



# **Student Organization Manual**

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# **Student Manual**

## **A. Student Policy**

### **1. Student Policy Regarding Participation in Student Activities**

The University is committed to the belief that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The University 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 Student Life coordinator. Registration does not imply either University approval or disapproval of the organization's purpose.

### **2. Nondiscrimination by Organizations**

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

### **3. Releasing Information Related to Student Organizations**

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

- Name of the Student Organization
- Mailing Address of the Student Organization
- Statement of Purpose of the Student Organization

In compliance with University policy and the Family Educational Rights and Privacy Act 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:

- Names of officers and members of the Student Organization
- Name of the Faculty Advisor of the Student Organization
- Phone numbers of the Student Organization's officers, contact person(s), and/or Faculty Advisor

This information may be released for public use only if written permission is obtained from the organization's officers, contact persons, or advisors, and only in accordance with the policy on the collection and dissemination of information.

**4. Hazing**

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

**B. Requirements and Expectations for Participating in Student Organizations**

- 1. Students participating in organizations** must be enrolled in at least three (3) semester hours of coursework per semester and be in "good standing." Other individuals in the University community and the public are welcome to participate in the membership at large as affiliate members. Such members may not hold office and may not vote on officers, organizational matters, or expenditures. Furthermore, they may not request campus facilities or services.
- 2. Students who are officers or contact persons** for an organization must meet the following criteria:
  - Be enrolled in at least three (3) semester hours
  - Be in "good standing"
  - Not be on warning; and
  - completed at least three (3) or more semester hours in the previous semester
- 3. First semester students** who are not officially classified under a transfer status are not required to meet the academic or three (3) hours previous semester requirements.
- 4. Any student who is ineligible** to participate based on the above criteria may not hold office or vote within the Student Organization. Students who do not meet academic requirements may submit, in writing, a waiver request to the coordinator of Student Life.

### **C. Registration Process**

Student organizations are required to register with the Student Life coordinator every academic year. There are typically two primary registration periods—one for the end of the spring semester and another at the beginning of the fall semester. Currently registered student organizations will receive a registration/reactivation form for the next academic year. Student organizations must fill out and return the registrations/reactivation form before any other requests can be made.

#### **1. The following information is asked for on the registration/activation form and must be filled out completely:**

- Name of organization
- Organization's purpose
- Campus mailing address and phone number for the organization as well as either a URL or e-mail address
- Names, phone numbers, mailing addresses, e-mail address for the elected officers(at least two, no more than five) and/or contact person(s) for the organization
- Name, address, phone number, and e-mail address for the Faculty Advisor; this person must be a full or part-time University faculty or staff member
- Day, time, location of organizational meetings
- A brief description of the organization

**2. All officers/contact persons for the organization must sign the registration/reactivation form. By signing, the officers/contact persons ensure that they agree to uphold all University policies and procedures.**

### **D. Starting a Student Organization**

#### **1. Steps to starting a Student Organization**

- Meet with the Student Life coordinator to discuss the process for registering a Student Organization
- Complete the Registration/Reactivation Form
- Develop a Constitution
- Submit the Registration/Reactivation Form and Constitution to the Student Life coordinator for review and completion of the registration process (Organizations should receive an e-mail confirming their status)

Any changes to officers/contact person(s), faculty advisor, or meeting day/or time should be submitted to Student Life coordinator.

## **E. Services for Student Organizations**

### **1. Long Distance Telephone**

Students may use the Faculty Advisor's telephone line for long distance phone calls. Long distance telephone calls for organizational business may be placed at the discretion of the Faculty Advisor.

### **2. Fax Machine**

A fax machine is available for student organization to use at the Switchboard at the discretion of the Faculty Advisor and staff.

### **3. Meeting Space**

Students may request the use of a classroom, meeting room, or the Commons by filling out a Room Request Form and returning it to the organizations Faculty/Staff Advisor. Forms for meetings being held during open building hours may be returned in no later than forty-eight (48) hours in advance or by Friday for the following Monday.

### **4. Bulletin Boards**

Student organizations can request to have materials posted on the Students Events Bulletin board in the Commons or throughout the campus by contacting the Student Life coordinator.

### **5. Funds for Conferences and Workshops:**

Student organizations can request to have funds from Student Activities be used to assist with cost of approved conferences and workshops. Guidelines include:

A maximum amount of \$50.00 can be awarded to no more than five (5) representatives from a recognized student group for each conference or workshop approved by a representative of the office of Student Activities.

Example: SIFE students are wanting to go to a national SIFE competition in Washington D.C. At this conference, attendees have the opportunity to attend leadership training workshops, career fairs and watch other groups throughout the country compete. This would be an acceptable event. A maximum of 5 members from the team are eligible to receive financial assistance (\$50.00) from the office of Student Activities.

Requests must be approved by a staff member from the Office of Student Activities at least one (1) week before the event will take place.

Requests must include the following: Event Information (Date, Time, Agenda if available, etc.), Estimated Total Cost (lodging, registration fees, cost of gas, etc.), Name of each student asking for assistance, Banner ID (810\*\*\*\*), Student Organization Name, Faculty Advisor Approval. Requests may be done via email.

Once students return from approved conference or workshop, each must submit receipts and appropriate information to the Business Office of Kent State at Trumbull.

## **F. Planning and Holding an Event**

### **1. Programming Expectations**

**All students who participate in a program must follow University policies and procedures, as well as federal, state, and local laws. Students must also submit the “Event/Programming Proposal Form” at least 1 WEEK in advance to the Student Life Coordinator.**

# **Advisor Manual**

## **A. Advisor Policy**

### **1. Administrative Policy Regarding Participation in Student Activities**

The Faculty Advisor and the executive student officer of each organization are primarily responsible for determining the eligibility regulations. Any members of, or advisor to, an organization may request the Student Life coordinator to determine the eligibility of officers of that organization on the basis of these criteria. Additionally, the Student Life coordinator may initiate the checking procedure. If any students are ineligible to hold office, the advisor and executive student officer will be notified. Any student who is a participant in the activities described in this rule must withdraw from such activity at once if he becomes ineligible to hold office. The Student Life coordinator will review student standing at the beginning of each academic term or when Student Organization documentation is submitted.

### **2. Nondiscrimination by Organizations**

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

### **3. Releasing Information Related to Student Organizations**

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

- Name of Student Organizations
- Mailing Address of Student Organizations
- Statement of purpose of Student Organizations

In compliance with University policy and the Family Educational Rights and Privacy Act 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:

- Names of officers or other members of Student Organizations
- Names of advisors of organizations
- Phone numbers of organization's officers/contact person(s) and/or Faculty Advisor

This information may be released for public use only if written permission is obtained from the organization's officers, contact persons, or advisors, and only in accordance with the policy on the collection and dissemination of information.

#### **4. Hazing**

Any Student Organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with Student Life may use gender as a membership requirement.

### **B. Expectations of the Advisor**

- Have a genuine interest in the goals and objectives of the organization
- Be willing to meet with the group and individuals on an occasional basis
- Be available during each semester to give guidance to the organization concerning financial, personal, and programming matters
- Take part in some of the organization's activities
- Develop a supportive atmosphere where students help themselves under your guidance

### **C. Roles of the Advisor**

#### **1. Choosing an Advisor**

Organizations rarely become successful without the active involvement of an advisor. The University requires that each Student Organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities.

#### **2. The Role of the Advisor**

- Attend regularly scheduled meetings when possible.
- Have regular meetings with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Serve as a sounding board for the organization
- Ensure that the members or contact persons meet University requirements for involvement in Student Organizations
- Support the group

- 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
- Be knowledgeable about appropriate University policies
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records
- Monitor the group's functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers
- Provide continuity and stability as leadership changes
- Contact Student Life to discuss organizational problems, concerns, plans, and changes in organizational status
- Sign all documents which require an advisor's approval
- Provide honest feedback to group members and positive reinforcement for accomplishments
- Share their experience and expertise when appropriate
- Provide an "outside" view or perspective

#### **D. Requirements and Expectations for Participating in Student Organizations**

1. **Students participating in organizations** must be enrolled in at least three (3) semester hours of coursework per semester and be in "good standing." Other individuals in the University community and the public are welcome to participate in the membership at large as affiliate members. Such members may not hold office and may not vote on officers, organizational matters, or expenditures. Furthermore, they may not request campus facilities or services.
2. **Students who are officers or contact persons** for an organization must meet the following criteria:
  - Be enrolled in at least three (3) semester hours
  - Be in "good standing"
  - Not be on warning; and
  - completed at least three (3) or more semester hours in the previous semester

3. **First semester students** who are not officially classified under a transfer status are not required to meet the academic or three (3) hours previous semester requirements.
4. **Any student who is ineligible** to participate based on the above criteria may not hold office or vote within the Student Organization. Students who do not meet academic requirements may submit, in writing, a waiver request to the coordinator of Student Life.

**ALL GROUPS MUST SUBMIT ELECTRONIC COPIES OF ALL DOCUMENTS TO THE STUDENT ACTIVITIES OFFICE.**

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# **Appendix of Attached Forms**

## **Explanation of attached forms**

- 1. Application for Student Organization Recognition / Renewal:**  
Use this form when creating an organization or renewing a pre-existing organization.
- 2. Sample Constitution:**  
Use this sample form as a guide to creating your organizations constitution.
- 3. Application for University Funding:**  
Use this form if you are applying for funding from the University budget.
- 4. Request to Fund-Raise:**  
Use this form anytime you will be raising money for your organization.
- 5. Event Proposal:**  
Use this form for any club event.
- 6. Hold Harmless Agreement and Release:**  
This is an informed consent form stating that participants will not hold KSU liable for damages incurred by participation. Use this form if you are providing transportation or if participation in an event may cause accidental harm.
- 7. Application for Space:**  
Use this paper form (or online form) AFTER you have received approval for your Events Proposal.
- 8. University Sales and Solicitation Permit & Joint Venture Agreement:**  
Use this form if an outside vendor will be brought on campus for an event.