i>
Category						
Severity of risk	Catastrophic may result in death	E	E	H	H	M
	Critical May cause severe injury, major property damage, financial loss and/or result in negative publicity for the organization and/or the institution	E	H	H	M	L
	Marginal may cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
	Negligible hazard presents a minimal threat to safety, health and well-being of participants; trivial	M	L	L	L	L
Risk definitions		<i>Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.</i>				
E	Extremely high risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an “e” rating after				

		applying all reasonable risk management strategies.
H	High risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

Advisor information

The advisor plays a vital part in the functioning of recognized organizations at Wesley College. The role ranges from the following:

- Being a mentor for students
- Serving as a motivator and supporter for the campus-based club or organization
- Assisting in the planning and evaluation of programs and events
- Help students assess their weaknesses and strengths by meeting regularly throughout the year with officers and members
- Teach the Wesley College policies and procedures

College expectations

In requiring that recognized organizations have advisors, the college assumes that the advisors will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisors. In accepting the role of advisor, the individual accepts responsibility for working with the organization on financial, legal and programmatic issues related to its operation.

Financial responsibilities

The college's expectation is that the advisor will be aware of the financial status of the organization and not intentionally authorize expenditures that will result in a deficit for the account.

Legal responsibilities

The advisor is expected to be knowledgeable about federal, state, local laws and college policies and to dissuade organizational officers from activities that seem hazardous or seem to violate college policies or laws.

As employees of the college, advisors are encouraged to act within the scope of their duties to minimize the potential liability.

Wesley College Student Organization Advisor Sample Contract

By signing this contract, I _____, agree that I have read and understood the responsibilities as stated in this manual and agree to serve as the advisor to _____ until such time as I resign or am asked to step down.

Signature _____

Date _____

Preparing a budget

Student organizations are required to submit an annual financial report for the academic year. These blank reports can be found online. Student organizations should become familiar with the preparation of financial plans, budgets, as well as the benefits of using a budget as a management tool. There are three primary purposes for developing a budget:

- To put the organization's plans into monetary terms;
- To provide a means of allocating limited resources among the organization's activities;
- To aid in tracking the organization's actual revenues and expenditures against its goals.

Student organizations should budget their operations bi-annually. The proper management of funds is important, especially when dealing with limited financial resources. Also, the more complex the group's objectives, such as managing multiple programs with different activities and funding sources, the more important the budget process becomes.

If your organization has been in operation for a fair amount of time, the easiest way to prepare a budget is to start by recording your last two or three years of actual financial data by year. A schedule thus prepared will allow you to compare trends and identify major expense centers. It will also point out areas where your organization is growing or declining and indicate areas where reductions and cost savings might be possible.

This historical information can then be used as a basis for preparing a current year budget forecast. The budget forecast is adjusted and modified from the historical data for projected major changes in revenues, programs, or expenditures. Obtain historical data from your organization's records to assist you in this process. If your organization does not have these records, begin creating a system now that can be used in the future.

While preparing a budget may seem excessive and cumbersome, an organization that operates without a formal budgeting process cannot effectively manage or plan its operations. A properly prepared budget allows even small organizations to identify potential problems and take corrective action before they become major issues.

Leadership transition

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- Provides the new leader with significant organizational knowledge;
- Minimizes the confusion of leadership change throughout the entire organization;
- Outgoing leaders gain a sense of accomplishment and closure;
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders;
- Increases the knowledge and confidence of the new leadership;
- Minimizes the loss of momentum and accomplishments of the organization; and
- Provides a sense of continuity among the membership.

The following are some suggestions that may prove helpful in your leadership transition.

Start early

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Help the officers develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.

- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

Make the transition smooth

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and by-laws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind files that might be helpful to the new person.
- Introduce incoming officers to advisors, osl staff, the student union staff, other student leaders, and college administrators.
- Orient incoming officers to resources used in the past.

Add your personal touches

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.
-

Share the organization's structure

All RSOs are required to write and submit a constitution and bylaws.

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, and equipment

Retaining members

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of grape.

The GRAPE principle

G is for growth

does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

R is for recognition

do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

A is for achievement

a sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

P is for participation

can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

E is for enjoyment

volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!

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