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The most current policies and information for student organizations can be found on the Office of Student Activities website: www.mnstate.edu/osa. If you have any questions, please contact the Office of Student Activities at 477-2790 or osa@mnstate.edu.

Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State Colleges & Universities System. This information will be made available in alternate format, such as Braille, large print or audio cassette tape, upon request by contacting Disability Services at 218-477-2652/V or 218-477-2047/TTY.

THIS PAGE FOR SEPARATOR

HOW TO USE THIS HANDBOOK

The Student Organization Handbook is a resource guide designed for use by individuals who are involved as leaders, members, or advisors of Minnesota State University Moorhead student organizations. It answers questions concerning your organization's role by providing information on how to form, become recognized, and function as a student organization.

The Organizational Structure & Procedures section contains a general guide to program planning, including ideas for implementation and a listing of the various resources available to assist you in producing a successful event. It also contains information on organizational structure, recruitment and retention, and group development.

This handbook also answers questions regarding benefits, services, and resources available to student organizations at Minnesota State University Moorhead. More specific questions in any of these areas can be answered at the Office of Student Activities (OSA), Comstock Memorial Union, Room 229, by calling 477-2790, or emailing osa@mnstate.edu.

Terminology in this handbook:

- *Event, Activity or Program* means any activity sponsored, co-sponsored or organized by a recognized student organization.
- *A recognized student organization* is any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Office of Student Activities.
- *Registration* is a process that pending and recognized student organizations must complete by the deadline each fall and update throughout the academic year when changes occur.
- *OSA* refers to the Office of Student Activities, located in the Comstock Memorial Union, room 229.

THE VALUE OF STUDENT ORGANIZATIONS

Students participating in and serving as leaders in university organizations enjoy many benefits. Individuals may notice significant educational progress as they put into practice the concepts learned in the classroom environment. Further, they report improved interpersonal skills, such as leadership, assertiveness, communication, and organizational skills.

Many students find they can evaluate their strengths, interests, and possible career goals through participation in co-curricular activities. Student leaders may become involved with current community or social action issues, providing significant learning experiences different from the traditional classroom.

Student leaders have cited the following additional benefits of membership in student organizations:

- a sense of belonging
- meeting new people
- making friends
- establishing contacts/networking
- developing skills
- providing emotional & financial support
- clarifying career goals
- increased self-confidence
- learning to work with a variety of people
- valuable resume material

THIS PAGE FOR SEPARATOR

MISSION STATEMENTS

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities provides leadership opportunities furthering students' development and builds community through programs, activities and student organizations.

ACTIVITIES RESOURCE CENTER

The Activities Resource Center is a student-centered facility, which builds community, supports and enhances personal development and fosters leadership.

WHAT ARE THE OFFICE OF STUDENT ACTIVITIES AND THE ACTIVITIES RESOURCE CENTER?

The Office of Student Activities (OSA) and the Activities Resource Center (ARC), are both located on the second floor of the Comstock Memorial Union, and are dedicated to student organizations and student leaders. The OSA and ARC offer you and your organization the following resources:

- Storage space for recognized student organizations
- Mailboxes for student organizations
- Student Activity Budget information
- Leadership Resources
- Free Advertizing Opportunities
- And More!

The OSA and ARC office hours are 8:00 AM to 4:30 PM, Monday through Friday. If you or your student organization need to access the ARC after hours, please visit the Recreation & Outing Center, CMU 116, to check out the key. Information and policies regarding storage space is available from the Office of Student Activities, CMU 229, phone: 477-2790.

WHAT DO THE OFFICE OF STUDENT ACTIVITIES AND THE ACTIVITIES RESOURCE CENTER HAVE TO OFFER?

BANNER MAKING

MSUM student organizations may use Texas Markers and banner paper to create promotional banners. Design space is located in the Activities Resource Center, CMU 225.

LEADERSHIP RESOURCES

The Office of Student Activities offers leadership resources that are of value to your student organization to check out. Some topics include leadership, fundraising, team building, and icebreakers. We are always looking for other topics, so if your student organization has any suggestions, please let us know.

CO-CURRICULAR TRANSCRIPT

The Co-Curricular Transcript program provides an opportunity for you to track your co-curricular involvement at MSUM by using eFolio Minnesota, a state-of-the art electronic portfolio that easily, clearly, colorfully, professionally and globally showcases you. You will be able to use your Co-Curricular Transcript when applying for internships, scholarships, graduate schools and professional positions. For more information and to begin your transcript, contact the Office of Student Activities at 477-2790 or osa@mnstate.edu.

STORAGE SPACE

Storage cabinets are available for recognized student organizations in the Activities Resource Center. This is a great place for your organization to keep records together and work on organization business. Applications can be picked up in the Office of Student Activities, and will be accepted starting the beginning of April for the next academic year. After space fills, a waiting list will be made available to recognized student organizations.

DRAGON EXPO

The Office of Student Activities hosts two student organization Dragon Expos each year. The first occurs in the fall in conjunction with DragonFest, and the second occurs in the spring during DragonFrost. The Expos offer student organizations a way to promote themselves to interested students.

STUDENT ORGANIZATION AWARDS CEREMONY

This is a time for organizations to be recognized for the work they have done throughout the year. It is sponsored by the Student Organization Advisory Committee and the Office of Student Activities and is traditionally held in April. Some awards include: Student Leader of the Year, Organization of the Year, and Advisor of the Year.

STUDENT ORGANIZATION MAILBOXES

Every recognized and pending student organization has a mailbox in the Office of Student Activities. These mailboxes should be checked weekly, as important information from the OSA and MSUM is dispersed through the mailboxes. Student organization mail should be addressed to the organization's name, MSUM, Box 78, Moorhead, MN 56563.

DRAGON TIDBITS

Dragon Tidbits are handouts containing information useful to student organizations on a variety of topics. These tidbits are available to you whenever the Office of Student Activities is open. Feel free to make copies.

- Advising
- Assertiveness
- Backwards Planning for Campus Activities
- Brainstorming
- Conflict Resolution
- Constitutions
- Creative Thinking
- Dealing with Difficult Members
- Decision Making
- Ethics
- Forming a New Student Organization
- Funding Sources
- Fundraising Ideas
- Goal Setting
- Group Dynamics
- Ice Breakers
- Low Cost Publicity
- Marketing your Leadership Skills
- Meeting Management
- Money Handling Tips
- Officer Transition
- Organizational Retreats
- Parliamentary Procedure
- Planning a Lecture
- Planning a Raffle
- Ready Reference
- Recruitment and Retention
- Time Management
- Using Committees
- Volunteering
- Who's Who in the OSA
- Why Delegate?

STUDENT ORGANIZATION BOARDS

Student organization boards, located in the west entrance of the Comstock Memorial Union, provide a vehicle for communicating information to organization members and to the student body. These boards are available to recognized student organizations. Board space will be monitored for usage on a weekly basis from September 1 to May 1 of each academic year. If a board remains unused for a period of 30 days, the organization will be given a written warning from the Office of Student Activities. Failure to improve usage within a 2-week period from the date of warning will result in removal of the board. Posted information must comply with all University rules and regulations. In addition, posted material must be updated on a weekly basis.

STUDENT ORGANIZATION ADMINISTRATION

The Office of Student Activities has knowledgeable and friendly staff who are happy to assist you and answer your questions.

ASSISTANT DIRECTOR OF LEADERSHIP AND ORGANIZATIONS

CMU 229, 477-2120

The Assistant Director serves as a resource to all student organizations, SOAC, and the Office of Student Activities. The services this individual provides for you and your organization include the following:

- Provides information regarding the recognition procedure to interested parties.
- Distributes information related to the recognition process.
- Notifies appropriate departments regarding student organization status changes.
- Provides the Student Organization Advisory Committee (SOAC) with constitutions and recognition forms as completed by organizations.
- Reviews organization constitutions.
- Oversees the general operation of the recognition procedure to ensure promptness and completeness.
- Initiates revisions in the recognition procedure, as appropriate.
- Serves as advisor to the SOAC.
- Serves as Student Activity Budget Committee chair.
- Supervises the SOAC, the OSA, and policies relating to the office and student organizations.
- Coordinates student organization leadership programming and resources.
- Coordinates and hosts OSA events (annual awards ceremony, advisor luncheon, etc.).
- Supervises the revision and distribution of Student Organization publications.
- Facilitates the Senior Year Experience class.

ASSISTANT DIRECTOR OF CAMPUS ACTIVITIES AND GREEK LIFE

CMU 229, 477-2524

The Assistant Director serves the students, staff and faculty of MSUM in the following manner:

- Advises and counsels the members of Campus Activities Board (CAB).
- Assists in CAB's program development and execution. Serves as a creative resource for CAB.
- Serves as the advisor for DragonFest and DragonFrost.
- Serves as a creative resource for organizational leaders and members involved in MSUM Greek organizations.
- Offers relevant programming in support of Greek leadership and organizational needs.
- Serves as a creative resource for student volunteers, organizations and student employees with organizational programming, functional and individual needs.
- Serves as advisor for MSUM Student Homecoming, including leadership and skill development.

ACTIVITIES BUSINESS MANAGER

CMU 229, MSUM Box 34, 477-2486

The Activities Business Manager is located in the Office of Student Activities to assist your organization with its Student Activity funding. If you have questions or need assistance with any part of the Activity funding process, from requesting money to making purchases and filling out travel forms, this is the person to contact.

OFFICE MANAGER

CMU 229, 477-2503

- Assists in the supervision and management of the Office of Student Activities.
- Maintains the Student Organization database to include all recognition and registration of Student Organizations.
- Assists with the hiring, training, evaluation and supervision of the Office of Student Activities Leadership Coordinator and Administrative Assistants.
- Maintains the Office of Student Activities web page.
- Acts as a resource person to student organizations on campus.
- Maintains Student Organization files.
- Reviews Student Organization constitutions and notifies Student Organizations when constitution revisions are needed.
- Assists with updating publications and brochures related to student organizations, such as the Student Activities Brochure and the Student Organization Handbook.
- Coordinates the data collection of the Drive a Dragon program.

STUDENT ACTIVITIES GRADUATE ASSISTANT

CMU 230, 477-2505

The Activities Graduate Assistant works with the Assistant Director of Campus Activities and the Assistant Director of Leadership and Organizations. The Graduate Assistant works with the Office of Student Activities as well as the Campus Activities Board. The Graduate Intern can be an excellent resource for student organizations.

OFFICE OF STUDENT ACTIVITIES, LEADERSHIP COORDINATOR

CMU 225, 477-2544, osa@mnstate.edu

A part time student position

- Coordinates programs and leadership development including workshops, training sessions, and meetings.
- Coordinates the Co-Curricular Transcript Program.
- Chairs the Student Organization Advisory Committee and coordinate the Organization Assemblies.
- Assists with updating publications and brochures related to student organizations, such as the Student Organization Brochure and the Student Organization Handbook.
- Develops promotional items to inform students, student organizations, and the campus community of Office of Student Activities services.

- Coordinates the Dragon Expos and Student Organization Awards Ceremony, maintain appropriate program budgets.
- Assists with the hiring and training of the Office of Student Activities Administrative Assistants.
- Acts as a resource person to student organizations on campus.
- Represents the Office of Student Activities at appropriate meetings as determined by the Assistant Director of Leadership and Organizations.
- Develops promotional programs (features, window displays, and special events) and write articles and newsletters to increase visibility of student organizations and their campus/community involvement.
- Assists the Assistant Director and the Graduate Assistant in surveying student organizations and advisors to determine needs and to assess our degree of meeting those needs.
- Coordinates the Student Leader of the Month and Student Organization of the Month recognition programs.
- Creates and edits the Student Organization Newsletter throughout the academic year.

OFFICE OF STUDENT ACTIVITIES, ADMINISTRATIVE ASSISTANTS

CMU 229, 477-2790, osa@mnstate.edu

Part time student positions

The Office of Student Activities Administrative Assistants work to make the OSA a valuable resource to all student organizations. Some of the services the Administrative Assistants provide include:

- Provide receptionist services, including scheduling appointments, taking messages, transferring phone calls, greeting the public, mail distribution, typing, filing, photocopying, and general referral.
- Maintain records of student organizations.
- Assist in updating publications and brochures related to student organizations such as the Student Organization Brochure and the Student Organization Handbook
- Produce, edit and distribute the Today Tomorrow News (TTN) twice each week during the academic year.
- Coordinate the table tent advertisement program throughout the academic year.
- Assist in developing promotional items to inform students, student organizations and the University of Office of Student Activities services and programs.
- Act as a resource person to student groups on campus.
- Attend appropriate meetings as determined by the Assistant Director of Leadership and Organizations.
- Assist in the development of promotional programs (features, window displays, and special events) and write articles and newsletters to increase visibility of student organizations and their campus/community involvement.
- Assist in the coordination and facilitation of workshops, training sessions, meetings and the annual Student Organization Awards Ceremony.
- Assist in surveying student organizations and advisors to determine needs and to assess our degree of meeting those needs.

- Other duties as assigned by the Leadership Coordinator, Assistant Directors and the Graduate Assistant.

STUDENT ORGANIZATION ADVISORY COMMITTEE (SOAC)

SOAC, a committee comprised solely of students, is the governing body for all student organizations. Services SOAC provides for you and your organization include the following:

- Assists the Assistant Director of Leadership and Organizations in providing information regarding the recognition process for organizations.
- Reviews constitutions as submitted, evaluating for compliance with University guidelines.
- Approves constitutions to be forwarded to Student Senate.
- Serves as a resource for the resolution of organization conflicts.
- Calls hearings when a grievance has been filed against a student organization.
- Participates in policy decisions regarding student organizations and the Office of Student Activities.
- Assists in the planning and hosting of student organization events.

THIS PAGE FOR SEPARATOR

The student organization recognition process is outlined on the following pages. The entire process can take a few months because approval is required from SOAC, Student Senate, and the President of the University. It is important to be organized and to keep in contact with the Office of Student Activities regarding your organization's status throughout the process.

The good news is that once you submit the "Intent to Organize" online form and it receives approval from the Assistant Director, your organization is immediately granted certain privileges such as: the right to reserve University facilities for the purpose of holding organizational meetings; the right to publicize the initial organizational meetings; the right to invite membership, and the right to establish a student agency account with the Business Office.

RECOGNITION PRIVILEGES

- Use of University facilities, equipment, and services (within MSUM policy guidelines) for purposes relative to organization goals.
- Permission to conduct fundraising events and to establish dues for organizational funding that will benefit members.
- Right to request funds from the Student Activity Budget Committee (SABC) or to access previously allocated SABC funds.
- Right to participate as a group in all-University events.
- Use of the University mailing address and/or name and mailbox in the Office of Student Activities.
- Establishment of an activities account if the organization is funded by SABC.
- Use of storage space in the Activities Resource Center and the student organization boards in the Comstock Memorial Union.
- Right to hold events.
- Use of all student organization resources available in the Office of Student Activities and the Activities Resource Center.

MAINTAINING RECOGNITION

Recognized organizations assume both privileges and responsibilities. In order to maintain recognition status, all organizations must register within the first three weeks of fall semester. Changes in officer status should be reported to the Office of Student Activities when they occur.

Organizations failing to register within this time period will become defunct, losing all privileges of a recognized student organization at Minnesota State University Moorhead. Defunct organizations are eligible to apply for re-admission. The re-admission process for defunct student organizations will be the same process as for new organizations.

DUAL–COLLEGE/TRI–COLLEGE RECOGNITION

Concordia College, Minnesota State University Moorhead, and North Dakota State University, individually and collectively encourage students to form voluntary organizations for the promotion of common interests. Organizations wishing to recruit and retain membership from more than one Tri-College Institution must complete the following guidelines and procedures as well as the recognition procedures on each campus:

DEFINITIONS

Dual-College Organization – a student organization that has been recognized by two of the Tri-College institutions.

Tri-College Organization – a student organization that has been recognized by all of the Tri-College institutions.

Tri-College Institutions – Concordia College, Minnesota State University Moorhead, and North Dakota State University

GUIDELINES

- Membership in Tri-College organizations is open to full or part-time currently enrolled NDSU and MSUM students, and full-time Concordia College students. All student organizations must comply with membership guidelines at their respective institutions.
- There must be at least one officer or contact person from each member campus. Officers must meet eligibility requirements of their respective institutions.
- Each student organization must have an advisor from each of their respective institutions. All student organization advisors must comply with advisor guidelines at their respective institutions.
- If recognition is obtained at two or three institutions, “Dual-College” or “Tri-College” may be included in the organization’s name for promotional purposes.
- The organization’s mission must be consistent with each participating institution’s educational mission. The organization needs to comply with the policies and procedures of each respective institution.
- If recognition is revoked on any of the campuses, the organization's “Dual-College” or “Tri-College” status automatically changes in accordance with these guidelines.
- Upon recognition, all Dual-College / Tri-College organizations assume responsibility for being familiar with and adhering to all organization regulations and policies of all member campuses. Copies of responsibilities and policies related to student organizations and codes of conduct are available at the offices specified in #1 below. Alleged policy or code violations will be subject to student conduct code according to each institution's established procedures.
- Inter/Nationally affiliated organizations must uphold the policies and procedures of their inter/national organizations in addition to institutional policies and procedures. In case of a conflict of policies, institutional policies supercede those of the inter/national organization. Social Fraternities and Sororities are chartered with a

single institution and therefore are ineligible for Dual-College / Tri-College recognition.

- Dual-College / Tri-College organizations are responsible for adhering to funding policies at each member campus. For more information, contact the offices listed in #1 below.

PROCEDURES

1. Dual-College / Tri-College organization registration occurs simultaneously with each respective institutions online registration process. Questions concerning the recognition or registration process should be directed to the office specified below.

Concordia College: Office of Student Leadership & Service, 2nd Floor Campus Center, 218-299-4267

Minnesota State University Moorhead: Office of Student Activities, CMU 229, 218-477-2790

North Dakota State University: Student Activities Office, Memorial Union, Room 120, 701-231-7787

2. The organization is responsible for obtaining all pertinent policy information from each individual institution at the offices listed in #1 above. Examples include, but are not limited to:

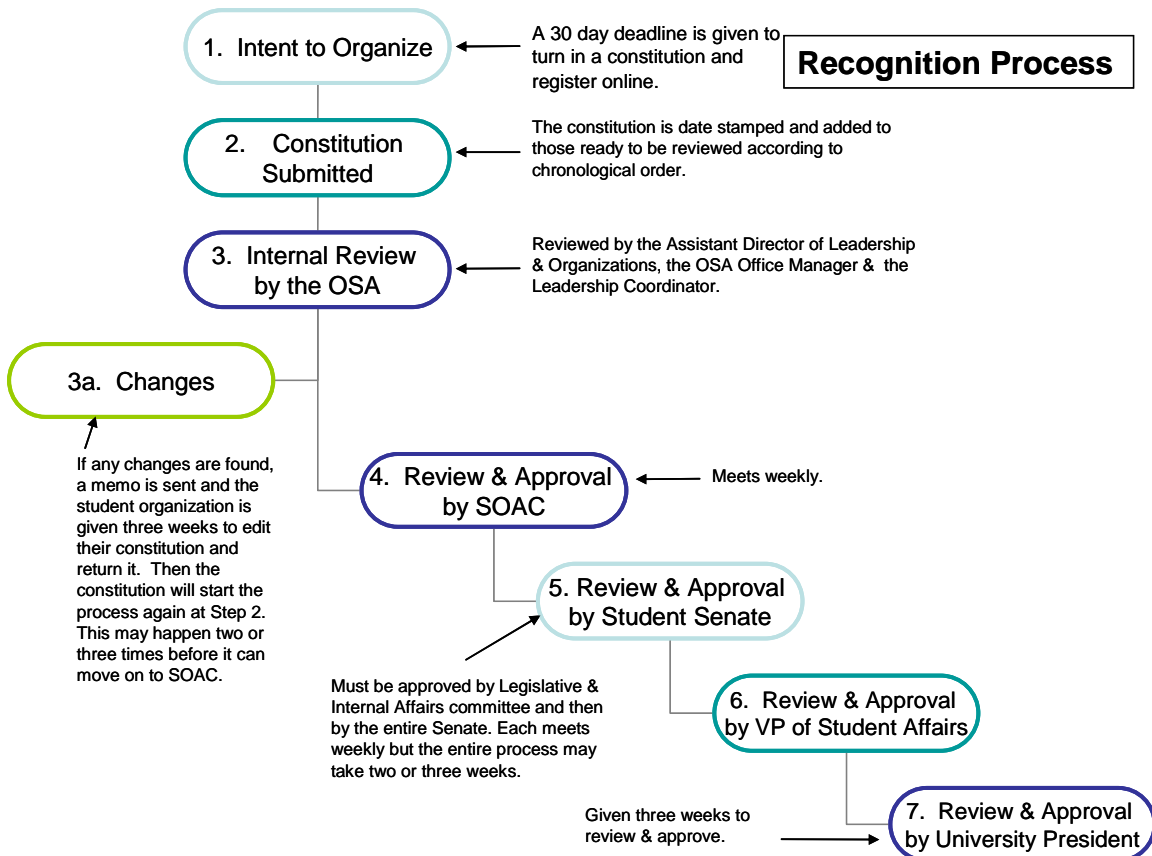
Concordia College: Student Rights & Responsibilities Document, Student Organization Handbook

Minnesota State University Moorhead: Student Organization Handbook, Student Conduct Code

North Dakota State University: Rights and Responsibilities of Community: A Code of Student Behavior

3. Dual-College/Tri-College student organization constitutions must be updated and resubmitted in accordance to their respective institution guidelines. For approval, the constitution must be consistent with guidelines at each campus where recognition is sought, and be formally approved at each participating institution.
4. Student organization records will be shared at the end of each institution's registration and recognition process. Staff at the offices listed above will be responsible for communicating Dual-College/Tri-College student organization information.

MSUM STUDENT ORGANIZATION RECOGNITION PROCESS



WRITING A CONSTITUTION

A good constitution contains the basics of how your organization will function. A constitution is the foundation upon which the organization will grow, mature, and perpetuate itself. It is designed to reduce internal conflict, to establish the organization's mission and goals, and to protect the rights of all members and students of the University.

The areas that must be included in your constitution are contained in the sample constitution found at www.mnstate.edu/osa. Should you need assistance with the writing of your constitution, please contact the Office of Student Activities, CMU 229.

If your organization is affiliated with another local, state, or national organization, a copy of that organization's constitution must also be provided. Nationally affiliated organizations must uphold the policies and procedures of their national organization in addition to Minnesota State University Moorhead policy.

SUBMITTING THE CONSTITUTION TO THE STUDENT ORGANIZATION ADVISORY COMMITTEE

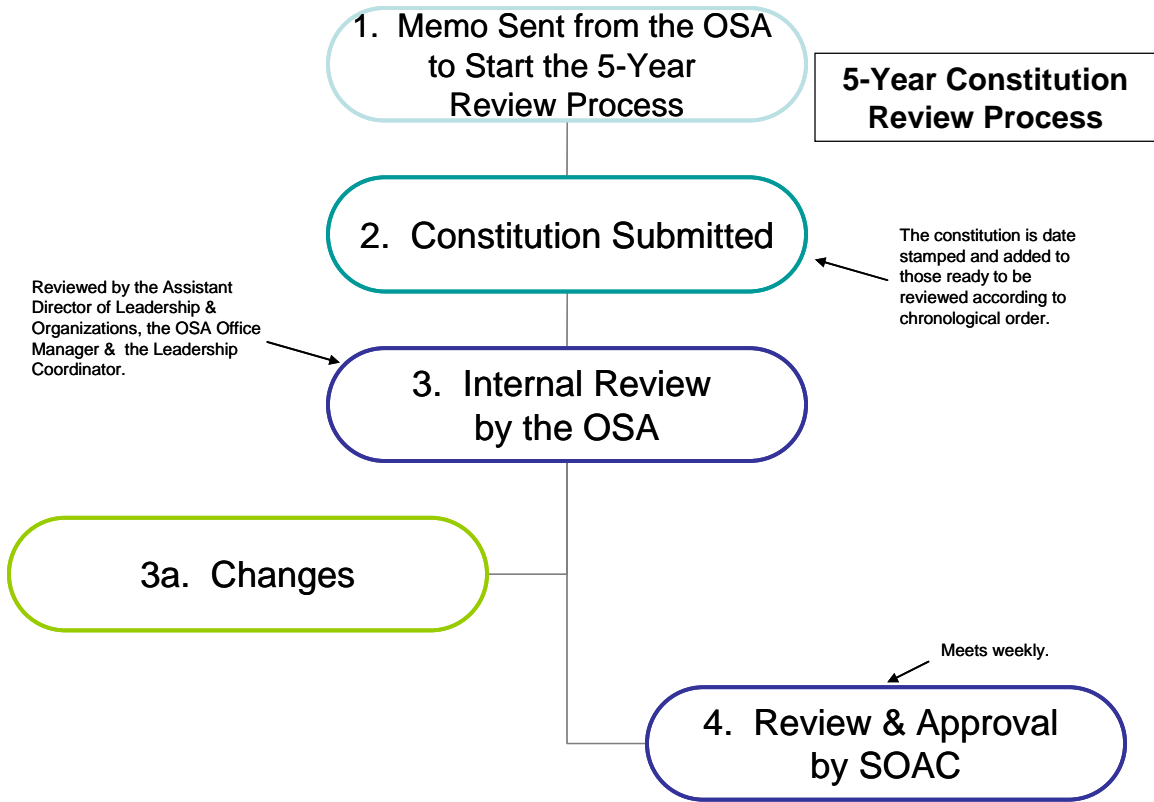
After completing or revising the constitution, your organization must approve it. Then, you are ready to submit it to the Office of Student Activities for review. **Three copies** of your completed constitution should be submitted to the Office of Student Activities or mailed to MSUM Box 78. Once the Office of Student Activities has reviewed your constitution, it will be taken to SOAC (Student Organization Advisory Committee) for review and approval, according to University guidelines. Once SOAC approves your constitution, a liaison will submit it to the Student Senate for approval. The University President will give final approval.

The Office of Student Activities will review your constitution in a timely manner. If changes need to be made, the Office of Student Activities Office Manager will return it to you at that time. Your organization will then have three weeks to return the revised constitution to the Office of Student Activities. A few questions to ask before submitting the final draft:

- Does the order follow the sample constitution?
- Have you included a national constitution, if appropriate?
- Have you selected an MSUM faculty or staff advisor?

Once the SOAC approves your constitution, a liaison will submit it to Student Senate for approval. The liaison will then submit the constitution to the University President for final approval. The entire process can be completed within a few months. The Office of Student Activities Office Manager will keep you informed throughout the process.

MSUM STUDENT ORGANIZATION 5 YEAR REVISIONS



THIS PAGE FOR SEPARATOR

DEFINITION OF STUDENT ACTIVITIES

"Student Activities means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and the community in which they live; athletic activities including intercollegiate contest; forensics, dramatics, and such other activities of a nature that in the opinion of the Board contribute to the educational, cultural, or physical well being of the student body."(M.S. 2001, Chapter 136F, Subdivision 5.)

COMPREHENSIVE STUDENT FEE FY2009

All students enrolled for regular instruction are assessed a mandatory comprehensive fee at a rate of \$25.82 per credit hour up to 12 credits per semester plus \$.43 per credit for the Minnesota State University Student Association (MSUSA) fee. In addition, all students will pay a \$3 per semester Environmental Fee, a \$80 per semester Wellness Center Fee, and a \$60.00 per semester Health Center Fee.

Fee assessments are required by MSUSA to defray costs of maintaining such essential university services as student union operation and debt retirement, health services, co-curricular programs or activities and computer labs.

Comprehensive fees are required for all campus-based courses, including student teaching, internships and other instructions that may not be located on the MSUM campus. The comprehensive student fee is the only fee all students pay. In a few cases, laboratory and studio courses require supply fees, but these courses are few and the costs minimal.

MSUSA fee assessment is required to be collected on the first 12 credits per semester a student takes at any state university. The current charge is \$.43 per credit hour. The funds collected are used to support MSUSA.

WHERE DO MY FEES GO? Fall 2008-Spring 2009

SABC Activity.....	\$4.07
Athletic.....	\$4.35
Student Union Comprehensive Fee.....	\$9.08
Event.....	\$1.00
MSUSA.....	\$0.43
Activity Fee Reserve.....	\$0.39
<u>Technology Fee.....</u>	<u>\$6.50</u>
Total per credit.....	\$25.82

Additional per semester fees:

Environmental Fee.....	\$3.00
Hendrix Health Center Fee.....	\$60.00
<u>Wellness Center Fee.....</u>	<u>\$80.00</u>
Total per semester.....	\$143.00

WHAT ARE THE FEES USED FOR?

SABC Activity Fees - Used to support various student organizations on campus and overseen by the Student Activity Budget Committee which as student representation.

Athletics Activity Fees - To fund intercollegiate athletic teams of the NCAA.

Hendrix Health Services Activity Fees - For funding of services provided by Hendrix Health Center.

Event Fees - A fee charged to the students to eliminate gate admission for students to home athletic events and student-performed dramatic events.

Student Union Facility Debt Fees – To payoff the State Bonds issued for building the Comstock Memorial Union.

Student Union Facility Debt Fees - Used to fund in part the Comstock Memorial Union operating expenses. It is overseen by the CUC, Comstock Union Committee, which has student representation.

Reserve – This fund is used to preserve the guarantee of the budgeted amounts in the other areas in case of a drop in enrollment. This fund also provides funding for the Activities Business Manager position (salary and operating expenses).

MSUSA- Minnesota State University Student Association, Inc. is the officially recognized statewide student association for state university students and the fee is collected and credited to the association's account and spent as determined by that association. The fee amount is set by MSUSA.

Technology Fee - To purchase computers and supplies and fund student employees and staff for the campus computer labs. A committee with student representation oversees this fee.

Sustainable Campus Initiative - \$3 per semester Green Campus Fee to be paid by each enrolled student. The fee would be assessed on the first credit each semester and only on that credit. The revenue is deposited in the University Green Campus committee account. Plans shall be generated by the committee to create a sustainable campus and promote environmental programs on campus.

Wellness Center - \$80 per student per semester (fall and spring). This fee will be used to fund the Wellness Center.

STUDENT ACTIVITY FUNDING POLICY

Any recognized student organization may request budget funding from the Student Activity Budget Committee (SABC). The forms are available at the Office of Student Activities or online at www.mnstate.edu/osa. You may also contact the SABC Chair at 477-2120.

ACCOUNT INFORMATION

ON-CAMPUS

All organizations with an on-campus account (Agency or Student Activity) will receive a campus account number. This number can be used to charge a variety of goods and services at the MSUM Bookstore, Printing Services, Post Office and at CMU Service Areas. You may also charge office supplies at the Central Store, located in the basement of MacLean Hall in room B2. MSUM requires authorization from an MSUM student organization advisor for all purchases through your on-campus account.

TYPES OF ACCOUNTS:

Student Agency Account: A "Student Agency Account" is held at the MSUM Business Office, Owens Hall. This account is for holding non-activity fee funds until needed by the organization. Call 477-2503 for more information or to sign up for a Student Agency Account.

Student Activity Account. A "Student Activity Account" is for organizations receiving funding from SABC and is available through the Activities Business Manager. All organizations receiving SABC funding must maintain a Student Activity Account. Call 477-2486 for more information.

Off-Campus Account Policy

Student organizations are not allowed to have an off-campus account at a local bank or credit union. Student organizations which receive an activity fee allocation will have an activity account assigned to them. Student organizations may open a Student Agency Account through the MSUM Business Office.

If a student organization would like to appeal this policy, they must submit a written appeal to the Assistant Director of Leadership and Organizations for review. The appeal will be reviewed by the Assistant Director of Leadership and Organizations and the Student Activity Budget Committee.

All student organizations granted appeals to this policy are required to repeat the appeal process every five years. This process ensures that accounts off campus are still active and still qualify for an appeal.

Student organizations whose appeal is denied by the Student Activity Budget Committee may appeal the decision to the Vice President of Student Affairs, and the University President. In all cases, the initial appeal should be addressed to the level immediately

above that involved in the action which gave rise to the grievance. Appeals are to be in writing and given necessary time to go through the appropriate process.

Organizations violating University policies are subject to probation or revocation of recognition, or other disciplinary action determined by the Assistant Director of Leadership and Organizations. In the event a violation occurs, a hearing will be held by the Student Organization Advisory Committee with all parties involved to determine the appropriate action and make a recommendation to the Assistant Director of Leadership and Organizations.

STUDENT ACTIVITY BUDGET COMMITTEE (SABC)

STUDENT ACTIVITY BUDGET COMMITTEE POLICIES AND PROCEDURES

DEFINITION OF STUDENT ACTIVITIES

"Student Activities means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and the community in which they live; athletic activities including intercollegiate contest; forensics, dramatics, and such other activities of a nature that in the opinion of the Board contribute to the educational, cultural, or physical well being of the student body."(M.S. 2001, Chapter 136F, Subdivision 5.)

PURPOSE OF STUDENT ACTIVITY BUDGET COMMITTEE

Each state university is authorized by the Minnesota State Colleges and Universities (MnSCU) Board to collect an activity and facility fee to be used in providing direct types of programs. As of Fall 2007, students enrolled for up to 12 credits are assessed a fee of \$24.41 per credit. Plus, a per semester fee of \$138.00 on the first credit. Of each \$24.41 collected, the Student Activity Budget Committee receives approximately 16%, or \$3.91 per credit to fund activities that satisfy established criteria. Activity fee rates are subject to change annually.

Recommendations for the allocation of Student Activity monies are made by the Student Activity Budget Committee (SABC). SABC receives requests, conducts hearings and makes recommendations to the Student Senate and the President of the University for the allocation of Student Activity monies for final approval.

As part of the annual activity account allocation process, SABC sends its recommendations to the Student Senate. If there is any disagreement between the two groups, the President of the Senate directs the Vice President of the Senate to inform the SABC chair, and, if the differences are not resolved, the SABC Chair and the Vice President for the Senate will inform the President of the University of the Committee's recommendations along with an indication of the area of disagreement.

STUDENT ACTIVITY BUDGET COMMITTEE MEMBERSHIP

There are twelve voting members and three ex-officio non-voting members. SABC members are appointed by Student Senate. The Committee shall not meet unless there is a quorum of five students who are voting members of the committee. The composition of the committee is as follows:

Administrators	Students	Ex-officio (non-voting)
Student Activity Budget Committee Chair	Student Senate President	Student Senate Vice President
Student Affairs Vice President	Student Senate Treasurer	University Business Manager
Administrative Affairs Vice President	6 students recommended by Student Senate through Senate's Committee on Committees.	Activities Business Manager
MSUAASF Representative		

STUDENT ACTIVITY BUDGET COMMITTEE FUNDING CRITERIA

In order that the Student Activity Budget Committee may effectively implement MnSCU requirements with the limited funds available, and that activities and organizations may make reasonable requests for these limited funds, the SABC will assess the degree to which the activity/organization has made a significant contribution to the activities program for students, using the following criteria:

- **Uniqueness**
Any student activity/organization whose purpose is to provide a unique service or activity to a substantial number of students and cannot be properly and adequately funded in total from other sources (for example, Continuing Education, Department Funds, dues) may be eligible for Student Activity funds.
- **Consistency**
The funds requested must be consistent and congruent with the stated purpose of the activity/organization.
- **Nature and Scope**
The nature and scope of the activity/organization shall be to provide direct involvement of and direct benefits to a substantial number of students. Secondary consideration will be given to any indirect benefits received by the university as a whole or received by the surrounding community.
- **Membership**
The activity/organization membership must be open and available to all members of the student community. Attendance at functions and meetings of SABC-funded activities/organizations shall be open to all members of the student community and be publicized as such.
- **Responsible Management and Past Performance**
Continued eligibility for funding shall be based upon the responsible and correct administration of previously allocated Student Activity Funds including but not limited to whether the funds have been directed toward programs sanctioned by the SABC and whether the activity/organization is managed effectively.

- **Opening New Accounts**

New programs requesting funds must submit substantial evidence that the activity/organization will make a significant long-term contribution to a substantial number of students.

- a. See the Academic Reserve Fund Policies and Procedures portion of this document for information on requesting funds for one-time projects or travel that are academic or co-curricular in nature.
- b. New requests for an annual budget should be submitted in the annual budget request forms, which are available from the Office of Student Activities, the Activities Business Manager, the SABC Chairperson, or the SABC website (www.mnstate.edu/osa).

- **Exceptions and Constraints**

The SABC recognizes that under extraordinary circumstances there may be a legitimate request that will not conform to the preceding statements, however, decisions under usual circumstances will be dictated by the fact that funds are not available for all requests.

STUDENT ACTIVITY BUDGET COMMITTEE FUNDING ADMINISTRATION

In order to assist in the development of equitable and consistent decision-making, the SABC adheres to the following:

1. Budget Submission

Budgets shall be submitted on the standardized form (forwarded to each account advisor and placed in student organization mailboxes). Anticipated expenditures shall be itemized as requested in advance, and rationale and justification for specific items shall be available to the committee during allocation hearings. Appearance before the committee shall be made if SABC requires additional information not provided on the completed forms. Budget forms are available from the Office of Student Activities, the SABC Chairperson, the Activities Business Manager, or the SABC website (www.mnstate.edu/osa). All budgets must be submitted on time. Student organizations will receive budget submission information, packets and deadline dates during the Annual Fall Student Organization Assembly, a mandatory meeting for all pending and recognized student organizations.

2. Meal and Lodging Allowance

Budget requests for funding to cover expenditures involving meals and lodging shall not exceed the following per person per day when possible: breakfast, \$5.00; lunch, \$6.00; dinner, \$8.00; lodging, \$17.50. Any amount above the allowance may be considered on a case-by-case basis.

3. Salaries

Requests for funds to pay salaries or other types of personal compensation for services connected with student activities must be itemized in budget requests. The appropriation of such monies may be made only after prior approval of the specific expenditure by the SABC.

4. Conferences, Conventions, Workshops

Monies for conferences, conventions, and workshops should be itemized with the budget request insofar as can be determined by the time of submission of the budget. A copy of the conference schedule shall be submitted with budget request or documentation that specifies the beginning and end time of conference, conference registration fee, and any meals included in conference registration fee.

5. Resolution of Budget for Final Approval

In those situations where the committee allocation is different from the budget request, the activity/organization will be given an opportunity to resubmit an itemized budget. Should no resubmission be forthcoming, the Activities Business Manager will adjust the line-item distribution consistent with expenditure history and the relevant budget request.

6. Overspending

- a.** It is always possible that funding received from the SABC will not prove adequate to an organization or activity's needs. If this happens, organizations or activities will need to make program cuts, unless SABC is persuaded **in advance** to supplement funds.
- b.** Debts that cannot be covered by the budgeted funds cannot be incurred. If such debts are incurred and the University has to make good on them, then the University will take action to recover the money from whomever is responsible, including, but not limited to, account advisors and organization officers.
- c.** Any receipts that come to a SABC-supported activity must be reported, on receipt, to the SABC.
- d.** Because SABC allocations are by statutory definition state funds, they must be spent for the purposes for which they are allocated. The SABC must be asked for prior approval of changes in the approved pattern of expenditure.
- e.** If an SABC funded organization expended more than their allocation amount the previous fiscal year, the SABC may ask for periodic reports from the organization or activity. Such a report will show how much money has been assigned in each category, how much remains in each category, and the need for further expenditure in each category.
- f.** No further expenditures will be authorized from activity accounts whose advisors have during the fiscal year spent or encumbered an amount which exceeds the original fiscal year allocation combined with any positive carry forward, income earned, or supplements(s) approved during the current year.

STUDENT ACTIVITY BUDGET COMMITTEE INCOME POLICY

The following policies and procedures affect all income earned by accounts funded by student activity fees:

1. Ticket Prices and Fees

SABC encourages reduced student ticket prices for activity fee supported events. Student ticket prices will be taken into account when forming SABC allocations.

2. Spending Income

- a. Expenditures for equipment that costs more than \$500 and was not in the original allocated budget must be approved by the SABC.
- b. Expenditures of the organization must complement the purpose of the activity/organization.
- c. Organizations will be allowed to spend the base allocated amount and any income generated throughout the year.

3. Income Estimate

Organizations will develop an income estimate for the SABC when they apply for funding in the Fall. This will be used as a tool in the decision-making process.

4. Income Carry Forward

Any money left in the account at the end of the fiscal year may be carried forward to the next fiscal year. See also SABC Carry Forward Policy.

5. Deposits

Organizations may bring funds to be deposited to the Office of Student Activities or the MSUM Business Office.

- a. All revenue funds must be deposited within two working days of receiving the income.

SABC CARRY FORWARD POLICY

Organizations and activities that receive SABC funding may have unspent dollars carried forward into the next fiscal year. Carry forward dollars may be spent upon prior approval from SABC and must be spent in accordance with the organization/activity's purpose. Requests for carry forward dollars may be made to the Activities Business Manager or SABC Chairperson who will then bring the request to SABC.

Organizations will only have access to carry forward dollars for one fiscal year after the dollars were accrued. Any carry forward dollars left in the organization/activity's account for more than one fiscal year will revert back to the SABC general fund. Should an organization/activity wish to carry forward dollars for successive fiscal years, they must first receive approval from SABC and inform the committee on what the intended plan is for spending the accumulated carry forward amount.

SABC TRAVEL POLICY

Requests for travel may include expenses for transportation, meals, lodging, registration/entrance fees, and related travel expenses. SABC recognizes that travel is essential for some groups but **encourages economizing in any manner possible**, restricting the number of individuals traveling, and using the least costly form of transportation.

Official permission to be in travel status must be made by completing the Student Activities Travel Approval/Advance Request Form (available in the Office of Student

Activities) and submitting the properly completed form to the appropriate advisor. Include a list of staff persons traveling.

The request shall be forwarded to the appropriate Advisor, Academic Dean (if classes are being missed), and Vice President for signatures. Advance checks can only be processed after the request has been completed and submitted to the Activities Business Manager.

It is also necessary to contact the University's Motor Pool and reserve any vehicle(s) needed for travel. MSUM's administrative policy states that state vehicle usage is not permitted on trips greater than 500 miles one-way. In practice, this means that almost any location in Minnesota, North Dakota, or South Dakota meets this criterion, as well as close-to-the border towns in Wisconsin. Exceptions to this policy are routinely made for athletic teams or forensic teams accompanied by a staff coach, where trips of up to 1,200 miles are generally acceptable. Authorized drivers are MSUM faculty and staff; MSUM students accompanied by MSUM faculty or staff; and MSUM students who have been granted permission by the University Administration. Appeals of this policy may be made directly to the Vice President for Administrative Affairs.

The Travel Request form should be completed **at least three weeks prior to travel** to allow enough time for University personnel to process the request. Any deviation from University policy or any discrepancy may delay the processing.

OBTAINING APPROVAL FOR TRAVEL

Prior to making commitment (such as non-refundable airline tickets or advance registration) for expenditures from activity funds, each person or groups of persons traveling must have an approved Student Activities Travel Approval/Advance Request Form. **COMMITMENTS MADE PRIOR TO OBTAINING FINAL APPROVAL WILL NOT BE THE RESPONSIBILITY OF MSUM.**

Before the Activities Business Manager approves a travel request, he/she **must** determine that adequate funds exist in the activity account.

REQUESTING FUNDS FOR ACTIVITIES

Upon determination that a particular activity account is able to assume all or a portion of the cost of travel, the account number and the maximum allowed from that account must be indicated on the required travel request form. In the event that more than one University account will be assuming the cost of travel, all accounts and the maximum allowances from each must be indicated. (In the event that a trip shall be paid in part from a University M&E account, please consult with the Business Office on paperwork to be completed.)

TRAVEL ADVANCE

In the event that an advance of funds is needed before travel, the "To be advanced" column must be filled in for only those items that must be paid for in cash while traveling. Purchase orders may be obtained from the Activities Business Manager in the

Office of Student Activities, 477-2486, in order to secure commercial transportation services, lodging for the trip, and/or pay for registration fees in advance. The purchase order number(s) should be indicated on the travel request where applicable and indicated to the providers of the services for billing.

Advances will not be given until the Travel Request has been approved, and amounts are limited to the maximum approved from the account as indicated on the Travel Request. Any questions should be directed to the Activities Business Manager.

EXPENSE ALLOWANCES

1. Food

Students are allowed a maximum of \$19 per person per day, when paid from student activities. **Activity-related travel meal allowances are meant to assist in providing meals and are not intended to pay total costs.** The maximum allowance for payment from Student Activities accounts are as follows:

Breakfast	\$5.00
Lunch	\$6.00
Dinner	\$8.00

The breakfast meal is allowed when travel begins before the University's food service is operating. The dinner meal shall be allowed when the travel extends past the time the food service is in operation. Meals are allowed when a traveler is more than 35 miles from MSUM. See **Local Meal Policy** for exceptions.

Payment or reimbursement for the above maximum allowances shall be at the discretion of the budget supervisor.

2. Lodging

Students are allowed a maximum of \$17.50 per person per day for lodging, when paid from student activities. Any amount over the allowance may be considered on a case-by-case basis. Whenever possible, groups should secure lodging through other universities' residence halls, host agencies, or other means that keep lodging costs to a minimum. The use of rollaway beds is advised, except where impossible because of male-female ratio or group size.

Three quotes should be obtained, with the lowest bidder providing the lodging. Any cost associated with transportation between the site of participation and lodging should be considered in securing the lowest total cost.

3. Transportation

The mode of transportation must be the least costly form available. The cost for use of state-owned vehicles will be included in the total cost of a trip. Please note state vehicle use restrictions in the **SABC Travel Policy**. If applicable, reservations must be made with the Motor Pool, and the account number to be charged should be indicated at that time. An automatic chargeback to the account will be made for use of state vehicles. Please visit www.mnstate.edu/physical for current chargeback rates.

Common carrier travel will be allowed only when it can be demonstrated that it will result in a more cost efficient trip or when an outside agency guarantees reimbursement.

If the cost exceeds \$500, transportation service provided by private carriers may be charged on an activity purchase order with authorized approval and three price quotes. The purchase order is then submitted to the Activities Business Manager. Any invoices should be attached to the purchase order if received from the private carriers or mailed to the Activities Business Manager when billed directly to MSUM. Notation of the purchase order number obtained for the common carrier travel should be made on the travel request form.

REGISTRATION AND ENTRY FEES

The cost of registration/entry fees shall be indicated on the Travel Request. Meals included in the registration fee must be clearly indicated as such on the Travel Request form.

If registration fee must be paid prior to attending an event, both the Purchase Order approving payment of that registration fee and the supporting invoice or registration form must be approved by the appropriate advisor/administrator and forwarded to the Activities Business Manager.

RESOLUTION OF TRAVEL/SETTLEMENT OF ADVANCES

When travel has ended, actual expenses are itemized on the bottom portion of the travel request form. The amount of reimbursement will be limited to the maximum amount approved on the travel request unless a written memo approved by the appropriate Dean or Vice President is attached. Original receipts must be attached to the yellow copy of the request form for the following:

- Lodging
- Meals
- Registration/Entry Fees
- Commercial Transportation
- Car Rental
- Miscellaneous legitimate expenses

A list of all persons actually traveling must be included with the settlement.

If a travel advance was received, the itemization of actual expenses paid from advanced dollars must be indicated and the applicable receipts attached.

If cash is given to students or staff for meals, signatures must be obtained and the amount given to each indicated. The amounts and signatures can easily be added to the required list of actual persons who traveled.

If total expenses exceed the advance amount, the supervisor must approve additional payment by initialing next to the excess amount on the Final Travel Settlement area of the travel form in order for this additional amount to be paid.

Any unused amount from the advance must be hand-delivered to the Activities Business Manager with the itemized actual expense statement. **Do not send cash through intra-campus mail.**

ADVANCE SETTLEMENT MUST BE SENT TO THE OFFICE OF STUDENT ACTIVITIES WITHIN 10 WORKING DAYS, OR NO FURTHER ADVANCES WILL BE ALLOWED.

Advances for employees not settled within 30 days may initiate the holding of the employee's next payroll check until resolved.

LOCAL MEAL POLICY

The payment or reimbursement for meals purchased locally, at the University's food service or otherwise, is generally not allowed within a 35-mile radius of MSUM.

(This is Minnesota Department of Finance Travel policy, as well as an Internal Revenue Service regulation, and is normally allowed only when lodging expenses are incurred.)

An exception to the above is if students are participating in their program's activities within this 35-mile radius (such as at NDSU or Concordia) during the normal mealtime, and the group cannot feasibly return to the campus for meals. However, if the group returns to campus in enough time to allow for dining at food service, **NO** participant or coach/advisor/director will have that meal paid for from student activity funds. If scheduling of an event does not allow for a meal while participating, and that event concludes after the closing of the campus food service, the missed meal may be purchased for participants and staff.

Pre-season and semester-break meals may be allowed for student groups or teams who must be at practice or training when college classes are not being held. **Meals are not allowed for any staff or faculty members in a bargaining unit (IFO, MAPE, Middle Management, Council 6, MSUAASF, etc.) during pre-season and semester-breaks. These meals must be paid for from personal funds.**

If non-recurring special events held locally require the purchase of food or the services of a caterer, such food or catering service may be allowed. Any payment or reimbursement from activity accounts will be limited to the maximum rate for student meals (\$5.00 for breakfast, \$6.00 for lunch, and \$8.00 for dinner) per person.

ACADEMIC RESERVE FUND POLICY AND PROCEDURES

Only groups not otherwise funded by SABC are eligible to apply for Academic Reserve funding. Some priority will be given to organizations that have not received Academic Reserve funding in the recent past.

Normally, only fully recognized student organizations are eligible to apply for funding and applications must include a signed letter of support from the organization advisor. Others must have a written request approved by the sponsoring department chairperson.

Funding needs expressed on an estimated budget must be approved by the organization advisor or sponsoring department's chairperson prior to the event. Actual expenses must be submitted no later than 10 days after the event.

Groups requesting funding must be able to pay for some of their own expenses. SABC will only consider funding up to 50% of actual expenses. Transportation must be at the most economical rate possible.

SABC allocated dollars may only be used by enrolled MSUM students in a manner consistent with all established criteria and policies.

Academic Reserve requests should be directed in memo form to the SABC chairperson or the Activities Business Manager. The following information should be included in the request:

- An explanation of need for funding. A copy of the conference schedule shall be submitted with budget request or documentation that specifies the beginning and end time of conference, conference registration fee, and any meals included in conference registration fee.
- The date of travel or project.
- The benefits to the students, department or university in general.
- The number of students and their classification.
- A complete estimation of the total costs for the travel or project.
- The anticipated funding from all sources including the amount requested from SABC.
- The contact person, with address and phone.
- The approval of the advisor or department chair.

POST-SEASON RESERVE POLICY AND PROCEDURES

This policy is to provide maximum opportunity for MSUM students and/or teams to participate in post-season activity in the most economical way possible.

1. Policy

- a. Meal expenses are not to exceed \$19 per person per day and follow the same rules as those that apply to regular season travel. Whenever possible, groups should secure lodging costs to a minimum. The use of rollaway beds is advised, unless impossible because of male/female ratio or group size. Three quotes must be obtained with the lowest providing the lodging. Any cost associated with transportation between the site of participation and lodging should also be considered in securing the lowest cost.
- b. Transportation must be at the most economical rate possible.
- c. Entry fees may be paid from these funds.
- d. Funding will be from the post-season activity reserve account, up to the allowed amount for the current fiscal year. There will be no carry-forward of the balance.
- e. Conference tournaments and district competition are to be funded through the regular season's student activity budget. Expenses for participation beyond these levels shall be funded from Post-Season Reserve.

- f. Individuals who qualify through national guidelines may participate without team qualification, and approved expenses will be funded from Post-Season Reserve.
- g. Individuals or organizations requesting post-season funding must provide detail of the qualifying process used in establishing post-season participation.

2. Procedures

- a. At the first indication that a team or an individual **may** be qualifying for national competition, the advisor should submit the following to the appropriate director/department chair:
 - 1. Anticipated number of individuals traveling. **Clearly indicate the number of participants, advisors, and other personnel.**
 - 2. Justification for selection of individuals traveling.
 - 3. Tournament name.
 - 4. Tournament location.
 - 5. Competition date or dates.
 - 6. Requested form of travel and cost: least expensive (Option 1).
 - 7. Cost of next least expensive form of travel (Option 2).
 - 8. Estimated food and lodging expense per day with justification for any extra days taken in reaching or returning from the tournament site.
 - 9. Entry fees.
 - 10. Any other costs anticipated, **itemized and justified.**
 - 11. Date when determination of eligibility will be known.
 - 12. Date when the response to the request is needed. Forms may be obtained from the Office of Student Activities.
- b. **Other**

The department chair will review the advisor's/director's request. The request shall be forwarded to the SABC Chair for inclusion on the SABC meeting agenda. If the request is found to be consistent with Post-Season Policy, recommendation for approval shall be forwarded to the President. If not possible to gather a quorum due to time constraints, the SABC Chair, the VP for Student Affairs and the VP for Administrative Affairs shall confer. If the request is found to be consistent with Post-Season Policy, a recommendation for approval shall be forwarded to the President.
- c. All purchase orders or travel forms requesting payment from the Post-Season Reserves shall be forwarded to the SABC Account Advisor.
 - **Note:** All requests for travel/travel advances must be submitted on the usual Student Activities Travel request form, as is done with all other activities travel. Any deviations from the approved expense allowances noted on the Post-Season Competition Request for Funding form will be discussed with the Business Manager, SABC Chair, and/or the Vice President for Student Affairs.
- d. The Activities Business Manager shall periodically report on the status of the Post Season account for SABC's information.

SABC LOAN POLICY

The SABC may make available on request monies to an organization in the form of a loan not to exceed \$500 if: 1) the estimated active reserve account exceeds \$500, and 2) the organization or activity can demonstrate need and the ability to repay monies.

Monies must be repaid within one semester. If monies are not repaid within this period, the following shall apply:

1. Failure to repay within 1 semester will result in no further loans for a period of 1 year from the date of repayment.
2. Failure to repay within 2 semesters or longer will result in no further loans and the possible loss of recognized status.

Individuals providing services for the University (consulting, lectures, sports officials, doctors, etc.) must complete a contract **BEFORE** coming to the campus. Please contact the Purchasing Department or the Activities Business Manager with any questions regarding the completion of the proper contract form.

Activities purchase orders should be obtained from the Activities Business Manager for purchases of merchandise, supplies, repairs and so on. Three telephone quotes are required for printing, supplies, and equipment orders over \$500. Written bids must be obtained for orders over \$1,000. The Activities Business Manager can provide assistance with obtaining written bids. Any repairs estimated at over \$500 should be reported to the Activities Business Manager **BEFORE** commitment of funds from Student Activities.

UNIVERSITY FUNDRAISING POLICY

Any fundraising project must be outlined and submitted to the Alumni Foundation three months prior to the project's starting date. Outlines should include:

- Basic purpose of project
- Type of solicitation to be used
- Who will be responsible for soliciting
- Project's estimated timetable
- Expected donor base to be selected (people or organizations you wish to solicit)

Departments/organizations are expected to submit a complete list of solicitation results after project completion.

University policy was formed to assist all campus departments/organizations and is not meant as a deterrent to individual departmental and organizational fundraising.

TICKET AND MERCHANDISE SALES

Pre-numbered tickets and change-funds for events held by SABC funded activities or organizations must be obtained from the Business Office Accounting Officer. These must be requested at least 2 weeks prior to the event.

At least 2 individuals within the activity or organization shall be responsible for counting cash and signing a ticket audit. This audit is to be returned to the Business Office with the change-fund and all unused tickets within 3 working days of the event's completion. All sales will be deposited in the activity account. Under no circumstances are any event expenses to be paid directly from sales. All expenses must be paid appropriately by submitting completed purchase orders or contracts and the applicable receipts or invoices to the Activities Business Manager.

If merchandise (such as novelty items or clothing) is sold as a fundraiser, an inventory of all merchandise must be completed before the sale. After the sale, a report of items sold must be submitted with the inventory before deposit in the account will be allowed. (See also, Income Policy, 1. Ticket Prices and Fees.)

RELEVANT MINNESOTA STATE COLLEGES AND UNIVERSITIES BOARD POLICIES AND PROCEDURES

Minnesota State Colleges and Universities (MnSCU) Board policies and procedures are the rules governing decisions made by the SABC. Among those policies are the following areas of concern:

MNSCU BOARD PROCEDURE 5.11.1, PART 2, SUBPART B. STUDENT LIFE

- a. Student Life/Activity Fee
 1. Colleges and universities may establish a policy to charge a fee for student life activities as defined by MS 136F, Subd.5.
 2. The amount shall not exceed a maximum established by the Board.
 3. Campus Programming and budgeting processes for the use of these funds shall be governed by Board Policy 2.8, Student Life.

MNSCU BOARD POLICY 2.8, PART 2. STUDENT LIFE COMMITTEE

Subpart A. Establishment and membership. Each College or university shall establish a student life/activity committee(s). The campus student association may serve in this capacity. Not more than one-third of the voting committee members shall be non-students.

Subpart B. Committee responsibility. The student life/activity fee committee shall develop and monitor all budgets and expenditures funded by the student life/activities fee within the guidelines of system and college or university policies and procedures. The committee(s) shall annually recommend the amount of the fee in the ensuing year, recommend the allocation of revenues, and propose policies and procedures for administering the student life/activities budget. The committee(s) shall present the student life/activities budget, including the amount and procedure for the collection of fees and allocation of revenues, to the student senate for review and recommendation to the college or university president for approval. Compensation for student leaders shall be recommended by the committee(s) and may include tuition waivers and stipends

funded by the student activity fee. The president of that college or university shall approve, reject, or modify the fee and budget, and authorize the college of a student life/activity fee at that campus. The committee(s) shall be consulted on any modification to their recommendations prior to implementation. The committee may agree to provide funds for its support.

Subpart C. Budget preparation. A schedule shall be established jointly to insure that the budget plan for student life/activity will be presented for action in the spring. At the beginning of the annual budget preparation process the college or university administration shall provide the committee with a copy of the previous year's financial statement, with pertinent regulations and policies. Supplemental budget information, including process notes and explanations, shall be provided at the request of the committee. Requests to change a currently approved budget shall be reviewed by the committee. New funding requests occurring during the year shall be reviewed and recommended by the committee to the college or university president. Student life/activity fund balances shall have carry-over authority into the next fiscal year.

Part 3. Management of student life/activity fee allocations.

Subpart A. Student Organization Accounts. Each college or university shall provide for the fiscal management of student organization accounts. A student organization which receives allocations of student activity monies shall deposit and expend all allocations through an account within the college or university activity fund. Student organizations which do not receive student activity allocation may establish an agency account at the college or university's discretion.

Subpart C. Authority for expenditures. Expenditures for student activities from these fees shall be available for activities recommended by the campus student association or student life committee. The president of the (University or designee) college shall authorize the expenditures. Changes of any expenditures shall be conveyed to the student life committee and the campus student association.

Subpart D. Reserves. Reserves may be established and their status shall be annually reported to the student life committee. Expenditures from these reserves shall occur only after receipt of a recommendation from the committee. Interest accrued from the investment of such reserves shall be credited to the particular account(s) for which the reserves are maintained. The committee may review and make recommendations regarding the investment policy for reserves.

Last revised 9/30/02

Approved 10/3/02 by President Roland Barden

THIS PAGE FOR SEPARATOR

Students are responsible for being knowledgeable of the conduct rules of MSUM. This document should be used in conjunction with the Student Handbook.

MINNESOTA STATE COLLEGES & UNIVERSITIES VEHICLE FLEET SAFETY PROGRAM

Effective July 1, 2008

Student organizations using vehicles for any reason, including but not limited to errands, travel or for event purposes, must have each driver read the vehicle safety program information, fill out the online Vehicle Use Agreement form and be familiar with motor pool policies. Driving records will be checked with the Vehicle Use Agreement form information. Each driver must have an acceptable or conditional driving record according to the Department of Motor Vehicle check. If you or your student organization has any questions or concerns about the Minnesota State Colleges and Universities Vehicle Fleet Safety Program, contact the Assistant Director of Leadership and Organizations at 218-477-2120. Material posted on the MnSCU Risk Management website at www.finance.mnscu.edu/facilities/insurance-riskmgmt/index.html

MSUM STUDENT ALCOHOL AND OTHER DRUG POLICY

General Philosophy Statement:

Minnesota State University Moorhead recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This University seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. The University is committed to establishing and enforcing clear campus policies regarding the use of alcohol and other drugs.

Minnesota State University Moorhead complies with and supports the Minnesota State Colleges and University Board of Trustees policy governing alcohol and other drugs on campus, the Drug Free Schools and Community Act, the Drug Free Workplace Act, the Campus Security Act and Minnesota State law.

Definitions:

1. Recognized Student Organization - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Office of Student Activities.
2. Travel Status - the time period from departure until return to campus by students who have obtained travel authorization through the appropriate university representative for a university sponsored student event.
3. University Sponsored Student Event - activities that include, but are not limited to; official meetings, practices, competitions or trips involving students (who represent divisions, departments or majors), recognized student organizations or intercollegiate athletic teams of the University.

Policy Sections:

1. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug is prohibited on the campus. The illegal or unauthorized use possession, distribution, manufacture, or sale of any controlled substance or drugs is prohibited on the campus. The possession or display of alcohol “trophies,” or other form of empty alcohol containers, is not allowed on campus. An exception for instructional purposes in accordance with Board Policy 5.18 allows for the use of alcohol in laboratory and classroom instruction or experiments.
2. The use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students, recognized student organizations and athletic teams when in travel status representing the University.
3. For purposes of the National/International Student Exchange, Study Abroad and Eurospring Programs, the unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug, and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance will be determined by the law of the foreign state or country. Students are expected to comply with the laws of the foreign country. The standard applicable during travel status is to accommodate the educational aspect of exploring customs of culture of foreign countries.
4. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance by MSUM students is prohibited at all off-campus university sponsored student events.
5. As members of the University community, students who live or visit off-campus are expected to behave responsibly when off-campus. University community members violating civil or criminal law may be subject to University conduct procedures for the same conduct when the conduct occurs off campus but adversely affects the educational, research, or service functions of the University. Students should be aware that a student’s unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to the University. If reported, the University will take appropriate disciplinary action under this policy.
6. A Good Samaritan exception for violations of the alcohol/other drug policy will be recognized and honored. A student, who may be in violation of the alcohol/other drug policies, but comes to the aid of another student by seeking professional help, will not be cited for an alcohol/other drug university conduct violation. This exception will not be granted to those who flagrantly or repeatedly violate the University’s Alcohol and Other Drug Policy.
7. The following advertising and promotional activities are prohibited
 - a. Using alcoholic beverages as awards or prizes in connection with university sponsored student events;
 - b. Alcohol promotional activities and advertising associated with university sponsored student events; (This includes, but is not limited to, such items

as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising)

- c. Advertising of alcohol or illegal drugs appearing in university controlled or affiliated publications including university affiliated web sites over which it has editorial control.

The University does not regulate content or advertisements in autonomous student-edited publications, such as student newspapers, but encourages the editorship to not include advertising that promotes the high-risk use of alcohol such as happy hour drink specials, two for ones or other advertisements that encourage rapid and excessive consumption of alcohol.

Sanctions for individuals in violation of the policies on alcohol and other drugs:

Level One: Students will receive a discipline notification and will complete a screening tool and educational session facilitated by a licensed health professional or credentialed counselor. There will be a mandatory class fee of \$75.00. The University reserves the right, based on the severity of the incident, to automatically refer a student to Level Two or Level Three.

Level Two: Students will receive a notice of disciplinary probation and will complete a minimum of 6 hours of coursework on the ramifications of Alcohol/Drug Abuse by a licensed health professional. Upon completion of the coursework, an exit interview will determine the need for further assessment and/or counseling for chemical dependency issues. The mandatory course fee is \$150.00. The University reserves the right, based on the severity of the incident, to automatically refer a student to Level Three.

Level Three: A student with a severe violation or a third violation of the Alcohol and Drug Policy during his/her college career is subject to a minimum of one semester suspension from the university unless extraordinary circumstances exist. The University reserves the right to waive suspension in the event that the student agrees a referral to a licensed treatment facility for assessment and follows all recommendations. Any costs will be the responsibility of the student.

Upon re-admission following a suspension, any further alcohol or drug violation may result in expulsion from the University. Students who fail to follow the policy procedures will be subject to a registration and grade hold and may face separation from the university. Parental notification, in accordance with the University's FERPA Policy § IV (A)(5), may occur.

Sanctions for organizations in violation of the policies on alcohol and other drugs:

- Level One: For one year from the date on which the discipline is imposed, the organization will be prohibited from conducting social functions and solicitation and acceptance of new members, and university recognition will be on probation. The University reserves the right, based on the severity of the incident, to suspend or revoke university recognition of the organization.
- Level Two: If a second violation occurs within three years, university recognition will be suspended for a period of not less than three years. The University reserves the right, based on the severity of the incident, to revoke university recognition of the organization.

In addition to the university's Student Alcohol and Other Drug Policy, departments and student organizations may have established rules that are more restrictive and indicate additional sanctions for violations. Sanctions may include action such as suspension from an activity, a team or organization.

SMOKING AND TOBACCO USE/SALE POLICY

In response to President Barden's charge of February 19, 2007, the Minnesota State University Moorhead Alcohol and College Life Committee (which addresses Alcohol and Other Drugs), researched, drafted, deliberated and officially recommends the following university policy. This version was unanimously approved by the committee on April 12, 2007. The policy was approved by President Barden on May 8, 2007.

SMOKING AND TOBACCO USE/SALE PROHIBITED

Philosophy

Minnesota State University Moorhead is committed to creating a clean, safe, and healthy living, learning, and working environment, for all students and employees of the University.

Policy

As of January 1, 2008, smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, - or leased property, and in University-owned, -leased, or -operated vehicles.

Definitions

Smoking: The burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment, whether filled with tobacco or any other type of material.

Smokeless Tobacco Products: Smokeless tobacco consists of the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose leaf tobacco.

Cessation Programs and Services

To ease with the transition to a smoke-free campus, in Fall 2008, Quit and Win will be made available to MSUM students and employees.

Additionally, to support MSUM students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available (see www.mnstate.edu/aod/tobacco.cfm).

Policy Enforcement

Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and healthy environment in which to work, study, and live. The University will provide the campus community with training opportunities designed to assist and prepare students and employees to help one another comply with the policy.

In the case of a violation, the person will be informed of the University Smoking and Tobacco Use Policy. Should that person continue to violate the policy, the aggrieved party should contact the appropriate office: for University employees, the person's immediate supervisor; for students, the Judicial Office of Student Affairs; and for those not associated with the University, Campus Security.

Policy Exceptions

1. An exception for instructional purposes allows for the use of tobacco products in laboratory and classroom instruction/experiments, or artistic purposes. All research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public.
2. This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of the University or his/her designee.

OFF CAMPUS ACCOUNT POLICY

Student organizations are not allowed to have an off-campus account at a local bank or credit union. Student organizations which receive an activity fee allocation will have an activity account assigned to them. Student organizations may open a Student Agency Account through the MSUM Business Office.

If a student organization would like to appeal this policy, they must submit a written appeal to the Assistant Director of Leadership and Organizations for review. The appeal will be reviewed by the Assistant Director of Leadership and Organizations and the Student Activity Budget Committee.

All student organizations granted appeals to this policy are required to repeat the appeal process every five years. This process ensures that accounts off campus are still active and still qualify for an appeal.

Student organizations whose appeal is denied by the Student Activity Budget Committee may appeal the decision to the Vice President of Student Affairs, and the University President. In all cases, the initial appeal should be addressed to the level immediately above that involved in the action which gave rise to the grievance. Appeals are to be in writing and given necessary time to go through the appropriate process.

Organizations violating University policies are subject to probation or revocation of recognition, or other disciplinary action determined by the Assistant Director of Leadership and Organizations. In the event a violation occurs, a hearing will be held by the Student Organization Advisory Committee with all parties involved to determine the appropriate action and make a recommendation to the Assistant Director of Leadership and Organizations.

CAMPUS PUBLICITY

This policy has been established to give MSUM students, faculty, staff and recognized student organizations guidelines for the distribution and display of literature on campus. Freedom of speech is encouraged, assuming compliance with building and University policies.

The source of any publicity information and the name of the organization must be stated on all posters or other printed materials. The organization and individual students participating are held responsible to ensure there is no justified complaint on the grounds of obscenity or libel.

- All campus publicity must comply with the Title IX, Equal Opportunity, and the Alcohol Policy (see Student Handbook for more information).
- Materials posted must be connected with the activities of the University, a recognized student organization, or a University department. The name of the student organization, student, faculty, or department must appear on the posted ad.
- Posted materials may not advertise profit-making goods or services, such as restaurants, bars, or commercial services, unless it is connected to the purposes and activities of the University or student organization.
- No publicity or literature is allowed on classroom chalkboards.
- Publicity or literature of recognized student organizations may be placed on classroom bulletin boards, but permission must be obtained from the departments responsible for designated boards.
- Materials must be posted with substances that will allow easy removal of literature.
- Publicity that complies with the Campus Publicity policy may be placed on bulletin boards that are not reserved for specific departmental use. For more information, please visit www.mnstate.edu/adminaff/policies.html.
- Any verbal publicity should follow the guidelines of the personal solicitation policy.
- All organizations distributing publicity are responsible for cleaning up any resulting litter.

- Within buildings, materials are to be placed on bulletin boards only, not on walls, windows, or doors. Thumbtacks are preferred to attach materials to bulletin boards. No not use staples.
- Placement of any publicity outdoors on campus must be approved in advance by the Office of Administrative Affairs, Owens 206. This also includes can stands and sandwich boards placed outdoors.
- Special regulations regarding distribution of literature for Student Senate election candidates are available in the Student Senate Office, CMU 116B.

RESIDENCE HALL PUBLICITY

If you would like to publicize in the residence halls, please contact Housing at 477-2118.

COMSTOCK MEMORIAL UNION PUBLICITY

The Compass grants approval for publicity in the CMU, except for table tents (see table tent below). The basic policies are as follows. If you have more specific questions, stop by The Compass, CMU 117, or call 477-2260.

POSTERS AND BANNERS

- All materials posted or displayed in the CMU must receive approval at The Compass.
- The name of the sponsoring organization must be clearly written on the poster.
- Horizontal banners are to be no larger than 3' X 7' and vertical banners are to be no larger than 5' X 3'. One banner is allowed per event.
- Posters shall be no larger than 14" X 22".
- Posters and banners may be displayed for a maximum of 2 weeks. No more than (3) posters for any one event or philosophy may be hung in the building, and no more than one per bulletin board.
- Posters and banners in violation of policy will be removed by The Compass and discarded.

TABLE TENTS

The Office of Student Activities offers student organizations and campus departments table tent advertising space in the Comstock Memorial Union, the Recreation and Outing Center, Union City Cafe, and the Connecting Link (Flora Frick), Nemzek Hall, the Science Lab, and Hagen Hall.

- Table tent advertisements must be approved by the Office of Student Activities.
- The Office of Student Activities staff will update table tents twice a week. Table tent advertisements are displayed for a period of two weeks.
- Table tent advertisement space is available on a first-come, first-serve basis.
- Reservations for table tent advertisements must be made by visiting the Office of Student Activities website, www.mnstate.edu/osa. Please wait for email notification of approval before submitting hard copies.
- Table tent advertisements must be vertical 5"x7" ads. All hard copies must be designed and cut before submission to the Office of Student Activities, CMU 229.
- Fifty (50) advertisements must be submitted to the Office of Student Activities per event/activity.

- Only student organizations or MSUM departments can place advertisements in the table tents. The name of the sponsoring organization/department must be clearly written on the advertisement.
- If the Office of Student Activities receives more table tent advertisements than there is space for, preference will be given to student organizations.
- MSUM registered and pending student organizations are eligible to advertise through the table tent program.

Visit www.mnstate.edu/osa for an online table tent request form.

CAN STANDS/SANDWICH BOARDS POLICY

There are three locations in the Comstock Memorial Union in which can stands/sandwich boards may be used to advertise events. These locations are available on a first-come, first-served basis to student organizations and departments. Can stands/sandwich boards may be utilized only the day before an event and the day of an event. Reservations for use of can stands/sandwich boards and/or CMU space to place stands/boards shall be made at the CMU Recreation and Outing Center. Organizations and departments may schedule can stands/sandwich boards and/or CMU space to place stands/boards for the current academic year only. Only one student organization or department may reserve the CMU can stand/sandwich board space on any given day. Can stands may be a maximum of five feet tall, the maximum display area shall be no larger than 11" x 17". Sandwich boards may be a maximum of five feet tall by two feet wide; display items must be contained within this space. Can stands/sandwich boards may only be located in the following CMU locations: 1) the hallway just inside the southwest entrance or the sidewalk just outside the southwest entrance (one area, but not both), 2) the hallway just inside the southeast entrance or the sidewalk just outside the southeast entrance (one area, but not both), 3) the hallway just inside the northeast entrance or the sidewalk just outside the northeast entrance (one area, but not both). Under no circumstances shall can stands/sandwich boards be placed in or outside of the building so as to impair emergency access to/from the building. Can stands/sandwich boards must be returned in the condition they were checked out. Failure to return or returning damaged can stands/sandwich boards will result in a \$10.00 fee charged to your university account. Placement of any publicity outside of the CMU must be approved in advance by the Office of Administrative Affairs.

STUDENT ORGANIZATION BOARDS

Board space will be monitored for usage on a weekly basis from September 1 to May 1 of each academic year. If a board remains unused for a period of 30 days, the organization will be given a written warning from the Office of Student Activities. Failure to improve usage within a 2-week period from date of warning will result in removal of the board. Posted information must comply with all University rules and regulations. In addition, posters must be updated biweekly.

MINNESOTA STATE UNIVERSITY MOORHEAD CHALKING POLICY

CHALKING IS ALLOWED. Officially recognized MSUM student organizations, departments, individuals (students, faculty or staff) can register to chalk. Chalking is allowed only on the sidewalks in the Mall area and on the main sidewalk from 11th St. to 17th St. www.mnstate.edu/adminaff/policies.html

NO CHALKING IS ALLOWED on any steps or non-sidewalk surface, any building or any other University property except along the above route. All other Chalking will be washed immediately at the expense of the individual(s) responsible for the Chalking. **No individual or groups external to the University are allowed to chalk.** Sponsoring of external groups is not allowed.

CONTENT OF CHALKING. Approval of the content of chalking is not required. It is expected that all Chalking will be consistent with University policy. Chalking must not include hateful or derogatory messages or symbols. If elements of the Chalking represent a message(s) that violate University policy (e.g. negatively targeting individuals or groups of people with the appearance of intending to inflict physical or psychological harm) the Chalking will be immediately washed by the University at the expense of the individual(s) responsible. Formal action will be taken by the University via the Student Code of Conduct. All chalk must be water based and removed within 1 week of the first day the chalking is visible. Students, student groups, faculty, and staff are responsible for removing Chalking and can request to have MSUM Grounds remove the chalking for a charge.

COUNTER-CHALKING. The University will not allow Counter-chalking. Counter-chalking is defined as chalking that occurs either directly on original chalking or in proximity to original chalking and represents an opposing viewpoint. The University respects and defends the right of all individuals or groups to express viewpoints and encourages those who oppose chalking messages to express their views through appropriate channels. The University community does not tolerate behavior that discriminates on the basis of race; color; national and ethnic origin; sexual orientation; age; religion; creed; disability; marital status; status with regard to public assistance; membership or activity in state or local commission; and sex in educational policies, programs and services.

REGISTER TO CHALK. To register the Chalking Space complete a “Request to Chalk” form (PDF Format) which can be received from Security and be submitted to Security no less than one week before the requested date of chalking. The request will be approved within two working days by Security.

Approved by:
Facilities and Grounds Committee
April, 2002
Reviewed-Nov.4, 2004

FUNDRAISING

UNIVERSITY FUNDRAISING POLICY

Any individual/student organization/university department/ who plans to fund-raise off campus must present a summary of the project to the Executive Vice-President of the MSUM Alumni Foundation one month prior to the project's start date. Outlines should include:

- Basic purpose of project
- Type of solicitation to be used
- Person responsible for soliciting
- Project's estimated timetable
- Expected donor base to be selected (people or organizations you wish to solicit)

A complete list of solicitation results will be presented to the Alumni Foundation after the project is completed.

University policy was formed to assist all campus departments/organizations and is not meant as a deterrent to individual departmental/organizational fundraising.

GAMES OF CHANCE

If your student organization would like to organize a fundraiser involving a game of chance (ex. bingo, raffles, paddlewheels, guess the number of jelly beans, etc.) you must contact the City Clerk of Moorhead at 218.299.5304 for information on how to comply with local laws and policies.

STUDENT ACTIVITY TRAVEL

Official permission to be in travel status must be made by completing the Student Activities Travel Approval/Advance Request Form (forms are available in the Office of Student Activities) and submitting the properly completed request to your organization's advisor. The form **must** include a list of names of the staff members and students traveling. The request form should be completed at least two weeks prior to travel to allow enough time for the University to process the request.

SEPARATION OF CHURCH AND STATE

MSUM student organizations must comply with the federal law regarding separation of church and state. This issue impacts organizations' ability to receive student activity funding and to use University facilities for organizational purposes.

STUDENT ACTIVITY FEE FUNDING

Student activity funds are available to all recognized student organizations, University sponsored student groups, and registered MSUM students. Since funds are limited, the disbursement of these monies is determined by the Student Activity Budget Committee on the basis of the proposed use of funds and their subsequent impact on the University. The University is neither obligated to fund a religious student organization nor is it required to deny funding (U.S. Court of Appeals, Ninth and Fourth Circuits). If a religious student organization has complied with all the requirements for official recognition by the University, that organization is eligible to apply for funding through the Student Activity Budget Committee; however, the organization holds no preferential status over other student organizations in obtaining these funds.

USE OF UNIVERSITY FACILITIES

All recognized student organizations at MSUM are eligible to utilize University facilities for the purpose of meetings and events. Religious student organizations that meet the requirements for official recognition at MSUM also have access to these facilities for meetings, events, and religious services. While the University may not deny organizations access to University facilities on the basis of religious or non-religious purpose, access may be denied on the basis of availability.

HAZING

Hazing is prohibited by MnSCU Board of Trustee's policy. MSUM will investigate all allegations of hazing and will utilize appropriate judicial, disciplinary and criminal processes in our efforts to eradicate hazing. The MnSCU Board of Trustees has defined hazing:

Hazing: An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

If you or your student organization has questions or concerns about hazing, contact the Assistant Director of Leadership and Organizations at 477-2120.

PUBLIC VIEWING OF FILM/MOVIES (DVD'S AND VIDEO TAPES)

This policy has been developed to serve as a guideline for student organizations, college departments or individuals who wish to hold a public showing of a film/movie.

The U.S. Copyright Act (U.S.C. Title 17, Sections 101 and 106) grants all rights of public exhibition of a copyrighted work to the owner of the copyright. Under the current U.S. Copyright Act, viewing movies are classified into two categories (in addition to classroom use): Private home showings for members of family and a limited number of

guests; and Public performances at which anyone may attend or at which the audience is not a family. Congressional reports on copyright applications define public performances to include “semi-public” places such as clubs, lodges, factories, summer camps, fraternities, residence hall lounges and schools. These rules apply whether or not admission is charged.

DVD’s and video tapes that are rented from video stores, purchased or checked out of the library are for home viewing purposes only, meaning they can only be viewed in your private living spaces. For campus purposes, this means your residence hall room/suite. The same rules apply for movies and/or television shows that are recorded at home on VCR’s. The purchase of a pre-recorded film/movie does not give the tape owner the right to a public performance of that film/movie. Permission must still be obtained.

Therefore, any student organization, college department or individual interested in showing films/movies (DVD’s and video tapes) as entertainment, whether to its members or to the “general public”, must purchase the public viewing rights (copyright) for that particular film/movie. In addition, purchasing public viewing rights does not depend on audience size or charging of admission. In other words, the public viewing rights will need to be purchased regardless of the size of the anticipated audience and still apply even if you are offering the film/movie for free.

The only exception to the public performance fees is for colleges and universities in the case of face-to-face classroom instruction by a faculty member. Section 110 of the 2006 Copyright Act does provide a specific exemption to the licensing of what is clearly a public performance and what is face-to-face teaching. This means that a faculty member may show a film/movie in or outside of the normal class period, however, it is only for those students who are registered for the class. In addition, showing the film/movie must be an integral part of the class. Finally, the film/movie must be shown in spaces that are designated for instruction; therefore library screening rooms, residence hall or student union lounges and cafeterias do not qualify.

Please remember that showing a film without first obtaining the copyright puts the university, college, your organization and yourself at risk of liability, which can include fines, penalties, court costs and legal fees. Any willful infringement of the copyright “for purposes of commercial advantage or private financial gain” is a federal crime. The first offense is punishable by up to five years in jail, or a \$250,000 fine, or both. Anyone involved with the illegal showing of a copyrighted film can be named in a copyright infringement suit. This includes student organizations, academic departments, organization advisors, and college officials as well as the individual who knowingly operated the equipment at the illegal showing(s). Even innocent or inadvertent infringers are subject to substantial civil penalties.

If your student organization would like to show a film/movie for an event, please contact Swank Motion Pictures to purchase copy right permission. Their website is www.swank.com. If your student organization would like more information on laws regarding public viewing, please visit www.copyright.gov or www.mpaa.org. Please

direct any further questions regarding the viewing/showing of films/movies on campus to the Office of Student Activities, CMU 229, or 477-2790.

This policy has been developed from information from the following:

Albion College, Worcester Polytechnic Institute, Macalester College, and Swank Motion Pictures, Inc.

OFFICER RESPONSIBILITY

A position of leadership in a student organization entails responsibility for being knowledgeable of the student conduct rules and conveying them to the membership. Student officers cannot knowingly permit, condone, or acquiesce in any violation of this code by the group or organization.

An officer must have a minimum cumulative 2.5 GPA. Student organization officers must give permission through the student organization registration process for the Office of Student Activities to verify GPA requirements are met.

Organizations violating University rules are subject to revocation of recognition and/or other disciplinary action by the Student Organization Advisory Committee, Student Conduct Committee, or the Assistant Director of Leadership and Organizations.

SOLICITATION

Members of student organizations engaged in solicitation must respect the right of all persons to be free from forceful verbal or physical contact. Solicitation is any approach made with the purpose of making a request, plea, suggestion, petition, or enticement for support, opinion, funds, time, or assistance. The exchange of information and ideas by lawful means shall not be excluded by this policy, but such activities should respect each individual's person and freedom. There are policies pertaining to solicitation for specific buildings on campus, i.e., CMU and the residence halls. In these cases the existing policy pertaining to that area must be followed. An individual who feels that his or her individual rights have been violated by solicitation of any form may file a complaint against the responsible student organization through the Office of Student Activities. Violation may result in suspension of privileges or revocation of recognition. Individuals are free to approach others on campus, both indoors and outdoors, as long as the following statement of individual rights is respected:

STATEMENT OF INDIVIDUAL RIGHTS

Every individual has the right to:

- Privacy, which includes the right to be left alone with his/her thoughts, opinions, or beliefs.
- Refuse discussion or any other personal interaction and to have that refusal respected.
- Have his/her personal space respected.

- Be free from personal intimidation that may lead to an unnecessary reaction such as feelings of guilt, depression, or apprehension. Intimidation can occur through voice inflection, physical stance, or eye contact.
- Know what organization is being represented when being approached by a member of that group.
- Refuse continued contact by individuals or organizations even though interest was initially expressed.

GRIEVANCE PROCEDURE

Student organizations in violation of individual rights and/or University policies and procedures are subject to probation or revocation of recognition, or other disciplinary action by the Assistant Director of Leadership and Organizations. In the event that violations occur, a hearing will be held by the Student Organization Advisory Committee with all parties involved to determine the appropriate action and make a recommendation to the Assistant Director of Leadership and Organizations. The Student Organization Advisory Committee hearing will follow the judicial procedure as outlined by Student Judicial Services at www.mnstate.edu/sss/sjs/judicialprocedure.htm.

THIS PAGE FOR SEPARATOR

FREE ADVERTISEMENTS

TODAY TOMORROW NEWS (TTN)

The Office of Student Activities publishes a twice-weekly news bulletin to remind students of events, services, and deadlines on a timely basis. This publication is distributed throughout campus. Stop by the Office of Student Activities, (CMU 229) to pick up a TTN submission form or visit www.mnstate.edu/osa to submit your information online.

CAMPUS NEWS BRIEFS

The Advocate prints short news briefs on upcoming events at MSUM. The Advocate must receive submissions by 5:00 p.m. on the Monday before Thursday publication.

STUDENT ORGANIZATION LISTSERV

Student organization presidents are automatically subscribed to the student organization listserv after the annual registration process. However, the listserv is open to all MSUM students, organizations and staff. Once subscribed, you will receive emails about upcoming events on the MSUM campus and will be able to let others know about your events.

How to subscribe:

1. Create a new email.
2. Address the email to: majordomo@mnstate.edu
3. Leave the subject line blank
4. In the message area type **subscribe student_organizations** – do not include a signature file
5. Once you have sent the email, you will receive a confirmation letting you know that you have been subscribed.

How to post to the listserve:

1. Address your email to: student_organizations@lists.mnstate.edu
2. Please send emails that pertain only to your organization and upcoming events.
3. Information can also be emailed to student_dragonews@lists.mnstate.edu to be sent to all university email accounts.

CONTINEWS

The Continews is an internal newsletter for faculty and staff at MSUM. It is published each Wednesday with Friday deadlines for submission of news items and classified ads. If organizations want to advertise an all-University event or have information of interest to faculty and staff, they should contact Glen Tornell in Publications, Flora Frick 154 (477-2204) at tornell@mnstate.edu.

KMSC

MSUM's radio station is owned and operated by the students of MSUM and broadcasts daily in the residence halls and the Comstock Memorial Union. Any recognized campus organization wishing to advertise over the air should write the announcement and drop it

off at the KMSC office three days in advance. KMSC is located in CMU 109; office hours are 10:00 a.m.-5:00 p.m., Monday through Friday. Announcements should contain the name of the organization, a contact person, and telephone number. Your announcement will be aired periodically throughout the day. Call: 477-2115 or 477-2116.

WALL/WEBSITE CALENDAR IN THE OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities has a large, monthly wall calendar and online events calendar available to all student organizations and campus departments to advertise upcoming meetings, special events and recruitment activities. Online forms for posting information on the wall and website calendar are available by visiting www.mnstate.edu/osa.

PAID ADVERTISEMENTS

THE ADVOCATE

The Advocate is the University's student newspaper, published every Thursday. For advertisement rates, contact the Advertising Manager at 477-2365. Advertisements, news brief submissions, and letters to the editor must be supplied to the Advocate office, CMU 110 before 5 PM the Monday preceding Thursday's publication date. For more information, call: 477-2551/2552, write: Advocate, Box 306, MSUM, email: Advocate@mnstate.edu, fax: (218) 477-4662 or web: www.mnstate.edu/advocate/.

THE FORUM

Fargo-Moorhead's newspaper is published daily. If organizations wish to submit information for publication, they should contact Glen Tornell in Publications, Flora Frick 154 (477-2204).

E-MAIL/WEB INFORMATION

ORGANIZATION E-MAIL ACCOUNT

All recognized student organizations are eligible to have an email account. Through the use of email, the Office of Student Activities maintains contact with organizations, informing them of upcoming services and activities. Organizations can also use email to keep members updated and informed. To set up an account, have your advisor contact the Information Technology department. It is essential that you check your account often and keep it current. According to University policy, you will be responsible for updating the password periodically. If your organization currently has an email account, you can continue to utilize it.

ORGANIZATION WEB SITE

All recognized student organizations are eligible for space on the MSUM web server. The web offers a number of advantages such as the ability to reach a wide audience, to update information on a daily basis, and to reduce the cost of getting your information

out. No matter what the size of the organization, the web allows for creative and effective advertising.

GETTING A WEB ACCOUNT

In order to get a web account, your organization needs to:

- Be registered with the Office of Student Activities.
- Have an advisor who is a MSUM employee and is willing to be responsible for all the information on the account.

To apply for a web account:

- Your advisor should fill out an online application at www.mnstate.edu/home/forms/webapp.htm
- The advisor will need to list the name, dragon id and mnstate email account for those people who will need access to edit the web site.
- Within a short time, your advisor should receive user documentation (entitled "USER GUIDE for WWW") and your web account information (login, password, and URL).

Creating a Web Page

Your organization can use a variety of web page editors. Web pages can also be created off campus and can be transferred to the MSUM server through a File Transfer Protocol (FTP) process. For more information on this process contact the MSUM Information Technology.

The MSUM web server is capable of supporting a number of features. If you want to use any special features with your organizations web page, please contact the MSUM Information Technology to find out if the server supports the program.

Linking your Web Page

In order to link the page to the MSUM web page your organization must meet the following requirements:

- No broken links or graphics
- Contain appropriate academic information
- No student pages or links to student pages
- Contain all MSUM Information Technology requirements (listed in the User Guide for WWW).

Once your web site meets these requirements call 477-2605 or e-mail wst@moorhead.edu and ask to be linked to the MSUM website.

SCHEDULING SERVICES

Scheduling services at MSUM give student organizations a great opportunity to accomplish their respective missions. However, organizations must follow policies pertaining to scheduling. Scheduling services at the Comstock Memorial Union are provided through Event Services in the CMU Main Office. Scheduling other University facilities and grounds is done through the Physical Plant. Please see the appropriate section listed below for specific contacts and information.

- Contact the Event Services Office, located in the CMU Main Office at 477-2261 to reserve CMU facilities or the Physical Plant at 477-2400, to schedule other University facilities.
- Know date, time, approximate number of people attending the activity, and AV equipment required.
- Know the event's start and end times and the time needed prior to the event for set-up.
- Requests for meeting rooms in the CMU can be made online at www.mnstate.edu/cmu.
- Sometimes with larger, more complex events you will be required to set-up a meeting with the University scheduler to plan your event needs.

SCHEDULING COSTS

- Security, if needed – check for current rates, approximately \$10.00 per hour.
- Wage pay-back for the use of campus security or CMU personnel in performing duties that are not a part of their regular schedule, i.e. open after hours, wages for operation of sound.
- Always inquire about costs when scheduling an event to eliminate surprises.
- When sponsoring a dance or concert, security will be hired by the appropriate campus Scheduling Service, as deemed necessary, at an additional cost to sponsors. A minimum of 4 weeks notice is required for events of this nature.
- Excess labor costs are incurred by the sponsoring organization.

FOOD AND BEVERAGE POLICY

1. All food and beverages served in public spaces of the CMU must be obtained from the CMU's contract vendor. Individuals may bring food into the facility only for their own personal consumption (i.e. brown bag lunch).
 - Sodexho Campus Dining employees shall prepare all catered food for events and activities in Comstock Memorial Union.
 - Sodexho Campus Dining may sub-contract restaurants or caterers certified in commercial food preparation for those services beyond the capabilities of Sodexho Campus Dining. Sodexho Campus Dining shall retain authority and responsibility for serving such food and for meeting all health codes related to food service.
 - Event sponsors have the option of providing recipes to Sodexho Campus Dining to prepare. In such cases, the event sponsor will be allowed to provide 1-2 individuals to assist Sodexho Campus Dining with food preparation in an advisory capacity. Sodexho Campus Dining will oversee purchase of all food for the event. Appropriate costs will be charged to the event sponsor. Sodexho Campus Dining requires at least four (4) week's notice of such activities and events.
 - The University's Celebration of Nations shall be exempt from the above criteria. However, food for this activity must be prepared in accordance with existing health codes.

2. A student organization may sell food in the Union if approved by Sodexho and the sponsoring student organization buys all food from Sodexho and resells it OR student

organizations can sell under unique circumstances for special events with Sodexho and Comstock Union Committee approval.

SODEXHO

Sodexho can be reached at 477-2836. To make the process of placing the order fast and easy, please know the following:

- The budget
- Number of people attending
- Location
- Starting times and date of event
- University account name and number to be billed

The Sodexho menu serves as a suggestion list only; customized menus may be developed upon request. Please order food at least 10 days prior to the event (luncheons and banquets require 14 days notice). A guaranteed number of attendees is needed by noon three working days prior to the event. This is the number of individuals for which the group will be billed. Food guarantees cannot be changed after the 72 hour time period. Sodexho provides food for 5% over the guaranteed number of people. You will be billed for the guaranteed number, or the actual number of guests, whichever is higher. No credit given for or carry out allowed of any food not consumed at your event. Sodexho also offers a reduced price catering menu to recognized student organizations. Ask the catering manager for more information when planning your event.

Minimum order is \$15.

NON-CMU FACILITIES

The Center for the Arts Auditoriums are available on a limited basis. These include Hansen Theatre and the Gaede Stage.

Weld Hall Auditorium seats 385 people and is used many evenings for classes or Music department concerts and recitals. Plan to schedule well in advance if you wish to use this facility.

Nemzek Fieldhouse facilities can be scheduled through the building facilities manager, 477-2309.

King Hall Auditorium seats 250 people and can be used for lectures or films.

Science Lab Auditorium can be used for lectures or films.

PRESENTATION EQUIPMENT

Presentation Equipment in Classrooms and other Academic Facilities on campus are managed by Instructional Media Classroom Services, Weld 12 at 477-2233.

- Requests should be made through academic advisors.
- If equipment training or orientation is needed, schedule instruction time as much in advanced as possible Monday through Friday 8:00am to 4:30pm.
- Events should be scheduled in facilities that are appropriately equipped for your event.
- Requests require much advance notice in order to arrange for staffing.
- Assistance for after-hour events is possible if staffing is available.
- Any after-hour activity requiring staff time will incur overtime charges.
- Some equipment may only be checked out or used with Instructional Media staffing and charges may apply.
- Some installed classroom equipment requires staff to be present to be able to access and operate equipment.
- User organizations will assume responsibility for operation and security of equipment during use and in returning equipment back to original state or to Instructional Media staffing. Operator instructions will be provided by the AV/TV distribution staffing.
- It is expected that any equipment will be used for instruction, information, or promotion. Equipment is not intended for personal use or for purely recreational purposes.

If scheduling an outdoor activity at MSUM, check about the need for a sound permit through the City of Moorhead.

COMSTOCK MEMORIAL UNION

Comstock Memorial Union is an innovative, student-centered organization and facility. The CMU delivers valued services and programs that enhance campus life and inspire University involvement and commitment.

The Comstock Memorial Union is a service organization designed to meet the various needs you have as a student, as well as providing a place for getting to know and understand one another through informal association outside the classroom. In addition to the services that follow, the Union also provides meeting rooms, vending machines, programming areas, TV lounges, and informal general lounges for meeting friends and studying.

Student organizations wishing to charge at any of the CMU Service Areas may set up a charge account with the CMU Business Manager, Main Office Room 115.

Hours during the academic year are:

7 AM – Midnight.....Monday through Friday

9 AM – Midnight.....Saturday

10 AM – Midnight.....Sunday

Scheduling for the CMU is done through the Event Services Office at 477-2261 from 8:00 AM to 4:30 PM, Monday through Friday.

COPIES PLUS

The goal at Copies Plus is to professionally serve the customer by providing consistent quality copy and presentation services to MSUM students, faculty and staff. An emphasis is placed on serving the customer not only politely, but also in a friendly manner that will welcome the customer back.

The Copies Plus Design Team endeavors to assist you in your design needs such as posters, ads, logos, flyers, brochures and much more.

Copies Plus offers services to students, student organizations, faculty, staff and the community including; professional packets, color and black and white copies, printouts from disks, design work, desktop publishing, Advocate ads, banners, posters, table tents and buttons. Copies Plus is located in CMU 103 (phone 477-2121).

THE COMPASS

The Compass is an information center for Union and campus events. Some services provided here include; ticket sales for on and off campus special events, banners and poster approval, fax services, sales of: candy, stamps, discount movie tickets, newspapers, and distribution of student directories. The Compass is located in CMU 117 (phone 477-2260).

THE ETCETERA SHOP

The Etcetera Shop provides an opportunity to purchase school supplies, greeting cards, gifts, balloons, soda, candy, snacks, MSUM apparel and specialty items, health and beauty items, postage stamps, and more. You may cash checks here for up to \$25 over the purchase price with proper identification. This facility is located in CMU 105 (phone 477-2979).

EVENT SERVICES

See the section of Scheduling Services for more information.

AV EQUIPMENT

The CMU has a variety of AV equipment (i.e.: TV/VCR/DVD units, overhead projectors, laptops, data projectors, and easels) available for checkout within the building. The equipment is purchased with student activity fee funds and can only be used in the CMU.

There is no charge for use of available CMU AV equipment, unless a staff person is needed to operate it. Contact Event Services for more details.

STUDENT ORGANIZATION TABLES

Sales and approved solicitation by recognized student organizations are restricted to the South hallway of the CMU next to the Main Lounge. Five (5) tables are available and can be reserved through CMU Event Services.

- Sales: recognized organizations on campus will be permitted to sell items that are not in competition with merchandise on sale in the CMU. No sales will be for personal profit.
- Student organizations selling trips in the CMU will be charged a flat rate per week (see Appendix B). This same fee applies to rentals of less than a week.
- All equipment shall be reserved through CMU Event Services and should be placed as to not impair normal traffic flow.
- Equipment cords and extension cords shall be out of the way of any traffic and/or taped to the floor or wall.
- Any music, lecture, advertisement, etc., that is being electronically displayed will only be allowed to continue if the volume is at a reasonable level. Reasonable is defined as "conversational within a six foot radius of the table."
- Any student organization desiring to reserve table space for the distribution of materials only (un-staffed) must schedule through CMU Event Services.
- In the event that a third party is selling items for a percentage of the profits, an organization member must be present at the table. If a representative of the organization is not present, the vendor will be charged the vendor fee for use of the table.
- An organization must display identification on their scheduled table. Signage will be provided.

THE MAIN OFFICE

The Main Office Suite houses the administrative offices of the CMU and provides information and services to MSUM students. At this office students may pick up their paychecks and mail letters.

CMU Main Office hours are 8:00 AM - 4:30 PM Monday through Friday (phone 477-2261).

CMU DISPLAY CASES

Display cases are located in the main hallways of the CMU and can be reserved at the Main Office. Any recognized student organization may use a display case for a two-week period. The user is responsible for removing all display materials on the last day of the reservation.

THE RECREATION AND OUTING CENTER

The CMU Rec & Outing Center (ROC) offers numerous games and activities for MSUM students, staff and faculty. Pool and Ping-Pong tables, darts, foosball, arcade games, many board games, playing cards, and a variety of leagues and tournaments are available in the ROC throughout the year. The ROC also houses the TV lounge with a big screen TV, the campus lost and found, and a computer lab.

In addition to providing facilities for indoor entertainment, the ROC seeks to encourage students to participate in outdoor recreational activities and develop an appreciation of, and responsibility for, natural resources. The ROC offers year-round, low cost, outdoor equipment rental of canoes, skis, backpacks, sleeping bags, snowshoes, bicycles, rollerblades, tents, and complete camping equipment. Also, keys to the Activities Resource Center may be checked out at the ROC for short-term use only.

RESERVING THE ROC

The ROC is available for rental to student organizations either during or after regular business hours. If you are interested in renting this facility, stop by CMU 116, or call 477-2265.

THE UNDERGROUND

The Underground is a non-alcoholic nightclub available to student organizations for rental. Have your end of semester dance, stand-up comedian, or book a live band in the facility – there are many possibilities! Any groups and recognized student organizations interested in reserving the Underground should contact the CMU Event Services Office at 477-2261. A minimum of six weeks notice is required to reserve the space.

OTHER SERVICES IN THE CMU

- The Advocate, the weekly campus newspaper
- Subs & Sweets
- Affinity Plus
- Campus Activities Board
- Career Services/Disability Services
- KMSC Radio 650 AM
- Office of Student Activities
- Activities Resource Center
- Student Senate Office
- Hot Heads
- Union City Café (including Burger King and Pizza Hut)
- Student Support Services which includes: Orientation and Multicultural Student Affairs

PRINTING SERVICES

The Print Shop, located in Flora Frick 156, will print items for recognized student organizations. All printed material must be for organizational purposes only. Individual requests are not accepted. The charge for labor is minimal and is included in the production cost. One-day service is available for most jobs. Organizations should allow ten days lead time for items such as posters and brochures. This schedule is dependent on academic and administrative priorities.

Copies Plus, located in the Comstock Memorial Union, also provides printing services for organizations and individuals. For more information about Copies Plus, see the Comstock Memorial Union section.

VEHICLE SERVICES ON CAMPUS

Please refer to the Minnesota State Colleges and Universities Vehicle Fleet Safety Program. If you would like to reserve a vehicle, have your student organization advisor contact Motor Pool at 218-477-2662.

- Authorized drivers are MSUM Faculty and Staff; MSUM student employees; MSUM students accompanied by MSUM Faculty or Staff; and MSUM students who have been granted permission by the University Administration.
- The MSUM Motor Pool has 8 sedans, 1 minivan, 6-12 passenger vans, available for check-out.
- The authorized driver must return the vehicle to the MSUM Physical Plant in the same condition in which the vehicle was received, except for ordinary wear and use.
- If it is necessary for the MSUM Motor Pool to perform a major cleaning job on a vehicle before it can be sent out again, there will be a \$50.00 charge billed to the requesting department.
- The vehicle must be returned on the due date and time or earlier.
- Rental charges apply until the vehicle is returned to the MSUM Physical Plant. If you do not return the vehicle on time, you are preventing someone else from using it.
- If the vehicle is not picked up within two hours of the designated pick-up time, the reservation will be cancelled and the \$10.00 daily vehicle charge will be charged to the requesting department.
- If a state vehicle is returned with less than a half tank of gas, the requesting department will be charged \$10.00; there will also be a \$5.00 charge if the card is not filled out.
- Reminder: Write down the car mileage, not trip miles. State gas cards are now with the trip ticket.

Please refer to the Motor Pool department for the complete policies, procedures and checkout requirements at www.mnstate.edu/physical/motorpool.cfm.

THIS PAGE FOR SEPARATOR

STUDENT ORGANIZATION ADVISORS RESPONSIBILITIES TO THE UNIVERSITY

As an advisor, there are a few responsibilities to the University to keep in mind.

The advisor(s):

- Must be a currently employed MSUM faculty or staff advisor working on-campus during the semester(s) of advisement.
- Is responsible for overseeing and maintaining the student organization's University account (if applicable).
- Will remain in contact with the Activities Business Manager if the student organization receives Student Activity Budget Committee funding.
- Must supervise financial procedures to insure accountability of students and group expenses. Must use and sign a MnSCU contract when contracting speakers, guest artists, bands, etc. (students are not allowed to sign contracts on behalf of the university). In the event that cash is collected for any program, please ensure proper cash handling and documentation (Money Handling Tidbit sheet is available in the OSA, CMU 229).
- Must register each fall during the annual registration process with the Office of Student Activities, and any time throughout the academic year when officers change.
- Must be aware of procedures and policies in the Student Organization Handbook and oversee that these policies are implemented.

ROLE OF THE ADVISOR

The following are specific roles of student organization advisors:

- 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.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and should be prepared to assist with the interpretation.
- 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 engage in a certain activity, etc.
- Intervene in conflicts between group members and/or officers.
- Provide continuity and stability as leadership changes.
- Contact the Office of Student Activities 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 your experience and expertise when appropriate.
- Provide an "outside" view or perspective.
- Have the ability to lend a helping hand, provide a shoulder to cry on, and lend a listening ear.

Advising is a complex function. The advisor teaches the group without operating it him/herself. It is important to remember that student participants have affiliated with the group voluntarily. If an advisor feels that the organization is not operating in its best interest or in the interest of the University, he/she should contact the Office of Student Activities.

EXPECTATIONS OF AN ADVISOR

The Office of Student Activities has certain expectations of Student Organization Advisors. An advisor should have a genuine interest in the goals and objectives of the organization. They should be willing to meet with the group and individuals on an occasional basis. Advisors must be available during each semester to give guidance to the organization concerning financial, personal and programming matters. Advisors should take part in some of the organization's activities as well as develop a supportive atmosphere where students help themselves under your guidance.

OBLIGATIONS ADVISORS HAVE TO THEIR ORGANIZATIONS

- _____ Advisors should agree to serve only if s/he is willing to participate in the work of the organization.
- _____ Understanding the organization, its purpose and its goals is a primary obligation of any advisor. S/he should help the organization evaluate its purpose and goals and the program it is providing.
- _____ Interest in the organization should be demonstrated by an advisor through his/her attendance at meetings and other functions.
- _____ Advisors should try to develop a close working relationship with the officers and as many members as possible. Meeting members in social situations can help establish better relationships.

- _____ Advisors should give attention to the interactions within the group, be available for complaints from members about the group, and serve as a negotiator if this is necessary.
- _____ Advisors should inform the group if they are not receiving notices of meetings, minutes or materials.
- _____ An advisor should explain his/her satisfaction or dissatisfaction with anything the group is doing or proposing to do. How this is done is of some importance. In some cases, it is better to discuss concerns with officers. In others, it may be necessary to react during a meeting at the time a proposal is made. How the advisor may handle this depends on the situation and on the personality of the advisor. It is generally undesirable for the advisor to dominate and to inhibit the participation of members at meetings.
- _____ Of importance is accepting the opportunity to learn from the organization. An advisor must recognize that the individual resources and potential of a group are important. Helping members voice opinions and to make decisions is one of the most important services he/she can provide.
- _____ An advisor can help identify resources outside of the group. S/he should be sensitive to opportunities that may help the organization become more productive and effective.
- _____ Advisors who have had long associations with organizations can provide continuity. In some situations, advisors have been associated with groups longer than any of the members. They can help the organization understand the history of the organization and provide a perspective that would otherwise be lacking.
- _____ Advisors generally have had experiences that will allow them to make recommendations. Whatever skills they may possess, they should make available to the group.
- _____ Advisors should make themselves available to counsel with officers or members of the groups to help them with personal situations as well as problems that arise during activities of the organization.
- _____ Advisors should provide assistance but not allow the organization to become dependent.
- _____ Advisors should be aware of University policies/attitudes of the faculty and administration, and help the organization to understand limits, restrictions, and avenues for achieving its objectives.
- _____ Advisors should accompany groups when attending meetings, conferences, conventions, or any other activity where the organization is representing the University.

Organizations require different kinds of advising styles, depending on the stages of development of the organization and its leadership. The preceding gives some indication of the range and amount of responsibility that is placed on the advisor. It is recognized that not all that is listed is required all of the

time. The requirements in terms of time and involvement vary for each of the items from one organization to another.

Source: "Student Organization Advisors: Facilitators of Student Learning" presented by Stansberry, D., Hall, T., & Broeck, N.T. 1999. NASPA Conference 1999, New Orleans, MS.

ADVISOR TIPS

FIRST MEETING EXPECTATIONS:

As soon as possible, such as after elections, the advisor should meet with the new organization officers to discuss:

- Organization's purpose, goals and objectives. (These should be put in writing.)
- The student organization's constitution
- University expectations concerning students establishing priorities that emphasize maintaining academic standards while being involved in the organization.
- University rules and policies
- How officers will be kept informed of University policy and how the advisor will be kept informed of the organization's activities.
- Role of the advisor in planning, implementation, and evaluation of specific projects.
- How the advisor may assist officers in developing leadership skills.
- Process for handling officers and advisor concerns.
- Mechanism for advisor evaluation of organizational effectiveness.

ADDITIONAL ITEMS TO ADDRESS

Assuming the advisor is advising because this is an enjoyable activity and there is a concern for the organization and the members of the organization, there are additional functions the advisor may wish to perform. This is not an all-inclusive list, but it indicates some services that can be provided. In most cases these are items that the advisor should encourage the organization to address.

1) Orientation and Training

One of the basic needs in any organization is continuity. Generally the organization operates in a manner allowing for this, and new officers usually have had experience within the organization.

However, there is a need to structure a training program for new officers and an orientation for new members. The advisor should encourage the organization to develop these programs.

2) Professionalism

The organization should be encouraged to develop a sense of professionalism. It should be encouraged to plan well and to provide a quality program at all times.

3) Communication

The officers should be encouraged to maintain open communication with the members of the organization. Effective methods for communicating in writing and speaking should be sought and used.

4) Development

There must be opportunities for the educational and personal development of students who participate as members. The program must justify the expenditure of the students' time, abilities and energy. The advisor, because of his/her experience, background and education, should be a major resource for means in which this can be accomplished.

5) Records

The advisor should encourage an organization to keep good records. These may include minutes, records relating to programs, scrapbooks, historical records, financial records, reports, and evaluations.

6) Finances

Organizations receiving funds from the Student Activity Fee Committee must maintain all organizational funds in a University activity account, which can be accessed only by the appropriate organizational officers.

7) Constitution

The constitution is the document that maintains the structure and procedures of the organization. It is more important to some organizations than it is to others. Advisors should encourage their organizations to make an annual review and to amend or revise when necessary.

8) Leadership

An advisor should be aware of the qualities of leadership displayed by members of the organization. He/she should encourage members who have these qualities to seek leadership positions in the organization. The organization should be encouraged to develop internal leadership training programs or attend other leadership development programs sponsored by the Office of Student Activities.

9) Interpersonal Situations

The advisor needs to gain the confidence of the members. If the advisor detects dissatisfaction within the organization he/she will be in a better position to deal with the issues and sources of the problem.

10) Assisting the Individual

The advisor should encourage each member to participate in the organization. To the extent possible he/she should be aware of the academic strengths of the individual and assist the individual in maintaining a proper balance between the academic and extracurricular aspects of student life. The advisor is often requested

to write recommendations for individuals and the observations made of the students' abilities in the organization are often helpful.

THIS PAGE FOR SEPARATOR

OFFICER ROLES

Officers of recognized student organizations must be students currently registered at Minnesota State University Moorhead and maintain a cumulative grade point average of 2.5. Organizations violating University policies are subject to revocation of recognition and/or other disciplinary action by the Student Organization Advisory Committee or the Assistant Director of Leadership and Organizations.

PRESIDENT

The president is the chief executive officer of the group.

Hint: *Draw up an agenda for each meeting, inform the members prior to the meeting, and follow this written agenda. Meet with the executive board and advisor at least once every two weeks to keep everyone informed of organization business.*

VICE PRESIDENT

The role of the vice president can be as structured or as flexible as the president and the organization allow. The vice president may often seem to have no specific purpose, but it should be made clear that the potential exists for the president and vice president to form a functional leadership team that can better serve the membership.

Hint: *To create a functional leadership team, open and frequent communication with the president is necessary. Some organizations prefer a "Co-Chair" form of leadership.*

SECRETARY

The secretary shall maintain an accurate, up-to-date record of all the decisions, actions, and programs of the organization. This individual could also be responsible for the maintenance of historical information and materials for the organization.

Hint: *Read the minutes at the beginning of each meeting. Post or route a copy so each member knows which items were completed at the last meeting, which items must be covered at the next meeting, and other miscellaneous tasks.*

TREASURER

The treasurer maintains an accurate, up-to-date record of the organization's financial status.

Hint: *Keep budget information current and receipts available to members upon request. Your duties include assisting organization officers in keeping their activities on a sound business basis and ensuring the uniformity of all accounting records.*

ORGANIZATIONAL CHECKLIST

AUGUST

- ❑ Attend Fall Orientation, stuff flyers in the orientation packets, plan a skit for "College Capers," etc.
- ❑ Update annual Registration information at www.mnstate.edu/osa
- ❑ Check your organization mailbox in the Office of Student Activities, CMU 229
- ❑ Hold a meeting of officers and advisors to discuss and evaluate goals
- ❑ Plan an interesting and effective first meeting

SEPTEMBER

- ❑ Agree on a regular meeting time and reserve a meeting space
- ❑ Inform your advisor of meeting times
- ❑ Exchange contact information
- ❑ Set goals for the semester/year
- ❑ Reserve rooms for upcoming events
- ❑ Begin planning events for the fall semester
- ❑ Visit the Office of Student Activities, CMU 229, to learn about upcoming Organization Assemblies and leadership programs
- ❑ Begin recruitment campaign by reserving a table at DragonFest

OCTOBER

- ❑ Organize a group community service project for your organization
- ❑ Develop an organizational budget

- ❑ Continue to keep your advisor informed
- ❑ Be on the lookout for prospective members at events

NOVEMBER & DECEMBER

- ❑ Elect new officers and plan officer transition (if scheduled) – remember to update your officer information with the Office of Student Activities, CMU 229
- ❑ Continue regular contact with advisor
- ❑ Begin planning spring semester
- ❑ Plan end of the semester activity

JANUARY & FEBRUARY

- ❑ Recruit new members
- ❑ Set new goals or evaluate old goals
- ❑ Meet with advisor
- ❑ Get involved in a community service project
- ❑ Continue recruitment campaign by reserving a table at DragonFrost

MARCH

- ❑ Start recruiting new officers
- ❑ Continue to work on spring semester goals/activities
- ❑ Update advisor on goals/activities
- ❑ Submit nominations for Student Organization Awards Ceremony

APRIL & MAY

- ❑ Elect new officers and plan officer transition (if scheduled) – remember to update your officer information with the Office of Student Activities, CMU 229
- ❑ Review year's success, accomplishments and failures
- ❑ Create a recruitment plan and timeline for the coming year
- ❑ Make room reservations for fall
- ❑ Turn in storage space applications for fall for the Activities Resource Center
- ❑ Ask advisor to be involved with officer transition training
- ❑ Recognize valuable organization members

- ❑ Establish summer contacts and address list

SUMMER

- ❑ Stay in contact with organization members
- ❑ Brainstorm ideas for fall activities
- ❑ Make marketing and recruitment plans for fall

Developed from Marquette University website: http://www.marquette.edu/osd/forms/org_handbook.pdf

TEN WAYS TO IMPROVE THE STRUCTURE OF YOUR ORGANIZATION

Presidents often talk about the problems they are having with their organizations. Listed below are some proven suggestions to alleviate problems, and thus, to improve your organization.

1. **Utilize your advisor:** *Chances are good that your advisor has knowledge, abilities, and talents that you are not taking advantage of. Experience is a plus.*
2. **Keep in touch with the Office of Student Activities:** *This office was established to help you and your organization. Take advantage of the resources available through this office.*
3. **Read the Student Organization Handbook:** *Obviously you have taken this step, but you may be surprised to find the information you need right in front of you.*
4. **Write goals for your organization:** *Meet with the officers at the beginning of each semester and write down some of the things that you would like your organization to accomplish.*
5. **Keep an Accounting Book:** *Review your books regularly. This will help you establish and maintain accurate financial records. Your advisor can also help you to put this information into perspective.*
6. **Keep records:** *It is easier to plan for the next year if you can see what was done last year.*
7. **Plan your meetings:** *Your members should know "when, where, and what" at least two weeks before meetings.*
8. **Evaluate:** *Find out whether or not your organization's activities have been effective.*

9. **Do something:** *Many organizations are floundering simply because there are no planned activities.*
10. **Don't be afraid to ask questions:** *Regardless of how bad your organization's problem may seem, it can be resolved, so ask for help.*

ORGANIZATIONAL MEETINGS

A meeting brings the members of your organization together in order to accomplish some purpose or goal through group interaction.

Meetings are usually called to plan, make a decision, implement a plan, evaluate, solve problems, inform and train, capitalize on group expertise, build cooperation and commitment, or to provide involvement and support. The vast majority of all meetings are called to make a decision or solve a problem.

GUIDELINES

- Have a clear understanding of and be able to state the purpose or goal of the meeting. Why have a meeting? What are the objectives? What type of meeting?
- Carefully select participants. Who should be there? What are their interests or expertise areas? What can they contribute? What are possible attitude and personality problems? How can you best facilitate the group decision-making process?
- Prepare for the meeting. When should it take place? Where? How long should it take? Are there any special arrangements? What ground rules will you employ during the meeting? How will the agenda items be ordered?
- Provide skillful leadership of the group decision process. Get everyone to bring their knowledge and expertise to the issues. Foster an atmosphere of creative problem solving. Overcome personality problems.
- Record and evaluate results. What decisions were made? What action is to be taken? Who will do it and when? How do you follow up to make sure it's done?

HOW TO RUN A MEETING

As a group leader, it is your responsibility to control the climate and the direction of the meeting.

- Always have an agenda.
- Decide when the meeting will end. If the meeting is running late, take a break.
- Decide who takes minutes. It should not be you, if you are running the meeting.

The role of chairperson is like that of an orchestra conductor. You recognize people who wish to speak but have relatively little or no input yourself. You must exercise greater

control when the topic generates strong, potentially disruptive feelings and when the group is making a decision.

Group problem solving is more efficient when no single individual is allowed to dominate. Assumptions can be safely tested, alternatives can be explored, and the focus is on valid data related to the problem.

Be sure your role is understood and accepted by the people in the group. If you feel the meeting is straying from its goals, be directive. All you need to say is "I feel we are straying from the issue at hand."

Never break up a meeting until everyone understands what needs to be done next and who will be responsible for each task. A meeting that ends with a vague statement of goals will not produce concrete and positive results.

If another meeting is to take place, set the date while everyone is present and decide on a tentative agenda. If the meeting is not going to take place for a while, send reminders to people, adding the agenda to the note.

PARLIAMENTARY PROCEDURE

It is recommended that your organization use Roberts' Rules of Order to conduct a meeting. There is a Parliamentary Procedure Tidbit in the Office of Student Activities for more information. Below is a brief description of Parliamentary Procedure.

NORMAL ORDER OF BUSINESS

1. Call the meeting to order
2. Read and move to approve minutes
3. Approve minutes as read or as corrected
4. Officer and committee reports
5. Old business
6. New business
7. Move to and adjourn meeting

FUNDAMENTALS OF PARLIAMENTARY LAW

1. Justice and courtesy for all
2. Do only one thing at a time
3. The majority rules
4. The minority must be heard
5. Each proposition is entitled to a full and free debate
6. The desires of the individual must be merged into a larger unit
7. The purpose is to facilitate action, not to obstruct it

AGENDAS

To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda. It is also valuable to you as an organizing tool and preparation list for your meeting. An agenda is simply a listing of any topics, issues, or problems to be discussed at the meeting.

AGENDA FORMATS

FORMAL OR STANDING AGENDA

These agenda main points look the same from meeting to meeting. The benefit of the standing agenda is its structure. An example follows:

1. Meeting Title, Place, Time, and Date
2. Attendance Record
3. Minutes Approval
4. Agenda Approval
5. Officer Reports (These could be listed by name and office)
6. Committee Reports (These could also be listed)
7. Old Business
8. New Business
9. Discussion Items
10. Announcements

INFORMAL OR FLEXIBLE AGENDA

This agenda may look quite different from meeting to meeting. Your agenda might look like this:

1. Old Business (List issues needing resolution)
2. Reports
3. New Business
4. Announcements

The key point is that the informal agenda will change depending upon the needs of the group and the needs of the organization. If it's going to take a lot of energy to discuss a particular item, this agenda format would put it first because members would be best able to deal with it at the start of the meeting.

The advantages of this format are that it adapts to the situation. If the agenda developer can determine the needs of the group, this can be very effective. However, the leader must be comfortable with the changing format.

MINUTES

Written minutes give your organization a record of the business accomplished and provide authorization for action.

MINUTES SHOULD INCLUDE:

1. Name of student organization.
2. Date, place, and time of meeting.
3. Name of presiding officer.
4. A list of those present and absent.
5. A record of approval or correction, if necessary, of the old minutes.
6. A record of all motions passed, including the name of the persons proposing and seconding the motion.

7. A record of all affirmative and negative notes that involve counting (ballots, roll call, division of house).
8. If roll call is taken, a record of how each member voted should be included in the motion.
9. A record of the time of adjournment.
10. A signature of the person preparing the minutes.

RECRUITMENT AND RETENTION OF MEMBERS

RECRUITMENT

Recruitment...the challenging, exciting, and often frustrating experience of bringing new members into your organization. When considering new members, two areas of concern are:

- How do we attract people to our organization?
- How do we get them to stay once they join?

Start recruitment by spending time with current members. You may be thinking, *That's nuts! Why spend more time with current members if we want to branch out to new members?* Current members can help you recruit new people by spreading the word about your organization.

Current members should work with you to define both the purpose of the organization and the benefits of membership. Few people will choose to join an organization if they don't know its purpose. Also, many students are motivated to join an organization if current members can answer the question, *What's in it for me?*

Now that you have defined the purpose of your student organization and the benefits of membership, where can you find these new members? Here are some fabulous ideas:

- **Buddy system.** Encourage each current member to recruit a friend. We can all identify someone we know who could benefit from becoming involved. Go after these people! Many of them may simply be waiting to be asked.
- **Publicity.** Distribute fliers, brochures, and posters encouraging students to check out the opportunities in your organization. Rule of thumb: Be creative with publicity!
- **Resident Assistant's.** RA's are a great resource; they know many individuals in the residence halls and can identify those who may be interested in becoming more involved. Talk with them - tell them about your organization and ask if they or someone they know would be interested in joining.
- **Faculty.** Faculty are also a great resource for your organization. If you need people with special talents or academic majors, ask faculty members. "Sell" your organization to them by explaining what their students will gain from membership.
- **Plan a fun event.** Most students won't know about you until your organization sponsors a fun, interesting event on campus. You probably decided to join the organization because you first attended one of its events. *Try it!*
- **Student Organization Expos.** Each fall and spring Student Organization Expos are sponsored to give you an opportunity to set up a table and "sell" your organization. For more information contact the Office of Student Activities at 477-2790.

Follow-up. Once you've gotten them interested in your organization, follow up. DO NOT get complacent. They may be interested, but you need to continue to "court" prospective members to keep them interested. After all, over 100 other organizations want new members, too.

RECRUITMENT OVERVIEW

BEFORE

- Identify and discuss what your group has to offer students.
- Identify whom you want to recruit. Take into consideration qualifications necessary to join.
- Decide if your organization's image is what you want it to be. Identify strengths.
- Create position descriptions for officers.
- Be familiar with MSUM's policies for solicitation.

DURING

- Use CMU display windows, posters, table tents, the OSA website and wall calendar, The Advocate, Today Tomorrow News, the student listserv, the student organizations listserv, and KMSC to advertise.
- Encourage current members to talk about it.
- Hold an open house.
- Don't oversell your group by creating inaccurate expectations.
- Make new members feel important.

AFTER

- Have team builders for interested students to raise group commitment.
- Blend and mix old and new members.
- Share expectations.
- Discuss goals, philosophy, structure, and purpose of the organization.
- If they express interest, keep in contact, encourage them to attend meetings and become involved.
- Have "Big Brothers/Sisters."
- Remember names.

ONGOING:

Recruit new members through programmed events.

RECRUITMENT THROUGH ORIENTATION PROGRAMS

The Orientation process offers a tremendous opportunity for the recruitment of students. This is one of the first and most basic ways to find volunteers for your organization. There are many ways in which you can recruit through Orientation:

- Put clever, attractive brochures or flyers in Orientation packets for incoming freshmen. Recruitment publications should include general information, contact people, and organization and membership details.
- Sponsor activities (dances, displays, etc.) during Summer Registration and Fall Orientation.
- Promote your organization during Orientation and the first weeks of each semester with a variety of visual displays. Remember to emphasize "WE NEED YOU" to new members! Use window displays, banners, and posters.
- Volunteer to help with the Orientation program and wear your organization's T-shirt, button, or uniform to identify your group.
- Use the college newspaper to entice students to join your group. Place ads that will stir their interest for more information or encourage them to check it out.
- If your organization has an office, house, or even a regular meeting place, hold an "Open House" during Orientation and at the beginning of each semester.

Most importantly, remember that recruitment is an on-going process and should involve all the members of your group. Your members' enthusiasm and interest in the group is generated every time they talk to other students. *Word-of-mouth is your most effective recruitment technique!*

RETENTION

People join organizations for many reasons: to meet new friends, to have their opinions heard, to express a particular skill or interest, to be involved in decision-making, to learn new skills, or to expand their résumé. *People usually join to have their needs met.*

People continue organizational involvement for many reasons: they are learning and growing, they are making new friends, they are accomplishing something they can be proud of, they feel their opinions and contributions are valued, and they are appreciated. *People continue their involvement because they feel needed and that their absence would be noticed.*

The president of the organization can help members meet their needs by taking time to get to know each member personally: show an interest in the total person, delegate tasks to members so they have a reason to attend meetings and to remain in the group. Encourage shy members to speak up, promote democratic decision-making that involves all members, and give each member the tools to succeed in the organization. Make time for new and old members to interact and become acquainted through icebreakers and team builders (resources are available in the Office of Student Activities).

EVENT PLANNING & FUNDRAISING

EVENT BUDGET & CASH HANDLING

For any event create a realistic budget that includes sources of income and all expenses. When cash is collected for any program, please ensure proper cash handling and documentation in order to have proof that what was collected matches what is deposited. If you are selling tickets, the number of tickets should be reconciled with the cash and checks collected. There is a Money Handling Tidbit sheet available in the OSA, which includes information and a worksheet for you to use. Avoid paying cash, if possible, but in the event that cash is used for an expense you must receive a receipt. The OSA staff is a resource and can help you create a budget. This may seem like a lot of work, but it protects the members of your organization and is good business practice.

EVENT CONTRACTS

Whenever an outside entity, such as a speaker, guest artist, band, etc., is brought in for your program, a MnSCU contract needs to be used. Your advisor will help you with this process. Only your advisor can sign the contract on behalf of the university. Contracts ensure that you receive the services and the price that was agreed for the program. Verbal agreements can be risky. Please contact the OSA with any questions.

FUNDRAISING PROJECTS

Choose a project that the target public will need and enjoy. Look at their tastes and spending habits. Ask yourself: When will people have money to spend? What types of things will they want to buy?

Set fundraising goals that are achievable. Develop a realistic budget and think of all costs involved. What fundraiser will give you the most profit per item?

Carefully consider timing and location. Avoid conflicts and competition. Check all policies and regulations.

Develop a plan for the project, a calendar with deadlines, and a checklist of things that have to be done.

Be sure your members know what cause you are raising funds for and how the money will be used.

IDEAS FOR FUNDRAISING PROJECTS

This list is not meant to be a final list of all ideas, but rather to spark ideas.

SALES

- Rummage
- Used books (text or paperbacks)
- Used CD's
- Plants
- Special items
- Calendars
- Artwork (commission)
- Christmas cards/Stationery
- Printed T-shirts, hats, and clothing
- Buttons & promotional gadgets
- Baked goods
- Hand-crafted items
- Cookbooks
- "Care" Packages
- School spirit items

SERVICES

- Car wash
- Recycle aluminum cans
- Lawn care -- rake leaves, mow lawns, etc.
- Clean up after athletic games
- Babysit
- Singing telegrams
- Portrait photography
- Snow removal
- Services for other campus groups (i.e., take tickets, distribute posters)
- House cleaning

- Valentine's Day candy delivery
- Mother's Day flower delivery

PROGRAMS

- Picnic
- Talent show
- Fair/festival
- Benefit dinner
- Skills Workshop
- Fashion show
- Trip/tour
- Games Booth
- Sport/game competition
- Dance
- Movie
- Lecture

OTHERS

- Raffle
- Grant (business and government)

VII. **Propose event to Executive Board**

Use an organized presentation - "sell" your event!

VIII. **Follow-Up**

A. Evaluation

All individuals involved should participate in the evaluation

B. Thank You's

*Acknowledge the input of all people involved in the event
Send hand-written notes; develop an ad in the Advocate,
etc.*

Adapted from Campus Activities Board -- Program Model

GOAL SETTING

A goal is an ideal, a desired place towards which people are working. A group goal is a future state of affairs desired by members of the group, motivating them to work towards its achievement. For example, a group goal may be to learn more about group effectiveness. If enough members of a group want to learn about group effectiveness, they will work to achieve this goal.

Three aspects of goal setting need to be stressed:

1. What is the group goal?
2. What tasks must be completed to reach the goal?
3. What are the processes of interaction among members that are necessary to achieve the goal?

Most groups have several goals, both short-term and long-term. Usually the short-term, immediate goals are of the greatest significance. The activities of group members are directly related to short-term goals and only indirectly related to long-term goals.

However, the short-term goals are stepping stones towards achieving long-term goals.

If group members are clear about the immediate, short-term objectives that lie along a path toward a long-term goal, they can avoid misunderstandings about the final destination. In the process of goal-setting, it is important to choose short-term goals that can be easily recognized when achieved, and that can be reached in a specified, reasonable length of time.

IMPORTANCE OF GOALS

- Goals are guides for action. Group goals help members to plan and coordinate their efforts and assign their roles and responsibilities.
- Goals provide a guideline to measure the group's efficiency and usefulness.
- Goals can provide the basis for resolving conflicts. Conflicts among group members can be resolved on the basis of what helps the group to achieve its goals.

- Group goals solidify cooperation among group members. Group members will learn to work together to achieve their goals, leading to a more interdependent, cohesive group.
- Goals are motivating! A clear set of group goals will give members a reason to act and will arouse a sense of commitment.

Member commitment to accomplishing a goal depends on several factors: Is the group cohesive? Is the goal desirable? Is the goal attainable? Is there a challenge to achieving the goal (a moderate risk of failure is more challenging than a high or low risk of failure)? Can achievement of the goal be measured? Are there rewards for achieving the goal? The motivation of members to work for the achievement of their group's goals is heightened by their participation in setting the goals. Active participation by members produces:

- A better match between group goals and members' motives
- A greater acceptance of the goals
- A better understanding of the actions needed to achieve the goals
- A greater appreciation for the contribution of an individual's behavior to group action

STEPS IN SETTING GROUP GOALS

1. Provide time for the group to consider the goals. Explore and discuss ideas, interests, and needs of the group members.
2. Secure consensus on ideas, interest areas, and needs around which goals and objectives are formulated.
3. Formulate appropriate and well-stated goals and objectives.
4. Ensure common understanding and acceptance by the members of the group.
5. Test each goal and objective against the following criteria:
 - *Are objectives stated accurately* -- identifying the people or group concerned and the behaviors or behavior changes expected of those involved?
 - *Are objectives dynamic* -- likely to promote action on the part of the group?
 - *Are objectives compatible* -- with the general aims of the group or organization?
 - *Are objectives achievable* -- considering the level of maturity of the group or organization and the resources available?
 - *Are objectives developmental* -- leading the group to constantly higher levels of achievement?
 - *Are objectives varied* -- to meet the needs of all individuals within the group?
 - *Are objectives limited in number* -- to avoid overextending the time and energy commitments of members

MOTIVATION & DELEGATION

MOTIVATION

Motivation is the desire or force within an individual, which causes action. Motivation becomes something that is within a person, not some external force that is applied to that person. If motivation truly comes from within, then the question "how do I motivate my

members?" has no meaning. The people are already motivated toward their own goals and needs.

Herzberg identifies four major motivations. They correspond to Maslow's belongingness, ego status and self-actualization needs. These motivators are defined as things that make people work hard for your organization. Hard work is defined as increasing commitment, being willing to volunteer, taking initiative, and being responsible. His four major motivators are:

1. **Achievement** - solving work problems, seeing the results of your efforts, having meaningful responsibilities, etc.
2. **Recognition** - gaining respect from your peers, receiving feedback on your performance, knowing you have accomplished a meaningful task, and being recognized for it.
3. **Participation** - planning and scheduling your work, being allowed to make important decisions, being involved in decision-making and problem solving processes that affect your area of responsibility.
4. **Growth** - being able to increase your skills and competencies, applying new learning to job tasks, becoming more competent. The more these motivators exist in your organization, the greater commitment and motivation the student employees (members) will have. The existence of these motivators is directly affected by the structure of the organization, and the way employees (members) are supervised.

The role of the officer, then, becomes one of bringing about better results in the committee or board by setting up an environment that will allow those already motivated people to help the organization achieve its goals. To do this, one must understand the dynamics of motivation and must recognize opportunities to motivate others.

DELEGATION

THIRTY RULES FOR GETTING THINGS DONE THROUGH PEOPLE

1. Help the people in your organization *want* to do things.
2. Study your organization's membership and determine what makes each member tick.
3. Be a good listener.
4. Offer constructive criticism in private.
5. Praise in public.
6. Be considerate.
7. Delegate responsibility for details. (*You are not a leader if you do not delegate!*)
8. Give credit where it is due.
9. Avoid domination or "forcefulness."
10. Show interest in and appreciation of the other person.
11. Make your wishes known by suggestions or requests.
12. When you make a request or suggestion, be sure to tell the reasons.
13. Let your members in on plans and programs even when they're in an early stage.
14. Never forget that the leader sets the style for his or her people.
15. Be a good role model.
16. Be positive.

17. Be consistent.
18. Show your people that you have confidence in them and that you expect them to do their best.
19. Ask your organization's members for their counsel and help.
20. When you're wrong or make a mistake, admit it.
21. Give courteous hearing to ideas from your organization's members.
22. If an idea is adopted, tell the originators why.
23. Give weight to the fact that people carry out their own ideas best.
24. Be careful of what you say and how you say it.
25. Don't be upset by moderate grouching.
26. Use every opportunity to build up in members a sense of the importance of their work.
27. Give your student organization goals, a sense of direction, something to strive for and to achieve.
28. Keep your student organization informed about matters affecting them.
29. Give members a chance to take part in decisions, particularly those affecting them.
30. Let your members know where they stand.

