



ASHTABULA

Student Organization Handbook

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Welcome from the Kent State Ashtabula Student Life Team

The Student Organization Handbook is designed to answer many of the questions that you may have concerning the basics of being a student organization. While it can never take the place of actual in person communication with the Kent State University at Ashtabula (KSUA) Coordinator of Student Life, it is a great way to begin educating yourselves about policies, programming, and services available to your organization.

All students and student organizations are responsible for sound fiscal management, observing federal, state and local laws and Kent State policies, as well as meeting minimum academic requirements. It is important for you to know that student organizations are accountable and are held to these expectations. Please look through this handbook and feel free to come to Kent State Ashtabula Student Services with any questions you have. Let it serve as a tool for your own and your organization's leadership development and involvement.

Kent State Mission and Priorities

Mission: We transform lives and communities through the power of discovery, learning and creative expression.

Priorities and University-Level Initiatives:

PRIORITY 1: STUDENTS FIRST: Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact Initiative

PRIORITY 2: A DISTINCTIVE KENT STATE: Drive innovation, idea generation and national distinction through top-tier academic and research programs including the recruitment and support of talented faculty and staff Initiative

PRIORITY 3: GLOBAL COMPETITIVENESS: Advance Kent State's impact and reach as a leading international university Initiative

PRIORITY 4: REGIONAL IMPACT: Serve as the innovative engine and engaged partner to meet community needs and enhance quality of life in the region and state Initiative

PRIORITY 5: ORGANIZATIONAL STEWARDSHIP: Ensure a culture of continuous improvement and the efficient stewardship of university resources and infrastructure

Section I: Expectations and Benefits

Expectations of all Student Organizations:

- Abide by all applicable federal, state, and local laws as well as Kent State policies and procedures.
- Ensure continuity from year to year by training new leadership and keeping good records of all organizational endeavors.
- Maintain open and honest communication channels with members, advisors, and University officials, and report any improper or illegal actions to the appropriate officials.

- Accurately represent the organization and its mission, goals, and objectives to the University community.
- Respect the dignity of all people, and not physically, psychologically, or sexually abuse or haze anyone.
- Strive to promote intellectual and academic achievement and integrity.
- Treat all persons equally without discrimination or prejudice, regardless of race, color, religion, national origin, gender, age, sexual orientation, disability, or identity as a veteran with a disability or veteran of the Vietnam era.
- Conduct all actions in an ethical manner.
- Plan ahead and allow adequate lead time when services of Kent State departments are needed.
- Practice sound fiscal management.
- Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.
- Completion of online hazing prevention training for all members of the organization. The course can be found at: <https://kent.prevent.zone>.
- Participate in Ashtabula Campus “Welcome Back Days” or other club showcase opportunities to recruit new members.
- All organizations are highly encouraged to participate in at least one community service project through Student Life.
- Participate in admissions/recruitment endeavors as directed by the Coordinator of Student Life.

Expectations of Primary Contacts:

- Become knowledgeable of Kent State policies, guidelines, and procedures that relate to student organizations and their activities.
- Do not act on behalf of Kent State, which includes signing contracts. Any contract must be reviewed by University legal counsel. For more information, consult the Finance section.
- Inform the organization’s members of Kent State policies.
- Speak with the authority for the group when discussing the organization and its plans. Clarify when speaking about the organization v. when speaking on one’s own behalf.
- Notify the Coordinator of Student Life when changes in officers/contact persons or advisor(s) occur.
- Notify the Coordinator of Student Life of all changes to the organization’s constitution/bylaws and contact information.
- Attend Student Life meetings held by the Coordinator of Student Life when required.

Benefits:

All registered student organizations have access to a variety of services and privileges including:

- Access to Kent State Ashtabula facilities
- Assistance with event and program planning
- Training and leadership development opportunities

- Assistance in resolution of organizational problems
- Assistance in the interpretation of Kent State policies and procedures
- Fundraising opportunities
- Opportunity to apply for limited funding through the Coordinator of Student Life
- Access to free printing and copying through the Coordinator of Student Life

Section II: Registration and Renewal

Formation of Student Organizations

Kent State Ashtabula is committed to the belief that students have a right to organize and participate in organizations whose purpose centers on the interests and goals of the individuals involved. Kent State encourages students to form student organizations in accordance with administrative policies and procedures established for this purpose. All student organizations, including but not limited to, departmental groups, interest groups, recreational clubs, political groups, and non-chartered governmental organizations are required to register with the Coordinator of Student Life for the Ashtabula Campus. Registration does not imply either Kent State approval or disapproval of the organization's purposes.

Requirements for Leadership Positions in Student Organizations

Students who are officers/contact persons for an organization must meet the following criteria:

1. Be enrolled in and regularly attend at least three (3) credit hours.
2. Maintain a cumulative grade point average of 2.25 on a 4.00 scale.
3. Not be on academic probation or semester warning; and
4. Have passed at least six (6) or more hours in the preceding semester of attendance.

These criteria will be monitored by each organization's respective advisor. See waiver request information below.

Membership in Student Organizations

Student organization members with voting privileges and access to university funds must be currently enrolled Kent State University students (undergraduate and graduate). Exceptions to this rule may be made for students who take leave for medical reasons, study abroad, or other temporary absences. No Kent State University student may be denied membership into a student organization on the basis of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status unless exempt under Title IX. Those organizations must also be entitled to single-sex membership under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972. Certain exemptions may be granted for groups such as intercollegiate and intramural athletics, and social fraternities and sororities. If your organization does not adhere to the above policies, the organization will be asked to submit evidence that action has been or is being taken to remove restrictive membership provisions.

Steps to Starting a Student Organization

1. Meet with the Coordinator of Student Life to discuss the process for registering a student organization and the requirements for officers/contact people.
2. After meeting with the Coordinator of Student Life, the group may use space up to two times in Stocker Hall and/or Morrison Hall to recruit members and promote the organization. This can either be a room

for an information meeting or a recruitment table. Please contact the Coordinator of Student Life to secure time/space as well as marketing efforts.

3. Develop a constitution; a sample is provided.
4. Submit the registration form and a copy of the constitution to the Coordinator of Student Life for review and completion of the registration process. Organizations will receive an e-mail notice confirming their registration status within one week of submitting their request.
5. Any changes to officers, contact persons, or the club advisor should be submitted to the Coordinator of Student Life. Revised constitutions should be submitted to the Coordinator of Student Life as well.
6. Any changes in meeting day and/or time should be communicated via the organization's advisor directly with the Communications and Marketing Office. This will ensure that room reservations as well as postings of group meetings are updated.

Registration Process

All student organizations are required to register with the Coordinator of Student Life once every academic year. Registration will be on a rolling basis; however, priority deadlines will be set annually to unlock organization benefits (scheduling, funding, etc.). Registration must be completed once per academic year.

The following information must be filled out completely on the Registration/Renewal form to submit your request for active status:

1. The name and brief description of the organization.
2. Names, phone numbers, student ID numbers, and Kent State e-mail addresses for at least three (3) officers for the organization.
3. Name and Kent State e-mail address for the organization's campus advisor; this person must be a full-time or part-time university employee (faculty or staff).
4. PDF or Word version of an updated constitution for the student organization must be provided.
5. A list of all active members. THIS NUMBER SHOULD BE NO LESS THAN 3. Organizations can not be established or renewed with any less than 3 members.
6. The number of affiliate members (non-student members). THIS NUMBER CANNOT EXCEED 50% OF THE STUDENT MEMBERSHIP. Affiliate members cannot hold office, vote or schedule University facilities.

Waiver Request Guidelines

Meeting Minimum Officer Requirements: If you do not meet the requirements for serving as an officer for your organization (2.25 cumulative GPA, registered for at least three credit hours, on academic semester warning/probation), you may request a waiver to serve in your position. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to the Coordinator of Student Life via Student Services in Stocker Hall.

You must include the following information in your request:

1. Provide an explanation of what caused your GPA to fall below the minimum requirement in the previous semester, or why you are not taking the required credit hours. We realize this information may be sensitive in nature, so please provide as much detail as you feel comfortable sharing.
2. If your GPA is the issue, outline your plan of action for the current semester to regain your minimum GPA. This could include:
 - a. Personal things you will do to correct your use of time, procrastination, etc.

- b. Changes you will make to your study habits
- c. Possible campus resources you could use to assist you
- d. If you are granted the waiver, how will you balance your academic and involvement priorities to ensure you do not continue to struggle academically? What will you do differently this semester?

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester academic progress report.

You will receive notification via email whether your waiver request has been approved within one week of submitting the request. A copy of your request and the decision will also be emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Director of Enrollment Management and Student Services.

Meeting Minimum Number of Officers: If your student organization does not meet the minimum officer requirement of three (3), a waiver to operate with less than three (3) officers may be submitted. Requesting a waiver does not guarantee approval.

Waiver requests should be submitted to the Coordinator of Student Life via Student Services in Stocker Hall

You must include the following information in your request:

1. The history of the organization in question.
2. The academic standing of the officers currently in place.
3. The current level of activity of the student organization.
4. An outline of the student organization's recruitment plan.

If a waiver is granted, you will be expected to provide your student organization advisor with a mid-semester update on membership. You will receive notification via email whether your waiver request has been approved within one week of submitting the request. A copy of your request and the decision will also be emailed to your student organization advisor. If the student is not granted a waiver, appeals may be made to the Director of Enrollment Management and Student Services unless that individual is also the Student Life Coordinator. In that case, appeals may be made to the Vice Dean of the Ashtabula Campus.

[Release of Information Related to Student Organizations](#)

The following information will be made available to the University community and the public on an unrestricted basis:

1. Name of student organizations
2. Campus addresses and e-mail addresses of student organizations
3. Description of student organizations

In compliance with Kent State policy and the Family Educational Rights and Privacy Act (FERPA) regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis, unless students indicate it should not be released:

1. Names of officers/contact persons for the organization
2. Names of advisors of organizations

3. Emails of organization's officers or contact persons and/or advisors

Section III: Guidelines and Policies

All student organizations must abide by the Kent State University [Student Code of Conduct](#), Kent State University [Policies](#), and other guidelines set forth in this manual. See below for policies and guidelines that most commonly relate to student organizations. Questions should be directed to the Coordinator of Student Life via Student Services in Stocker Hall.

University policy regarding hazing ([4-07](#))

Policy statement. As part of its commitment to promoting a safe and healthy campus environment for the university community and cultivating a culture that fosters respect for the dignity and rights of all its members, the university does not tolerate hazing activities by any members of the university community.

Administrative policy regarding discrimination by student organizations ([4-11.1](#))

Policy. Every student organization registered and approved by the university is expected to be free to select its membership upon the basis of individual merit. Any student organization selecting its membership upon the basis of restrictive clauses regarding the protected categories provided for in rule 3342-[5-16](#) of the Administrative Code, will be considered to be operating in conflict with university policy.

Operational procedures and regulations regarding posting ([4-03.301](#))

General posting procedure. The following procedures must be met in order to post on university bulletin boards. The Marketing and Communications Office is responsible for identifying the specific purpose of bulletin boards on campus. Any posting not fulfilling the following requirements will be removed from the bulletin board by a member of the staff. All bulletin boards will be cleared periodically.

One poster per event on each bulletin board is permitted.

The name of the organization sponsoring the poster must be clearly visible. The date of the event being advertised or a date at which the poster is considered to have fulfilled its function must be included. Posters are to be removed the day following the event by the sponsoring organization.

In order to maintain the natural beauty of the campus and to preserve the quality of the buildings, trees and shrubs, there shall be no posting of notices on any trees, buildings, utility poles or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls or bulletin board frames.

In accordance with the state fire marshal's regulations, no poster, promotional materials or decorations may be suspended from any light fixture.

There shall be no signs or promotional materials suspended across the corridors of buildings, on the outside of buildings, or between structures.

Courtesy and respect for the freedom of expression by others dictates that posters are not to be marked on, destroyed or removed. Anyone discovered defacing posters will be subject to disciplinary action under rule 3342-4-02 of the Administrative Code or criminal charges.

Violations. The Communications and Marketing Office or other appropriate university official shall inform any individual or individuals or group who are in violation of this rule and request compliance. Failure to comply immediately shall subject the individual or individuals or group to sanctions under rule 3342-4-02 of the Administrative Code or to the filing of criminal charges.

Chalking, as a means of expression and publicity for student organizations, is permitted on the campus.

Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away (only washable chalks may be used). Chalking is not permitted on vertical surfaces, buildings, under overhangs or on steps, posts, trees, tables, and the like. The university reserves the right to remove chalking at its convenience.

It is the responsibility of the Coordinator of Student Life, or designee, to enforce policies regarding chalking and report violations of these policies to appropriate university officials and offices.

Appeals. Any individual, group or department convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the Director of Enrollment Management and Student Services or designee.

Use of Kent State University Mark and Logo

The University controls the use of the Kent State University marks (for example, the words “Kent State University”, “Kent State University Ashtabula”, “KSU” or “KSUA”) and logos (for example, the athletic logo). Use of these marks or logos by student organizations is prohibited in social media and print marketing materials except with express written approval from the campus Communications and Marketing Office. Approval can be obtained by contacting the Coordinator of Student Life. More information about the use of Kent State marks and logos can be found on the University Communications and Marketing [website](#).

Groups interested in creating products (such as t-shirts) using the University’s marks and logos must use a licensed vendor. To access a list of licensed vendors, or find out how an unlicensed vendor can become licensed, please visit the Office of General Counsel’s licensing page [here](#).

Before using the University Mark or Logo or working with a vendor, it is highly recommended that you reach out to the Student Life Coordinator for assistance in navigating the process.

Section IV: Finance

Club Income

Generally, student organizations are responsible for the management of their own funds but are able to request funding assistance for special programming. If student organizations would like to request funding from Student Life, reach out to the Student Life Coordinator.

If a student organization has a ledger as part of the Student Life Account managed through the Business Services Offices on campus, all student organization earned income must be deposited with the Business Services Office immediately following a fundraising event/activity. Treasurers should be issuing receipts to anyone turning in money for the organization (i.e. due, fundraising, t-shirt purchase, etc.) A receipt book can be requested from

the Business Services office. The Business Services Office will not accept funds without issuing a receipt detailing the source of the funds. All funds will be deposited into the Activities account and posted in the appropriate organization ledger.

Club Purchases and Expenditures

Please be aware that there are special documentation requirements for payments to individuals for services performed (DJ service, bands, guest lectures, etc.) It is important that you see the Business Services Office for the proper documentation **before** entering into an agreement with an individual or group. Under no circumstances will students or staff be reimbursed for payments made for personal service. Payments to individuals fall under IRS regulations and therefore reimbursements to a third party cannot be made.

No purchases or reimbursements will be made without a completed Expense Authorization form. Both the treasurer and advisor must approve this form for payment to be issued. Please understand that all payments are processed through the University's official business channels, so you must **plan ahead, have original documentation available, and submit a completed Expense Authorization Form**. Original receipts are required!

Travel Reimbursement

No advance payments can be made for conference travel with the exception of registration fees. Other expenses are reimbursed after the completion of a trip according to the Allocation Guidelines. All original receipts should be attached to a payment voucher and forwarded to the Ashtabula Campus Business Office.

Fundraising

The sale of food permissible by Kent State University regulations as a fundraiser is permitted no more than two days per semester at Kent State University Ashtabula.

The sale of food and other items using a 3rd Party Provider as a fundraiser is permitted no more than one calendar month per academic year. Please be sure to submit funds to the Business Office periodically throughout the fundraiser.

The organization must complete a Request to Fundraise form for each incidence of fundraising. All Request to Fundraise forms must be submitted four (4) weeks prior to the event. Any delivery of items and/or withdrawals from the Student Organization's account must be coordinated with the Business Office at least two (2) weeks in advance.

If your group is interested in hosting a fundraiser on campus, please see the following guidelines:

Fundraising with Food Sales: If your group would like to sell food as a means of fundraising you will need to consult the university policy regarding the [sale and distribution of food](#) on campus. Be sure to thoroughly read through the steps and qualifications pertaining to the different types of food sales. In general, the policy requires that all food be individually pre-packaged or enclosed beneath plastic or kept in a covered box. All food must be stored and displayed as to be reasonably protected from flies, dust and pollution. Proper serving utensils must be used. The organization is responsible for ensuring that food is not handled inappropriately.

All food must be processed or prepared by a licensed food service operation or in an establishment or place meeting equivalent requirements of the Ohio Department of Health. The organization must maintain receipts at the site noting date and place of purchase.

In addition to these steps, your group will also need to fill out a Sales & Solicitation (S&S) Form.

Sales of Items Via 3rd Party Providers (i.e. Yankee Candles, Malley's Chocolates, Wreaths, etc.): Many student organizations choose to fundraise via sales of 3rd Party Providers. This is an acceptable form of fundraising. An agreement of level of commission must be signed by the representative of the business and an officer of the organization before sales begin.

Raffles: In general, student organizations can only hold 50/50 raffles if the money will go to a sponsoring organization with 501(c)(3) or otherwise exempt status under Ohio Rev. Code 2915.01 – simply being a student organization does not in and of itself mean that it is “exempt.” For example, if the student organization held the 50/50 raffle and the proceeds went to a charity or other 501(c)(3) organization, then they could do the raffle. However, if the student organization did the raffle and did not meet the requirements of “Exempt” status, they would be in violation of Chapter 2915 of the Ohio Revised Code and in violation of the Student Code of Conduct.

Fundraisers Involving Sponsorship, Donated Items, or Other Solicitation of Area Businesses: Student organizations wishing to pursue these types of fundraisers must appropriately note all of this information on the Request to Fundraise form. **Absolutely NO** requests or solicitations are to be pursued **prior** to receiving approval from the Development Office.

Section V: Event and Program Planning

Reserving Space

Only student organizations that maintain active status through registration and renewal can reserve university space.

All scheduling for Student activities must be processed through the Coordinator of Student Life via an Event Request form and an online room request form. After completing appropriate paperwork, return relevant form(s) to the Student Services Office. Please note that the person(s) who sign the event paperwork will be fully responsible for the event and/or equipment used and will be held responsible for charges unless an account number is given. All special arrangements (ordering equipment, etc.) are the responsibility of an organization officer and organization advisor after a facility is scheduled. Organizations will be charged for damage to equipment, furniture, or facilities and any clean-up beyond what is normal.

Ashtabula Campus Facilities Available for Use

- All Parking lots
- Classroom facilities including seminar rooms and lecture halls
- The large lecture halls and gymnasium
- Conference rooms
- Commons
- Reading court

Facilities Not Available for Use

- Office facilities, either academic or non academic
- Laboratory areas
- University library

Early or Late Hour Requests

Requests to keep the buildings and grounds open beyond normal hours must be approved by the Business Services Office prior to said event. After an event proposal indicating a late hour request is brought to the Student Services office, it must be approved which requires two (2) weeks advance notice to insure proper staffing of the building. There are charges for extending the building hours and these vary depending on the facility, time and nature of the event (for example, \$50/hour or any part thereof).

Cancellations

All event cancellations should be submitted to the Marketing and Communications office via the online room reservation form. Failure to cancel an event will be considered a “no show” and, as a result, charges may be incurred and future scheduling privileges may be forfeited.

Food Policies and Procedures

Kent State University Culinary Services has the exclusive rights to cater all on campus events. Exemptions to the policy can be found on the [First Right of Services](#) webpage.

If your organization is interested in using a vendor outside of the university for your event, approval must be granted through the [waiver process](#) through University Culinary Services.

To place an order with Catering Services, please visit the [Catering webpage](#). You can also contact the Culinary Services Office directly at catering@kent.edu or 330-672-3305.

Maintenance Fees/Charges

A group leaving a meeting room in disorder is liable for a labor charge required to clean and reset the room of a minimum of \$10.

Delinquent/Outstanding Charges

The Coordinator of Student Life in conjunction with the business office reviews all registered student organizations that have delinquent or outstanding charges of thirty (30) days or more. Registered student groups on this list cannot reserve University facilities until these debts are paid. Additionally, the Coordinator of Student Life will notify groups of pending events which will be canceled if the group goes beyond forty-five (45) days past due. Organizations that have not made arrangements to pay off their debt are subject to deregistration.

Use of Sound Amplification Equipment

The use of sound amplification equipment on the campus is limited to registered student organizations and University departments. In order to ensure compliance with this policy, registered student organizations and University departments are required to register any use of sound amplification equipment with the Coordinator of Student Life. Sound amplification equipment may not be used at any time, in any place, or in such a manner so as to substantially disrupt the University’s functions of teaching, research, public service or administration, or other properly scheduled events. Sound amplification equipment may be used outside buildings in select areas.

Sound amplification equipment may be used inside buildings only where specifically permitted by the rules governing the respective facility. The appropriate facility curator(s), in consultation with the Dean or his/her designee, may waive these restrictions or make available additional areas for sound amplification equipment

use for good cause shown. Requests for such a waiver should be filed with the Coordinator of Student Life. The facility curator or other appropriate University official shall inform any individual or group who is in violation of this rule and request compliance. Failure to comply immediately shall subject the individual or group to Student Conduct sanctions or to the filing of criminal charges.

Any individual, group, or department convinced that arbitrary or unreasonable limitations have been imposed in the implementation of this rule may appeal to the Dean or his/her designee.

Marketing and Event Planning Checklist

The Kent Campus Center for Student Involvement maintains an [event and marketing tips webpage](#) that may assist you in marketing and planning your upcoming event, including a list of free resources that will guide your marketing and program plan. Please contact csi@kent.edu for additional assistance with these resources.

Programming Expectations

All students who program must follow University policies and procedures as well as applicable federal, state, and local laws. Also, each organization needs to anticipate, provide for, and meet promptly its financial obligations in a businesslike manner. An organization which fails to meet its financial obligations or has a deficit balance with the University will be informed of the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing University facilities and services. Loss of registered status may also be the eventual result of continued nonpayment of bills. In addition to being responsible for the costs of programs, organizations are responsible for the conduct of their members and guests at all group functions.

Steps to Planning

Preplanning is considered the most important element in programming for your organization. Please consider the following when planning an activity.

1. Needs Assessment
 - a. Who is your audience? What do they enjoy? What does your group want?
 - b. How will programs relate to your organizational mission?
2. Develop a calendar of events
 - a. What is realistic? What are your goals?
 - b. Will dates interfere with exams or other University activities?
 - c. What can you afford to do?
3. Do Backwards Planning – starting with dates of events, move back and sequentially mark the date each task must be completed.
 - a. What Student Activities deadlines apply?
 - b. Who will be responsible for what?
 - c. Do contracts for speakers/goods need to be completed?
 - d. What emergencies can arise?
 - e. Do we need any waivers?
4. Communicate Progress on a Regular Basis
 - a. Will meetings be needed?
5. Know the Program
 - a. What needs to be completed to ensure success on the day of the program?
6. Follow-up

- a. Should a thank you be sent?
 - b. Should equipment be returned?
 - c. Did you document the programming steps for future years?
7. Evaluation
- a. Did the program meet stated goals?
 - b. What was effective/ineffective?

Registering Programs

For any event other than a regular meeting of members of your group, you are required to contact the Coordinator of Student Life to register the event. This includes, but is not limited to:

- Fundraisers
- Sales and Solicitation
- Distribution or sale of food or alcoholic beverages
- Job Fairs
- Parades
- Assemblies
- Events with off-campus speakers
- Fireworks
- Bonfires
- Demonstrations, Marches, and Rallies
- Social Events
- Movie Showings
- Philanthropic Efforts/Charitable Events
- Major Events

Please keep in mind that for all Major Programs/Events please begin paperwork one year in advance. (You may submit requests and proposals the semester prior to activity)

Co-sponsoring a Program

When planning a program, co-sponsorship with other organizations should be considered. Co-sponsoring helps minimize problems by supplying additional person-power, eliminating duplication of programs, and providing budget alternatives.

Special Types of Events

Different types of events require different kinds of planning. Below are specifics related to a variety of events.

Social Events

A social event is any form of on-campus entertainment after 8 p.m. sponsored by a registered student organization which involves active participation by attendees. All social events on the campus will end no later than 11 p.m.* (note: Social events occurring in academic buildings must adhere to academic closing hours or receive permission as outlined above). Social events may not be advertised by sponsoring organizations off campus, on radio, television, or in

newspapers. Appropriate supervisory personnel must be present at all social events. It is expected that the advisor of the registered student organization be in attendance as well.

Social events are restricted to Kent State employees, students, and student guests. A student may bring one guest who must show identification and sign-in in order to be admitted to the event. Exceptions to this rule may be granted by the Dean. Organizations requesting an exemption must do so in writing no later than five days prior to the scheduled event.

* Events occurring outside of this time period will be considered on an individual basis.

Procedures and Timelines for Programming a Social Event

1. Planning/Registration Meeting – At the beginning of the semester, the organization president and advisor should schedule and meet with the Coordinator of Student Life prior to submitting an event proposal and request to fund-raise to discuss due dates, to plan and to schedule the proposed activity. At this meeting all necessary information, including the Social Events document, VIP form, Sales and Solicitation form, etc. will be shared.
2. Pre-event meeting: At least two (2) business weeks prior to the event the organization must schedule and meet with the Coordinator of Student Life. At this meeting the completed monitor sign-up sheet must be submitted and any waiver request presented. The organization should be prepared to discuss all details as they relate to monitoring, set-up, staffing, etc. of the event.
3. Event meeting: At least fifteen (15) minutes prior to the scheduled event, the advisor, organization president, and those staffing the event on behalf of the organization must meet with the Operations staff.

Charitable Events/Activities

Philanthropic Endeavors are limited to no more than two weeks (10 business days) at Kent State University at Ashtabula.

Many student organizations pursue philanthropic efforts throughout the academic year. While such efforts are viewed favorably, the Coordinator of Student Life does exercise the right to identify duplicate efforts across multiple organizations and request efforts to be collaborative. Charitable events do require the completion and approval of an event proposal form. Thus the request should be made well in advance.

Showing Movies on Campus

If your student organization is interested in showing a movie on campus, there are several guidelines you need to follow. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials may be used. To ensure you are in compliance with the regulations, please contact the Coordinator of Student Life.

Demonstrations, Marches, and Off-campus Speakers

The University recognizes the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The University is equally mindful that a reasonable and orderly calendaring and assignment of University facilities, resources, and personnel consistent with the

civil liberties expressed in the first amendment to the United States Constitution are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the University community. For the purpose of clarity, the following definitions apply:

Demonstration: A person or assembly of persons engaged in a rally, march, sit-in, fast or other public manifestation of welcome, approval, protest, or disapproval but does not include social or athletic exhibitions or events.

March: The movement of an assembly of persons from one point to another.

Non-university Affiliated Speaker: A person not enrolled as a student or employed by the University who addresses or intends to address persons on the campus grounds or in a facility of the University.

All demonstrations, marches, and non-university affiliated speakers must be sponsored by a registered student organization or University department. In addition, only currently registered students who are members of the sponsoring organization may facilitate the planning of such an event. In all instances, those sponsoring demonstrations, marches, or non-university affiliated speakers are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for peace marshals or other self-governing services in cooperation with the assigned University security personnel. The sponsoring group shall be responsible for all expenses and damages incurred to the University. The University will neither permit nor condone unlawful actions. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence.

Demonstrations and Marches

In order to obtain assistance in planning and obtaining University facilities, and in order to protect the rights of all members of the University community, participants and nonparticipants, student groups, and University departments must register demonstrations, marches and non-university affiliated speakers with the Coordinator of Student Life. Details concerning space, time, and special arrangements will be noted at that time.

Demonstrations, marches and non-university affiliated speakers shall be denied registration when:

- The Coordinator of Student Life or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that the demonstration or non-university affiliated speaker event substantially threatens to materially disrupt the normal activities of the University, threaten health or safety, or result in a violation of criminal law.
- The Coordinator of Student Life or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that there is danger to those participating in the demonstration or march.

Demonstrations, marches and non-university affiliated speakers may not:

- Be held inside or in the vicinity of campus buildings except as approved by the Coordinator of Student Life or his/her designee.
- Substantially obstruct or disrupt any legitimate function of the University including, but not limited to, research, teaching, administration, public service, or other authorized events.
- Substantially obstruct the free flow of pedestrian or vehicular traffic.

The route of all marches or parades must conform to stated regulations.

Non-University Affiliated Speakers

A university is a forum for the scrutiny and exchange of ideas. Therefore, the University encourages student organizations and university departments to invite speakers to the campus. Registered student organizations must register all non-university affiliated speakers with the Coordinator of Student Life in order to assure orderly calendaring and to facilitate the event. The Coordinator of Student Life shall establish operational procedures to accomplish this purpose, but such procedures shall not impose limitations based upon the subjects to be discussed or the background or past associations of the speakers. It is the responsibility of the sponsor to inform speakers of laws concerning advocacy of violence, inciting to riot, or other illegal acts.

Section VI: Advisors

All registered student organizations are required to have an advisor. The responsibilities of the advisor are designated by the Center for Student Involvement and the respective student organization constitution. Duties often take the form of attending meetings, events, providing information on policies and procedures, co-signing all financial transactions, and providing guidance/ideas. Advisors may disassociate from an organization at any time.

The following is a checklist of advisor expectations:

1. Attend regularly scheduled meetings as often as possible.
2. Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
3. Support the organization; it is expected that the advisor will attend group sponsored activities when appropriate. Be knowledgeable of Kent State policies.
4. Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
5. Recognize the general financial condition of the organization and encourage the maintenance of sound financial records. If the organization has a checking or savings account at a bank or credit union, two signatures should be required for withdrawals with one of those signatures being the advisor. If an advisor is to no longer serve in their role, it is their responsibility to ensure that any bank account information is passed on to the new leadership.
6. On a monthly basis, reconcile the account and review with the treasurer.
7. Help the students understand the impact and implication of activities in which the group wishes to engage.
8. Ensure that the organization renews with the Coordinator of Student Life each academic year.

9. Assist in resolving conflicts between group members and/or officers.
10. Sign all documents that require an advisor's approval.
11. Assist the organization with leadership transitions on an annual basis.
12. Maintain open communication with the Coordinator of Student Life, including updates on your status as advisor.
13. Attend workshops, trainings and meetings held by the Center for Student Involvement or Coordinator of Student Life.
14. Challenge a decision when it violates a stated objective, the bylaws, or Kent State policy. If unsure about possible policy violations, contact the Center for Student Involvement.

Appendix A: Sample Constitution

A sample constitution is provided as a guide to developing constitutions for student organizations at Kent State University. Organizers of new groups are encouraged to adapt this style to the unique needs and purposes of their organizations. All points covered in this sample should be included in the new constitution. Submit the new constitution with all registration materials to the Center for Student Involvement for review and approval. Once approved, the Center for Student Involvement will notify the group of their status as a registered student organization.

Sample Constitution

Organization Name:

Revision Date:

ARTICLE I: Name

The name of this organization shall be the Kent State University [state name of organization] (hereinafter referred to as [the “organization,” the “club,” the “association,” etc.]).

ARTICLE II: Purpose

Section 1:

The purpose of the [organization, club, association, etc.] shall be [state purpose].

Section 2:

The [organization, club, association, etc.] shall coordinate and promote activities, programs and fund-raising events which are of support to the goals of the organization.

ARTICLE III: Membership

Section 1:

Membership in the [organization, club, association, etc.] at Kent State University shall be open to any and all students, faculty, and staff at Kent State University. Active membership shall be determined by [include specific criteria]. Once a student graduates or ceases to be a student at the University, his/her active membership in the [organization, club, association, etc.] shall cease.

Section 2:

An affiliate member is one who is taking less than three hours of University course work or one who is not currently enrolled. Such members may not outnumber student members, hold office, vote for officers, or vote on the expenditure of money. They may not schedule university facilities or services on behalf of the organization. Such members are expected to know, understand, and abide by all university rules and regulations.

Section 3:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within [state time lapse] of the meeting. Only active members may vote. The member in question must be notified immediately of the outcome of the vote.

Section 4:

It shall be stated as part of the policy of the [organization, club, association, etc.] at Kent State University that there shall be no form or type of discrimination in the [organization, club, association, etc.], whether it be due to one's race, color, religion, gender, sexual orientation, national origin, ancestry, age, handicap, or veteran's status.

Section 5:

With active membership in the [organization, club, association, etc.] comes full floor and voting privileges on any and all items of [organization, club, association, etc.] business, including resolutions, items of legislation, bylaws, and elections.

ARTICLE IV: Officers

Section 1:

The officers shall consist of a [example: president, vice president, secretary, treasurer, and historian]. The officers shall be responsible for all administrative duties of the [organization, club, association, etc.].

Section 2:

The [example: president] shall have the power to establish and maintain operation procedures of the [organization, club, association, etc.], call meetings, and answer for all actions of the other officers. The [example: president] shall be able to vote in all decisions affecting the [organization, club, association, etc.]. [List other additional responsibilities.]

Section 3:

The [example: vice president] shall assist the [example: president] with all administrative duties and assume those duties in the absence of the [example: president]. [List other additional responsibilities.]

Section 4:

The [example: secretary] shall keep accurate and detailed records of all meetings and affairs, send/transmit all official [organization, club, association, etc.] correspondence, and coordinate preparation and distribution of [organization, club, association, etc.] flyers, handouts, and publications. [List other additional responsibilities.]

Section 5:

The [example: treasurer] shall receive and distribute [organization, club, association, etc.] funds upon the authorization of the [example: president], in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Committee meetings,

and at the regular meetings of the [organization, club, association, etc.], and coordinate all fund-raising activities.

Section 6:

The [example: historian] shall be responsible for keeping historical records of the [organization, club, association, etc.] activities, events, fund-raisers, etc. to assist the group in maintaining its purpose and direction.

Section 7:

The elected officers shall form the Executive Committee

Section 8:

All elected officers must meet all requirements for holding office as stated in the Digest of Rules and Regulations and the University Policy Register.

ARTICLE V: Elections

Section 1:

The [list officers] shall be elected by the active members of the [organization, club, association, etc.] to serve a term of one year. Annual elections shall be held [state time frame — example: the third week of the spring semester]. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day of [example: the sixth week of the Spring Semester] and end on the same day the following year.

Section 2:

Nominations of candidates for [organization, club, association, etc.] officer positions shall be [identify process of nomination — example: from the floor of the meeting] by a(n) [organization, club, association, etc.] active member. Nominees for officer positions must be [organization, club, association, etc.] active members for [duration may be added].

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those [organization, club, association, etc.] active members present, provided quorum is met. Affiliate members are ineligible to vote for officers.

Section 4:

The order of succession shall be: (1) [example: president], (2) [example: vice president], (3) [example: secretary], (4) [example: treasurer], (5) [example: historian].

Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular [organization, club, association, etc.] meeting following the occurrence of such a vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the vacant office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as the normal procedure for elections.

ARTICLE VI: Appointments

Section 1:

The [example: president] shall appoint, with the approval of the Executive Committee, such positions as may contribute to the successful operation of the [organization, club, association, etc.]. Examples include, but are not limited to, program chair, fund-raising chair, etc.

ARTICLE VII: Removal From Office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the active membership, provided that all members are notified of this pending action at least one week prior to the removal decision. Removal from office can occur for failure to carry out the responsibilities of that office, for actions which violate the purposes of the organization, or for actions which violate University Rules and Regulations. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is done by secret ballot. Only active members may participate in this vote, affiliate members are ineligible to vote.

ARTICLE VIII: Meeting

Section 1:

General membership meetings shall be held [state how often], with additional meetings called by the [example: president] as needed. Notice of additional meetings must be given to all members in the timeliest manner possible but not less than one week. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new [example: president].

Section 2:

The Executive Committee shall meet when called by the [example: president].

Section 3:

Official notice of the meeting at which the election of [organization, club, association, etc.] officers will take place must be provided to all [organization, club, association, etc.] members not less than two weeks prior to such meeting.

Section 4:

Quorum shall be defined as [example: fifty percent plus one of the total] of the [organization, club, association, etc.] active membership.

ARTICLE IX: Funding

Section 1:

Dues shall be charged for membership in the [organization, club, association, etc.]. The amount of dues charged for each year/semester will be determined at the first meeting of the Fall Semester. Semester memberships will expire on the first day of the next semester. Yearly memberships will expire on the last day of the second semester (including summer) after the semester in which dues are paid. Membership dues can be paid during

any semester and will be collected by the treasurer. Students who do not pay their membership dues will lose their privileges of membership, including voting rights. [If dues are not to be collected, delete this section.]

Section 2:

The [organization, club, association, etc.] will, as it deems necessary, undertake fund-raisers for its own purposes. All fund-raising shall be conducted in accordance with University policies and procedures.

ARTICLE X: Amendments

Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the active members present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the active membership, amendments shall be submitted to the Center for Student Involvement of Kent State University.

ARTICLE XI: Jurisdiction

Section 1:

The [organization, club, association, etc.] is subject, as a registered student organization, to the rules, regulations, and policies of Kent State University and the laws of the State of Ohio. The rules, regulations, and policies of Kent State University shall hold precedence over any and all rules, regulations, and policies applying to the [organization, club, association, etc.], including those of national organizations with which the [organization, club, association, etc.] is associated.

Appendix B: Officer/Advisor Agreement

Student Organization and Advisor Agreement

Please use the following for a guided discussion between the faculty/staff advisor and student organization leadership. This will help set and clarify the expectations of both parties.

- Scoring:
- 1 Not the function of the advisor
 - 2 Rarely the function of the advisor
 - 3 Sometimes the function of the advisor
 - 4 Often the function of the advisor
 - 5 Essential function of the advisor

Expectation	Organization	Advisor	Agreed
Support			
Attend all regularly scheduled meetings			
Attend all regularly scheduled officers' meetings			
Actively assist new officers transition into leadership			
Attend activities events as often as possible			
Accountability			
Call meetings when deemed necessary			
Assist in leadership transition			
Keep group aware of set goals, priorities and mission			
Coaching			
Assist officers in developing agenda before meetings Assist in goal setting and comes for the organization			

