

Simpson College

Student Organization Handbook

Portions or sections of this document may be changed, updated or deleted without prior communication to campus clubs and organizations. The student activities office will make every attempt to notify clubs and organizations about changes, updates and deletions.

Simpson College recognizes the vital contributions that student organizations make to college life. Recognizing that students are free to organize and join associations to promote their common interests, Simpson College sets policies and procedures for student organizations so that the quality of life and overall educational mission of the students and the college are continually enhanced. However, registration is not to be interpreted as an endorsement of the purpose and/or activities of any organization by Simpson College.

The annual registration process for student organizations administered by the Office of Student Involvement & Activities is a mechanism to establish a limited relationship between Simpson College and student organizations. The registration procedure insures that all registered organizations within the college can, on an equitable basis, obtain the services and benefits associated with formal registration.

A student organization, as defined by Student Involvement & Activities, is a group or association composed of students that is created for any educational purpose including the advancement of academic, social, recreational, religious, political, or other special interests. Any three persons who are enrolled at Simpson College as students and currently registered in courses (6 hours minimum) and in good academic standing (GPA of 2.00 or above) at the college may create a student organization. *Persons who are not Simpson College students may not participate as members in the activities of student organizations as associate or honorary members.*

In order to establish a limited relationship between the college and student organizations, the Office of Student Involvement & Activities collects and reviews three kinds of information from student organizations:

Registration Information

At the beginning of each fall semester, current officer and advisor information is collected. Should this information change at any time during the year, organizations must update that information with Office of Student Involvement & Activities as early as possible.

Database Information

The database information form enables Office of Student Involvement & Activities to collect information pertaining to the purpose, focus, and size of student organizations. This information allows the Office of Student Activities to answer inquiries about groups.

Compliance Information

Each student organization is required to submit a Constitution and By-laws so that the Office of Student Involvement & Activities can ascertain that an organization is in compliance with University policies and procedures.

REGISTRATION PROCEDURES FOR NEW STUDENT ORGANIZATIONS

New Student Organizations must register at the time they are created. The Office of Student Involvement & Activities shall grant or deny registration no later than 20 business days after submission and verification of all completed materials. Registration becomes effective upon written notification to the group from the Office of Student Involvement & Activities.

The following information is required at the time a new group of students registers as a student organization:

1. A completed registration form from the Office of Student Involvement & Activities.
2. Constitution and by-laws. When affiliated with an off-campus organization, the constitution and by-laws of the off-campus organization are also required (sample constitutions are available at the Office of Student Activities).
3. Statement from the off-campus organization certifying affiliation when the group is a campus chapter of an off-campus organization (if applicable).
4. An organization must maintain an active up-to-date file in the Office of Student Involvement & Activities. Failure to register annually may result in the denial of all student organization privileges. The file must have the following information:
 - (a) Registration Form: **A new form must be completed when and if one of the following events occur**, when officer and advisor information changes, and/or when the name of the organization changes.
 - (b) A copy of the organization's most current constitution, upon request by the Office of Student Involvement & Activities.
5. The following types of student organizations must comply with additional registration requirements. The types of student organizations and any special requirements are listed below:

Sport Clubs: A certified sports club is a recognized student organization that has been formed by students who are motivated by common interest and desire to participate in a particular sport activity. More specifically, they are formed so the participants in each club may learn new skills, improve existing skills, engage in extramural-intercollegiate competition, and enjoy recreational and social fellowship. The additional registration requirements for sports clubs are as follows:

- The Director of Student Involvement & Activities must recognize all student organizations that wish to be considered sports clubs. The signature of the Director of Student Involvement & Activities will be accepted as sufficient documentation of recognition.
- The Director of Student Involvement & Activities may establish criteria for new sports clubs and specific requirements for existing organizations.
- The Director of Student Involvement & Activities will make such criteria available to students upon request.

REGISTRATION PRIVILEGES

Registered student organizations enjoy special benefits on campus. These include:

1. Use of Simpson College facilities (reservation forms are available in the conference scheduling office (Hillman Hall), or the Student Involvement & Activities office (Brenton Student Center).
2. Sponsoring on-campus fund raising events.
3. Applying for funds designed to support the activities and programs of student organizations. Application forms are available online.
4. Inviting guest speakers to the campus.
5. Use of the college's name to designate the student organization's location "at Simpson College" or "Simpson College" on its letterhead and publications (subject to college name, logo, and seal guidelines).
6. Access to all services offered by the Office of Student Involvement & Activities, including organization consultation and workshops.
7. Access to bulletin boards, signboards, outdoor, on-campus signboards and kiosks (subject to approval.)
8. Participation in the Student Involvement Fair.

REGISTRATION POLICY

In order for student organizations to be recognized and registered on campus, the following guidelines must be met:

1. Discrimination on the basis of race, color, creed, religion, sexual orientation, national origin, sex, age and handicap is prohibited.
2. No student shall be excluded from membership on the basis of sex, unless the student organization is a social fraternity or sorority, or the primary purpose of the student organization is to engage in sports in which the major purpose or activity involves bodily contact, or the student organization is otherwise exempt under Title IX of the Education Amendments of 1972.
3. Voting membership in a student organization must be limited to currently enrolled Simpson College students who shall comply with the stated purpose(s) of the organization and reasonable conditions and obligations of membership.
4. Persons who are not Simpson College students may not participate as non-voting members in the activities and programs of student organizations as associate or honorary members.
5. A student is eligible for a student leadership position (President, Treasurer, etc.) if the student is enrolled for at least 6 credit hours, not on disciplinary probation, and in good academic standing. Good academic standing requires that undergraduate students maintain above a 2.0 grade point average per semester.

6. A student must meet these requirements at the time the student assumes a leadership position and continue their eligibility throughout the tenure of the leadership position.
7. Student organizations that have past due debts with the University will not be allowed to register or conduct business on campus. Account balances can be verified in the Business Office.
8. Provisional registration will be granted to new student organizations only to allow members to use free University meeting space while fulfilling registration requirements. The Director of Student Involvement & Activities or designee may grant provisional registration for a period of 60 calendar days. Requirements for provisional registration will be made available by the Director or designee upon request from the student(s).

RESPONSIBILITIES OF ORGANIZATIONS

Registered student organizations at Simpson College, their officers, members and guests are to assume and accept the following responsibilities:

- Responsibility for complying with federal law, city code, and all laws for the State of Iowa including the Rules, Regulations, and By-laws of Simpson College.
- Responsibility for the activities of student members and guests while participating in the activities of the student organization.
- Responsibility for notifying Office of Student Involvement & Activities of any changes in the information submitted previously for registration.
- Responsibility for sponsoring and supervising their programs.
- Responsibility for the safe operation of their programs.
- Responsibility for assuring the facilities is used for the purpose for which they were scheduled.
- Responsibility for sound fiscal management and for prompt payment of any debts incurred.
- Responsibility for expending organization monies to further the purpose(s) of the organization and not for the private benefit of officers or members.

DISCONTINUATION/DENIAL/TERMINATION OF REGISTRATION

The Office of Student Involvement & Activities reserves the right to discontinue, deny or terminate registration status. The following are circumstances that will result in denial or termination of registration:

1. A request from the student organization to dissolve.
2. Action taken as a result of the disciplinary process.
3. A lapse in communication with the Office of Student Involvement & Activities. To retain registration privileges, an organization must maintain an active up-to-date file in the Office of Student Involvement & Activities.

4. Request from an external organization chartering a student organization at Simpson College.
5. Failure to keep current or to meet financial obligations to the college.
6. Failure to comply with the organization's constitution.
7. Failure to comply with the rules, regulations, policies, and procedures of Simpson College as determined by appropriate college representatives.
8. Registering an organization under termination or sanction from its off-campus affiliate.
9. Registering a sanctioned organization under a new name.
10. Registering a subsidiary of a currently registered organization.
11. When the organization is not formed for an educational purpose.
12. When the organization has not complied with registration requirements.
13. Failure to keep debts current with providers of college goods and services will result in loss of organization privileges (suspended status).
14. Submitting false information to Simpson College

APPEAL PROCESS

A student organization may initiate an appeal with the Dean of Student Development of a decision by Office of Student Involvement & Activities to discontinue, deny, or terminate its registration. An appeal must be initiated within 30 days of receipt of notification of the decision from the Office of Student Involvement & Activities.

GETTING YOUR ORGANIZATION STARTED

IDENTIFYING LEADERS AND STRUCTURING YOUR GROUP

There are many ways to structure your registered student organization. Your organizational structure determines the roles of your members and your leaders and defines who does what. You will likely need at least one person to take responsibility for the following tasks:

- Serve as primary contact person (represent the group)
- Serve as spokesperson, meeting facilitator
- Be responsible for recruitment of membership/publicity
- Be responsible for meeting arrangements and minutes
- Be responsible for programming and fund-raising

- Be responsible for finances

Whatever organizational structure your group decides upon, the primary roles of the leaders should be to keep the group focused on their goals and to see that all members have sense of belonging, a clear understanding of what is expected of them, and shared ownership in shaping the organization's goals. As leaders, you can't do all at least for long. Make sure everyone has a part. Ask for help in your areas of weakness and encourage others to do the same. One of your goals should be for the organization to continue indefinitely. Be sure to prepare enthusiastic and responsible group members to take over leadership positions when you leave.

PURPOSE, GOALS AND OBJECTIVES

One of the very first tasks of your group should be to decide on a clearly stated, realistic, general description of purpose that will be easily understood by members.

Set goals

Identify short, medium, and long-term goals to accomplish during the current school year and future objectives that will fulfill your group's purpose. If you have an established organization that repeats the same goals annually, discuss which should be continued and which should be changed.

Organizations are composed of members. Members want to get something out of belonging to a group. They want to develop and gain something personally. What experiences do members want as a group member? Why did they join? Ask them. How can you make sure that members will get these experiences? How much social interaction do members want and when?

Financial goals

How will the group obtain money for publicity, phone calls, uniforms, trips, etc.? How much money is needed? Are there costs associated with reaching the goals you've outlined? Add up the cost of each goal to determine your financial need. Do you have the funds to cover the costs? If not, how will you obtain them? Discuss dues. Do you want them? How much? Will students pay less than non-students? Discuss fund-raising. Are people willing to commit time and energy? Can you realistically raise the funds you need? Will fund-raising interfere with your goals? Include financial stability in your goals.

Implementing goals and objectives

Develop a time line for each of the goals and steps necessary to accomplish them. Objectives are the individual steps needed to obtain each goal. Now that goals are set for the group and its members, outline the steps required to reach each of those goals. Discuss whether your total plan is realistic and fulfills the purpose of the group. Assign tasks to individuals or committees and determine who will accomplish these tasks.

RULES, CONSTITUTION, AND BYLAWS

To be effective, an organization needs basic rules. Set these rules up early to answer questions that inevitably come up; how will officers be selected? When will they be selected? How many members make a quorum? What percent of members need to be present for policy review and final decisions? Referring to these documents is especially helpful when disputes occur. Save yourself a headache and decide your procedures now.

Be sure to include rules insuring that your group will be composed mainly of students and be controlled and directed by students. Although college regulations specify that all your officers must be students, you

should consider carefully how your selection of officers might affect your definition as a “student organization.” Also refer again to the eligibility requirement section in this Handbook and be certain your organization meets those requirements.

A constitution and/or bylaws are a useful way to write up your rules. Some organizations may adopt a constitution while others operate with bylaws alone. Whatever structure you choose should be formally adopted by your organization. Be patient, this may take some time, but you’ll benefit when it’s completed.

Using the constitution and bylaws of another organization as an example saves time. We’ve included a sample constitution at the end of this handbook. Use the parts that are useful to your group and discard what is not useful. If you would like assistance devising a constitution for your organization, contact any of the staff in the Office of Student Involvement & Activities for assistance.

A constitution may be arranged in articles, each article being subdivided into sections. The constitution should contain only what is fundamental to the structure of the organization and should therefore be difficult to amend. Usually to amend a constitution, previous notice is required of the amendment with a two-thirds or three-fourths vote for its adoption. An amendment should not be permitted except after having been proposed at the previous meeting.

Typical elements of a constitution

- Name and statement of purpose of the organization
- Qualifications for membership
- Officers, election procedures and duties
- Meetings of the organization
- How to amend the constitution

Bylaws contain all the other standing rules of organization. Include only what is essential in the constitution; leave all other details to the bylaws. It is also a good idea to set up the bylaws so they cannot be modified during a single meeting of the group, i.e., changes should be proposed and voted on at different times. A sample constitution is included at the end of this handbook.

RECRUITING & RETAINING MEMBERS

Recruitment and retention of members should be a focus throughout the year. Many student organizations have a stated purpose that appeals to a broad constituency of potential members. Your organization may be of interest to students regardless of gender, racial or ethnic background, sexual orientation, ability, religion or national origin, college, major or year in school.

RECRUITMENT

Before you begin to recruit members, review your current membership and determine whether you are reaching a wide range of students. Your organization will benefit if you are successful in attracting a number of students from varied backgrounds because of the new ideas, perspective and experience they will bring. No matter what type of organization you have, don't think you can predict the people that will be interested in your group. Even if you are connected to an academic major, there may be exploring students or people with a great deal of knowledge about the subject but who have chosen a different academic focus. If your group decides it has not been successful in reaching certain kinds of members (e.g., women, returning adult students, students outside a particular major, students from a range of cultural backgrounds), make a plan for doing focused outreach to the "missing" members. The Office of Student Involvement & Activities can help you in developing a plan.

In your recruitment publicity and information you can be welcoming and inviting to the broadest possible range of members by remembering to do the following:

- Use inclusive imagery in posters and pamphlets representing your organization.
- Make sure that the language you use in your publicity is respectful of all people and that it is gender neutral.
- On your publicity materials, indicate whether your event or meeting is accessible and how to contact your organization if students have special accommodations.

OUTREACH

Fliers and general mailings may not be enough to entice people to join your group. It is likely you will have to do outreach to get members to come to you.

- When reaching out around campus to recruit new members, visit places where you might meet students with a variety of backgrounds and experiences.
- Be willing, to change your method of outreach, for example, by visiting with individual students around campus--letters or posters may not be effective for all groups.
- Don't wait for people to come to you! **REACH OUT!**

MEETING THE NEEDS OF YOUR MEMBERS

How does your organization meet the needs of members? Are there opportunities for new members, as well as graduating seniors? What opportunities are there? List them. The Offices of Student Development and Student Involvement & Activities also provides student organizations with the following:

Retreat Planning Services - As the name implies, this service is designed to help student organizations plan retreats. Topics can range from setting goals to maximize communication skills to effective planning, publicizing, and implementing events. We can help with selection of location, topics, speakers, icebreakers and team building exercises, and other facets of effective retreat planning.

Advising - The Office of Student Involvement & Activities staff provides direct advising services to a wide variety of student organizations, including consulting about organization development and providing ideas and information about programming and planning events. The Office of Student Involvement & Activities also helps foster collaborative relationships among organizations through its support of advisors. In addition, the Office of Student Involvement Activities provides support to the multitude of faculty, staff, and administrators who serve as official advisors to the numerous student organizations. The staff in Student Involvement & Activities is available to provide assistance to any student leader or advisor in addressing current or potential organizational challenges.

Below are some tips to assist you in better meeting the needs of students.

ORGANIZATION DEVELOPMENT

All groups are dynamic, changing entities. Just as individuals change and grow, so do organizations. You as a leader need to be aware of the condition of your group, and what you can do to facilitate its success. The Office of Student Involvement & Activities can help with all of these areas.

Team Building and Group Development

Acquaintanceship, the members of the organization simply getting to know one another, is the first step for any organization. The individual members of the group need to be familiar and comfortable with each other in order to facilitate good communication. Trust, confidence and the ability to negotiate disagreements all begin with familiarity.

To this end, organizations occasionally need to back away from business, and spend some time focusing on the individual members. Often this can best be accomplished in a retreat setting, using structured exercises for this purpose. Structured activities can be used to facilitate the group members learning to work together in this stage of group development, known as team building.

Purposes and Goals

All members should be aware of and have input in developing the long-term direction of the group. While many groups have specific purposes, others are less focused. Regardless, it is important that everyone be aware of and understands the purposes and goals of the organization. The group must also look at and evaluate short-term goals. What does the group want to accomplish this year, this quarter, or even with a specific event? Again, proceeding with a concise plan will help the group assess and facilitate its success.

Evaluation

Another important component of organizational development is evaluation. If the group made explicit goals, this process becomes easier. How close did the organization come to meeting its stated goals? What helped or hindered your success? What can you change to ensure success in the future?

Publicity

Organizations need to be creative when it comes to publicizing themselves and/or their events. Below are some general guidelines for good publicity followed by some specific information on campus and community policies.

CHARACTERISTICS OF SUCCESSFUL ORGANIZATIONS

Remember, students stay with organizations that are organized, dynamic and meet their personal goals for membership. Prospective members want to know that the organization is moving forward and successful in meeting the group's goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of **GRAPEs**.

The "GRAPE" Principle

G is for Growth

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are there only a few opportunities usually "saved" for the senior members?

R is for Recognition

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

A is for Achievement

A sense of "team" achievement is important. Even if the member wasn't the "key" person who helped accomplish a task. It's important that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important that the group realizes that everyone from a member who may have done a simple task to the president of the organization contributed and has a feeling of accomplishment.

P is for Participation

Can everyone participate in programs and events? At one time, perspective members of certain organizations had a six-month waiting period before reaching "full" member status. This limited the participation of the new members. There was no problem when new members were needed to work on menial tasks but other tasks were reserved for the "full" status members only. Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

E is for Enjoyment

Volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? Students' time is valuable and there is a multitude of options for them to be involved with. Make sure one of the best options on campus is being involved with your organization!

MEMBERSHIP RETENTION STRATEGIES

Once you have attracted a broad range of members you will need to think about what will keep them interested and involved with the organization. Some ways include:

- Offer leadership training to all interested members, using campus resources (Contact the Office of Student Involvement & Activities about free workshops available to students and student organizations).
- Demonstrate your commitment to diversity by modeling respect for all members.
- Plan programs that are of interest to all of your members; you may want to offer some specialized programs for subsets of your members, but be certain you aren't serving some subsets and ignoring others.
- Review your programming to attract new members and meet the needs of current members--make changes to fill program gaps.
- Create an organizational structure/governance that encourages participation by all members.

Making Your Organization Accessible to All

The Americans with Disabilities Act of 1990 (the ADA) is a federal law that recognizes, and seeks to ensure, the right of individuals with disabilities to participate to the fullest extent possible in the activities and benefits of society. The ADA addresses the rights of persons with disabilities to building access and other accommodations, such as interpreters, note-takers, etc. These accommodations help to ensure that, among other things, persons with disabilities can attend college with a minimum of difficulty and that their right to experience the world of higher education is not infringed upon.

Although your group is not an official college office, as a registered student organization, you are expected to provide accommodations when possible. Let people know that you are willing to change meeting sites and accommodate their special needs. When planning events, use facilities that are accessible to the college community. All possible considerations in planning for an event that will be accessible to individuals with disabilities should be made.

ELECTION OF OFFICERS

The organization's elected leadership is very important. Those members chosen by the group to have the normal authority should be carefully selected. The Office of Student Involvement & Activities has the following suggestions:

- Elect a new set of leaders at the same time every year. Several groups elect their officers at the end of the fall semester with a term that runs during the calendar year, enabling the group to begin a school year with experienced leaders. This will also allow the leader to receive additional training before the next school year and continuity in mailings from the Office of Student Involvement Activities.
- Check your constitution and by-laws for nominating and election procedures. The Office of Student Involvement & Activities recommends a one-person, one-vote standard. While it is a good idea to periodically review these documents and procedures, they should not be changed with every election.
- At a minimum, every student organization should have three officers, a primary student leader or chair, a treasurer, and another officer. Of course, you may choose to have others. Regardless of how many officers the organization has, their powers and duties should be spelled out in the constitution.

Projects and Activities

Careful planning is the key to successful programs, projects or events. From meetings to marathons, every activity your group is involved with it should be well thought out. Student organizations can and have planned all sorts of academic, social, political, and recreational events, and the Office of Student Involvement & Activities encourages a wide array of activities and events. However, all events must be consistent with the educational mission of Simpson College.

- All gambling is prohibited on campus.
- Dangerous activities such as car smashes, those involving live animals, explosives, firearms or other weapons are not permitted on college property.
- “Slave” auctions are not permitted.
- Beauty Pageants are not permitted.

GETTING YOUR ORGANIZATION STARTED

CODE OF STUDENT CONDUCT

SIMPSON CODE

The Simpson Code expects all students:

- To respect the rights of other persons regardless of their race, sex, age, creed, sexual orientation or national origin.
Physical or psychological abuse of a person or conduct that threatens the health or safety of any person is not allowed.
- To respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of activities is not allowed.
- To respect the property of other individuals, organizations and the college.
- To observe all local, state and federal laws.
- To observe regulations pertaining to housing units and college buildings and grounds that are officially adopted through the organizational procedures of student government, faculty, administration and/or trustees. Specific regulations applicable to housing units and college buildings are included herein and resident students should also refer to the housing contract.
- To observe honesty in academic work and official college records. Cheating, plagiarism and giving false information to the college are not allowed.
- To meet financial obligations.

Rationale:

Simpson College maintains a commitment to the development of students. The Office of Student Involvement & Activities provides support and opportunities for the development of leadership skills and opportunities for growth through involvement with and participation in student organizations. The corresponding responsibility of the student organization is to uphold the standards of integrity, civility, and responsible behavior inherent in an academic community.

The Simpson Code is the official document which establishes the minimum standards of behavioral expectations the university can expect from students and organizations, and articulates the processes and procedures established to protect students’ rights. Therefore, registered student organizations, and students

involved with the activities of a student organization are held to the minimum behavioral standards articulated in the Code.

The definition of a registered student organization activity should be interpreted broadly. That is, an “activity” is defined contextually within the operation of a student organization. Activities of registered student organizations include, but are not limited to:

- (a) Any planned event or program in which the registered student organization participates in organizing and executing, and/or is identified as an event sponsored or co-sponsored by or associated with the organization.
- (b) Any formal event or program in which the primary participation is by members of an organization; occurs on the premises of a building or land leased or owned by the organization; or, any group activity in which members of a specific organization behave in a way which leads one to believe they are acting under the guise of the organization, or are acting on behalf of an organization.
- (c) All business meetings, or business conducted on behalf of the registered student organization.
- (d) Actions of individual members, or non member guests and participants, which are conducted on behalf of, or under the auspices of, the registered student organization, whether or not the event is officially sanctioned by the organization.

The Code applies to the behavior of individuals as well as the behavior of the group representing an organization. Misconduct allegations may include charges against both the organization and specific individuals within the context of the organization activity. Therefore, members of an organization as well as students who are not members of a specific registered student organization, who are involved in prohibited conduct while on the premises of an organization, or at an event sponsored, planned, or conducted under the auspices of an organization will be responsible for their behaviors.

FUNDING FOR STUDENT ORGANIZATIONS

The Student Government Association supports the activities and programs of student organizations. Monies appropriated by the Student Government Association Allocation Committee must be used in the furtherance of the educational mission of the college, and not for private purposes.

OPERATING FUNDS

Operating funds cover expenses essential to the group’s operation.

The fundable categories of Operating expenses are listed below:

- Office Expenses-office supplies including stationary, pens, disks, paper clips, and other items needed to conduct business. Postage for general organizational use and general photocopying are also included.
- Newsletter-there is a regular or periodic publication to the organization’s membership containing information about the organization and its activities.
- Advertising and Promotion-materials used to recruit members and announce meetings, etc.
- Books and Subscriptions-materials central to the organization’s purpose and readily available to its membership.

- Dues to State and National Organization-membership dues for an organizational membership in a state or national organization. Dues for individual memberships are not covered.
- Bank Charges-charges associated with maintaining checking and savings accounts. This does not include insufficient funds charges or interest on loans. (All monies must be held in Simpson College account through the college business office)
- Awards-plaques, certificates, prizes, scholarship, recognitions, etc.
- Food-an organization can provide refreshments for a meeting, recruitment event, or as part of a marketing plan to encourage students to join your organization. **NO ALCOHOL**
- Transportation-costs associated with traveling to the destination by private car, or private rental, plane, train, or bus. If a public carrier, such as an airline or bus line, is used, costs of the number of supported individuals. For a private car, the cost shall be reimbursed at the current college rate.
- Lodging-Costs associated with accommodations at the destination, or in transit to or return from, the destination.
- Registration-registration costs for a conference or program, as well as any pre or post- conference workshops, may be requested.
- Entertainment-entertainment includes speaker's fee, honorarium, or other fees for speakers or other presenters, band or DJ fees, artists' fees, or rental for films or other entertainment medium. Travel expenses for the presenters, if charged to the sponsoring organization(s), may be included.
- Facility Charges-any fees associated with renting space for the event.
- Physical Facilities-any fees charged by college Physical Facilities for the setup or cleanup of the special event, including, but not limited to, electricity, water hook-up, tables and chairs.
- Ticket Printing-costs to design and print tickets for the event.
- Publicity-costs to advertise the event, including but not limited to, flyers, posters, ads, etc. Costs for design and printing are acceptable.
- Security-cost for uniformed or plain-clothes officers hired to maintain order at the event. Costs for EMS/Fire Prevention offices, if needed, are also acceptable.
- Expenses must be reasonable and are subject to review as per college guidelines.
- Other-other miscellaneous expenses including, but not limited to, long distance telephone calls related to the activity, and fees to notarize contracts. An organization may request funds for other operating expenses that do not fit the previously listed budget categories. Other miscellaneous expenses including, but not limited to, parking, tolls, and taxi fees, etc. The organization must provide justification as to why they feel it is fundable.

Below are the categories of expenses that are not fundable through the Operating Fund. Some items may be fundable under other funds. Exceptions to these categories for student government groups are also listed.

- Books and Subscriptions-materials for personal use of members are not fundable.
- Telephone-personal long distance charges are not fundable.
- Donations-gifts made by the organization to individuals, groups, or associations, including political and religious organizations, are not fundable.
- Individual dues/fees paid to state, regional, and national organizations for individual memberships are not fundable.
- Activities to Benefit Individuals-expenditures designed for the personal gain of individuals and not the organization as a whole (e.g. printing or resumes, duplication of course materials) are not fundable.
- Travel primarily social in nature.

FUNDRAISING FOR STUDENT ORGANIZATIONS

All registered student organizations are encouraged and expected to make every possible effort to become financially self-supporting. Organizations may generate funds in several ways:

1. Dues or fees charged to members should be set fairly and must not be used as a means to discriminate against students in a manner that would be in violation of the college's non-discrimination policy.
2. Admission charged at events is an excellent way to cover event expenses. Tickets, of course, are necessary for an event involving advanced sale of admission. As a financial accounting mechanism, it is advisable to use numbered tickets any time admission is charged for an event. The prototype of the ticket intended to be used for an event and the method to be used in selling tickets and collecting money needs to have approval obtained at least two weeks prior to the event and before tickets are printed or money collected.

SALES AND SOLICITATIONS FOR CONTRIBUTIONS

Sales of goods or products by registered student organizations on college property require approval. Sales by registered student organizations must be conducted and staffed solely by members of the sponsoring organizations. Requests for all space to sell goods or products on campus must be submitted on a "Request for college Facilities" form, which may be obtained from the Office of Student Involvement & Activities. The request must be submitted one week prior to the planned event. The following information should accompany the request:

- the name of the organization
- nature of the sale
- type of item sold
- the name, address, and phone number of the president, treasurer, or secretary of the organization sponsoring the activity
- the date(s), time(s), and place(s) requested for the activity to occur.

Food Sales Food items sold by student organizations must be:

Commercially prepackaged by a reliable vendor, and the organization or vendor selling and handling the food must comply with all city, state and college codes, rules and regulations governing the preparation and sale of food;

Registered student organizations cannot operate vending machines on college premises.

Direct solicitation of funds, in-kind services or goods and services (not limited to prizes, trophies, publicity funds, and food) requires prior college approval before student organizations contact potential contributors. Examples include off-campus vendors, college alumni, past members of the organization, businesses, foundations, or any other group or person. Monies collected are used to cover general operating expenses or to purchase special goods, services or equipment. To obtain approval, a group must submit a letter of intent to the College Development office for review. A response will be given within 2-3 business days.

Student organizations violating sales and solicitation rules are subject to termination of the organization's registration. Any person violating the foregoing sales and solicitation rules is subject, upon proper notice, to eviction from college property or arrest.

Only requests by student organizations for sales, drives, solicitations, canvassing or leafletting will be considered for activities which:

- are not in conflict with college or other civil regulations
- are not in violation of existing college guidelines or contracts
- do not jeopardize public or individual safety
- the activity will be conducted only by members of the registered organization
- the sale activity is not in violation of a department's activities or space use guidelines

ORGANIZATIONAL SERVICES

The sale of organizational services is an overlooked source of funds. If an organization has members with special talents it may wish to sell these services to other organizations. For example, a public relations or advertising club might, for a fee, design advertising campaigns for other organizations wishing to promote a special event.

CO-SPONSORSHIP OF EVENTS

Co-sponsorship with other student organizations, academic units, or off-campus groups involves sharing resources to produce a given event. Through co-sponsorships, organizations may be able to conduct bigger projects with reduced risk for each sponsoring organization.

STUDENT ORGANIZATION ADVISORS

POLICY ON ORGANIZATION ADVISORS

All registered student organizations are required to have an advisor. Advisors are to be selected from the ranks of faculty and/or administrative and professional staff of the college. Generally, no one person should advise more than two groups, and it is recommended that no one advise more than a total of 6 groups.

Advisors should keep the following in mind when choosing to advise a group or organization:

1. To maintain contact with the organization so as to be familiar with its program and personnel.
2. To advise the organization as to its program and personnel, having in mind not only the objectives of the particular group but also the purposes of the college.

THE ADVISOR ROLE

By sharing knowledge about the college and personal experiences, the advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered. The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of the organization. We suggest the following guidelines for fostering that relationship:

- The advisor recognizes and supports participation in student organizations for its contributions to the educational and personal development of students.
- Advisors should work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas, and discussing possible consequences.
- The advisor should be well informed about the plans and activities of the group. The expectation is the advisor will attend some meetings and will consult frequently with the organization's officers.
- The advisor should know the goals and directions of the organization and should help the group evaluate its progress. The advisor should be aware of the constitution and bylaws of the group and help with interpretation.
- The advisor provides a source of continuity within the group and is familiar with the group's history.
- The advisor should be familiar with college's policies and procedures and help the group comply with them.

- The advisor should be aware of the general financial condition of the organization, and encourage good record keeping. The advisor must serve as a co-signatory on all organization checking accounts and financial matters.
- The advisor should help in training new officers and help them develop their leadership skills.
- The advisor should be prepared to deal with major problems or emergencies within the group.
- The advisor should monitor group functioning and encourage members to fully participate; to assume appropriate responsibility for group activities; to maintain a balance between academic activities, and to maintain a balance between academic activities and other commitments.
- The advisor is required to attend scheduled events.

NEGOTIATING THE ADVISOR ROLE

Every advisor and every organization will have a unique relationship, and one that will change as the members and styles of the group change. The key is good communication. The following are a few suggestions to facilitate the process:

As soon as possible, after the selection of new officers or a new advisor, the officers and advisor should get together to discuss the organization. At this meeting discussion should center on topics such as mutual expectations of one another, goals and purposes of the organization, university expectations and rules, and strengths and weaknesses of the group.

Following this initial discussion, the advisor and the group can work out specific procedures and expectations for how to keep the advisor informed and involved, what role each should play in the group's planning process; regularity of meetings and other issues of importance. A process for re-negotiation should also be established at this time.

Perhaps the most important role of the advisor is to provide a sense of continuity and long term thinking for the group. As such, the advisor has a crucial role to play in evaluation and officer transition.

Keep in mind that the voluntary association between advisor and organization should only continue as long as both parties believe the relationship is productive and mutually satisfying.

THE ORGANIZATION'S RESPONSIBILITIES TO THE ADVISOR- IMPORTANT

1. Notify the advisor of all meetings and events
2. Consult him/her in the planning of projects and events.
3. Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken.
4. Understand that although the advisor has no vote that he/she should have speaking privileges.
5. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
6. Talk over any problems or concerns with the advisor.

7. Acknowledge the advisor's time and energy are donated, and express appreciation.
8. Be clear and open about your expectations for your advisor's role.
9. Periodically, evaluate your advisor and give appropriate feedback.

SUGGESTIONS FOR EFFECTIVE ADVISING

1. The maturity/skill of the organization and its leadership should dictate your style of advising. If they have beginning skill levels, you may need to be more actively involved with the group. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the group.
2. Express sincere enthusiasm and interest in the group and its activities.
3. Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
4. Give the group and leaders feedback regarding their performance. Raise questions regarding their goals.
5. Be aware of college policies and procedures so that you can be a knowledgeable resource for the group. Be familiar with *Simpson Code* and this handbook.
6. Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
7. Meet with the officers before group meetings. Assist them in setting an agenda.
8. Following group meetings, discuss with officers any problems encountered during the meeting.
9. Be careful of becoming too involved with the group. You are not a member. Advise, assist, facilitate; not lead, or do.

GUIDELINES FOR GOOD PUBLICITY

- Publicity should be true, specific, clear, attractive and informative. At all times it should be tasteful and not reflect poorly on your organization or the college.
- Be sure to include basic information: who, what, where, when, and how.
- Plan your event and allow enough time for a good publicity campaign. Remember, Simpson College has a lot going on, and our students are busy, so give them enough time to plan to attend.
- Use more than one approach. One method by itself will not reach every one. Word of mouth is the best and most successful of all techniques.
- There are a number of different techniques: posters, flyers, The Simpsonian, newsletters, buttons, balloons, kiosks, T-shirts, chalkboards, in-class announcements, etc.

GUIDELINES FOR POSTING PUBLICITY ON CAMPUS

No posters, flyers, handouts, brochures or other materials may be posted, affixed or otherwise attached on several college premises including but not limited to trees, shrubbery, sidewalks, utility poles, traffic signs, statues, motor vehicles, or fire escapes.

- Multiple copies of flyers and/or posters may not be posted so as to obscure or cover materials already posted on bulletin boards.
- Written material can be posted on bulletin boards, in buildings or any other area of the college.
- Materials are not to be posted anywhere on glass doors.
- Failure to comply with these policies may result in the imposition of clean-up fees and possible disciplinary action against the student or student organization responsible.

POLICY FOR USING CAMPUS FACILITIES

- A registered student organization, college department, college organization or a college faculty or staff member *must be present* for any activity scheduled on college property.
- A written confirmation for facility usage will be provided upon approval by the Conference Office
- A student, faculty, or staff member must be present while the space is occupied.
- Only the specific area approved the Conference Office may be used. Sales are permitted only in specific spots designated as approved.
- Any sponsored non-college organization or group requesting the use of college space must submit request to the Conference Office.
- No signs, banners, or other items may be attached to site furniture or trees.
- Motor vehicles are not permitted on the campus grounds except where designated. Exceptions for purposes of delivery service etc., must be approved.
- The Physical Plant Department will identify a safe route to avoid damage to infrastructure.
- No tents, requiring staking or other signs, causing penetration of lawn, will be set up without approval from a representative of Physical Plant.
- An Agreement regarding use of space, liability, and similar issues may be required for signature by the sponsor or person responsible for the event.
- Election items for all buildings must be approved by the Offices of Student Involvement & Activities.
- Any violation of this policy may result in judicial action.

FREQUENTLY ASKED QUESTIONS

Why do I have to register every year?

Students and advisors move frequently, just as officer's transition on a fairly routine basis. It is important for us to have up-to-date mailing information to keep you informed about events and programs. Registering your organization provides many benefits that are outlined in this publication. We encourage student organizations to register with the Office of Student Involvement & Activities.

How does my organization receive funding?

Current organizations can apply for operating funds to run their organizations from the Student Government Association when they complete the Student Organization Registration form. Student organizations must re-register, and have an audit on file for the funds they used in the previous school year. Organizations may receive support from academic departments, businesses in the community or have membership dues. (Please note solicitation policies when talking with businesses or community members about proposed support)

How can I spend my organization's operating funds?

Operating funds can be spent on any items that are required to operate your organization. You can use the funds for: advertising, bank service charges, books and subscriptions, office supplies, organization dues, photocopying, postage, and telephone charges (for student organizations with a campus office, or access to a campus phone). You may NOT spend operating funds on controlled substances (alcohol and other drugs). If you have a question on operating funds, call the Office of Student Involvement & Activities **BEFORE** you spend the money. This will save you or your organization from any financial hardships.

What about spending operating funds on food? Operating funds can be used for food purchases. Please detail how you spent money on refreshments/food on the audit form for student organizations. List the names of all participants taken out to dinner on the form, and describe the nature of the affair. **No operating funds money may be spent on alcohol, regardless of the age of the participants.** If this money was spent to purchase refreshments for a meeting, list the day, date, time, and location of the meeting.

May I have food at events?

Any food that your organization sells or gives away at an event should be prepared by a licensed vendor, and should be individually wrapped.

Can my organization have a fundraising event?

You are encouraged to raise funds for your group to supplement the college's contribution to your operation expenses. In order to conduct any fundraising, please follow the guidelines listed in this publication in the section, "Sales and Solicitations for Contribution".

What is the best way for me to get information about campus events, and leadership programs?

We primarily use email to communicate with student leaders and advisors. You may send email messages to ramos@simpson.edu

How do I open an account for funds received?

All funds regardless of the source must be maintained in a Simpson College account held in the business office. All check requests and purchase orders will be processed through that office. Off campus banking accounts with the exception of Simpson College Fraternities and Sororities are prohibited. All registered organizations will be provided with a college account number where funds will be held.

How should I keep track of our finances?

The Office of Student Involvement & Activities will provide an audit form and information that will detail the audit procedures that your organization must follow. **The general rule of thumb is that you should save all receipts & keep them in order. An itemized receipt MUST be obtained anytime and every time that you make a purchase.** Plan to purchase an accounting journal or to use a computer program like Quicken or Microsoft Money to assist you. Treasurers and advisors should work closely to manage the organization's finances.

What happens if my organization does not spend the operating funds allocated to us?

If your organization does not spend the operating funds provided by the Student Government Association, the money must be returned to the Student Government Association (line item organizations are exempt from this requirement). This money will then be reallocated to fund organizations. Failure to return unspent dollars will result in a denial of future funding.

SAMPLE STUDENT ORGANIZATION CONSTITUTION

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

Article I (name)

The name of the organization shall be _____

Article II (objectives, aims, or purpose)

It shall be the purpose of (name of organization) to _____

Article III (membership and eligibility criteria)

Section Membership is open to any enrolled student who:

A:

1. _____
2. _____
3. _____

Section Dues and collection procedures (if any)

B:

The fiscal year of the organization, shall be _____ to _____ (month/day) from _____

The amount of annual dues shall be determined each year by _____

Dues shall not exceed \$ _____ per year.

Article IV (voting)

Section A quorum will

A: be

Section Each member in good standing may vote.

B:

Section Proxy voting is allowed by the following

C: process: _____

Article V (officers)

Section The (name of organization) shall have a President, Secretary, and/or Treasurer, Advisor (these titles

A:

may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model). These officers comprise the Executive Committee or Board.

Section All officers must be members of (name of organization).

B:

Section The term of the officers shall _____ (month/day) to _____ (month/day)

C:

be from _____

- Section Election of officers shall be _____ (month) annually.
D: held
At least two weeks notice shall be given before the election meeting. Nominations shall be initiated
From the floor and elections done by a ballot. The person receiving majority vote shall be elected.
- Section Any officer may be removed from membership by a two-thirds vote of the Executive
E: Committee or
Board. Any officer removed may appeal to the general membership. Said officer shall be considered
Reinstated with two-thirds approval of the members.
- Section Any vacancy which may occur in an office shall be filled by appointment by the President
F: pending
Ratification at the next group meeting.

Article VI (duties of officers defined – this is only one possible way to organize duties, you may decide on a different

division of labor for your

officers.)

- Section The President
A:
1. The president shall be the chief executive officer.
 2. The president shall appoint all committee chairpersons.
 3. The president, with approval of the Executive Committee or Board, directs the budget.
 4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
- Section The Vice President
B:
1. The vice president shall be the parliamentarian for the organization.
 2. The vice president shall assume the duties of the president should the office become vacant, or in the absence
of the president.
 3. The vice president will keep and have available current copies of the constitution any bylaws.
 4. The vice president will be responsible for scheduling programs.
- Section The Secretary
C:
1. The secretary shall be responsible for keeping the minutes of all meetings and meetings of the Executive
Committee or Board.
 2. The secretary will provide a copy of the minutes for each officer and keep a master file.
 3. The secretary shall maintain a complete and accurate account of attendance and membership status.
- Section Treasurer
D:
1. The treasurer shall keep a current record of all financial transactions.
 2. The treasurer shall develop quarterly reports containing a list of all receipts and
Disbursements and distribute them among the membership.
 3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them
correctly
and on time.
 5. The treasurer will perform other duties as directed by the president.
- Section Advisor
E:
1. The advisor shall assist the group in their execution of roles and responsibilities.
 2. The advisor shall provide feedback to the organization regarding its operations and functioning.
 3. The advisor shall serve as a resource.

4. The advisor should provide advice upon request and also should share knowledge, expertise, and experience
With the group.
5. The advisor will be a non-voting member of the organization.

Article VII (the structure of organization committees)

Section Committee Identification and Appointment

A:

The following committees (other than Executive Committee or Board) shall be appointed by the President subject to

Ratification by the organization during a regular business meeting.

1. _____
2. _____
3. _____

Section Duties of Committees

B:

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

Article VIII (notice of meetings)

Section The times of regularly scheduled meetings

A:

shall be:

Section B:

At _____ days notice shall be give for each regular business meeting.
least _____

Section

Special or emergency meetings may be called _____ hours/days notice by

C:

with less than _____
the Executive Committee or Board.

Section

The meetings shall include a quorum, order of business, and disposition of the minutes.

D:

Article IX (parliamentary procedures)

Section (Example) *Roberts Rules of Order Revised* shall be followed by the organization in all cases

A:

involving
parliamentary procedures when it does not conflict with the constitution.

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

B:

revised: ?