

CAMPUS ORGANIZATION GUIDELINES (As listed in the *MU Source*)

In order to become a registered organization at Manchester University, a constitution must be submitted for approval to the Student Senate. Once a constitution is approved, the organization will be notified, as will Student Senate. The approved organization is then eligible to receive funding for programs and activities through Student Budget Board. Potential organizations must prepare their constitution based on the following guidelines:

GUIDELINES FOR REVIEWING CONSTITUTIONS Student Governance Committee

All constitutions must:

- Be completed in Microsoft Word for uniformity with other constitutions.
- Include mention of an advisor.
- Include mention of executive and special representative duties.
- Include mention of election process/procedure.
- Include mention of meetings; who calls them, frequency, etc.
- Include mention of amendments or a review process being at least once every two years and approved by the Student Senate.
- Not limit membership by excluding any students if expected to receive SBB funding. All students pay into the SBB funds which are dispersed to all clubs. Therefore, each organization needs to be open to all.
- Include mention that elections are to be held before the conclusion of the spring semester for the following year.
- Capitalize all proper titles and committees.
- Have the most recent revision/approval date apparent at the end of the document.
- Use clear terminology and be grammatically correct for anyone to understand.
- Be aesthetically pleasing and not contain major spacing problems.
- Follow sample constitution, e.g., “Article V, Section 1, Clause 1” as appropriate structure.

SAMPLE CONSTITUTION OF CLUB/ORGANIZATION

Name of Club/Organization

Article I. Club Purpose/Mission

Article II. Membership

In support of the MU Mission Statement membership is open to all interested members of the Manchester University community...

Article III. Membership Fees (if applicable, if there are none, state no fees)

Article IV. Officers and Advisor

Section 1. The president, vice president, secretary, treasurer, student government association representative, etc., shall be the officers of the club. Only Manchester University students may serve as officers.

Section 2. The duties of the president shall be to convene and preside over meetings of the club, to supervise and direct all club activities and to attend Presidents' Council meetings.

Section 3. The duties of the vice president shall be...

Section 4. The duties of the secretary shall be...

Section 5. The duties of the treasurer shall be...

Section 6. The duties of the student government association representative shall be to serve as the liaison between the Student Senate and the organization being represented. The representative must attend all meetings set by the Student Senate.

Section 7. An elected officer found deficient in his/her duties may be removed by a two-thirds vote of the club members.

Section 8. A nonelected officer may be replaced by a unanimous agreement of the club's officers.
Section 9. The duties of the advisor shall be...

Article V. Elections

Section 1. Elections shall be held in the spring for the following year.

Article VI. Meetings

Section 1. The club shall meet on ... (e.g., every first and third Monday of the month).

Section 2. A member may be expelled from the club for missing ... (e.g., three consecutive meetings without sufficient excuse).

Section 3. Quorum for meetings shall be 50 percent of membership plus one.

Article VII. Disbursement of Funds

Section 1. All disbursements must be authorized by both the president and the treasurer.

Section 2. Any disbursement of funds over (x amount) must be approved by a majority of four officers and the advisor.

Article VIII. Amendments to the Constitution

Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.

Section 2. All amendments must be submitted every two years to the Student Senate and will be discussed with the Office of Student Activities.

Article IX. (If applicable)

Statement regarding regional/national affiliation recognizing that Manchester University policies supersede affiliation policies.

Constitution Development Notes

Remember that the constitution is the document that describes your organization and how it will operate. While developing your constitution, consider the following:

Set a quorum – the minimum number of members who must be present in order for business to be legally conducted.

Define the officers' duties – delegate responsibilities based on your group's needs and programs.

Election procedures – consider selecting a nominating committee to recruit the new slate of officers to ensure willing candidates for each vacant office.

Officer transition – schedule spring elections to allow time for outgoing officers to train incoming officers.

Removal of officers – develop procedures for the reality of non-committed officers.

Advisor – your organization must have a faculty or staff member work with the group. An advisor of any group or organization is to provide support and guidance. Advisors keep the operations running efficiently over the years as students graduate.

Roles

S/he is:

- 1) a historian of past activities and decisions;
- 2) an advocate, and devil's advocate, for current decisions;
- 3) a resource for understanding University policies and procedures, assisting with the completion of tasks more efficiently;
- 4) a respected friend.

Responsibilities

The advisor:

- 1) has a concern for the ongoing function of the organization (accomplished by regularly attending organizational meetings, thus establishing continuity);
- 2) is concerned about developing the leadership skills of members by discussing and helping analyze group interactions and decision making;
- 3) is aware of the goals and directions of the organization and helps members evaluate the progress toward these goals;
- 4) advises the group regarding procedures in the areas of scheduling, purchasing, publicizing, organizing events, etc.;
- 5) advises the organization's officers regarding operations of the organization;
- 6) certifies academic eligibility of all members;
- 7) advises members on financial matters and works with the treasurer and the student activities fiscal officer to assure that all organization monies are spent appropriately;
- 8) serves as a liaison between the organization and other University offices, including the administration;
- 9) sees the big picture, how current decisions will affect the future of traditional and new events;
- 10) ensures that programs support the mission of the Office of Student Activities and, ultimately, the University, benefiting the entire campus community.

No advisor is perfect, but does his or her best to provide the guidance, support, and perspective needed for the organization and its members to succeed.

ORGANIZATION LEADERSHIP

YOU'RE THE LEADER, your first meeting is coming up, plus 3,000 more! It's time to get organized!

Take stock of yourself. Inventory your strengths and talents. Inventory your weaknesses and shortcomings; you have some – be honest!

Use your strengths in your meetings. Recruit officers and committee chairs who have strengths where you have weaknesses.

Read your constitution. Know what your organization stands for, what its goals and purposes are.

Have your first meeting goals in mind and tell the members at the beginning of the meeting. This will convey to them that you know where you are headed.

Before your first meeting and before each subsequent meeting, check with your advisor and with the executive council for agenda items. Ask members for additions.

Make your time count. The meeting should begin on time; tell them when it's going to end, then end it on schedule! This punctuality encourages promptness and commitment of others.

Use names of members when you talk; this lets them know you recognize them.

Hold back on criticism of others or ideas that clearly are "owned" by someone; look for the good in everything offered. Retain the dignity of the members by the way you treat them – with respect.

Strive for consensus, not for simply majority rule. People tend to support what they help create.

Keep a sense of humor. Goofy things will happen; you will do goofy things. Laugh at yourself. Productive meetings don't have to be grim; they can also be FUN!

Don't expect to be thanked. You will know when you have done a good job.

Components of Leadership

- PLANNING
- ORGANIZING
- MOTIVATING
- EMPOWERING
- COMMUNICATING EFFECTIVELY

Leadership Involves Two Main Factors:

- 1) Guiding and motivating the behavior of subordinates to fit the plans and goals that have been established by the organization.
- 2) Understanding the feelings of members and the problems they encounter.

Practical Guidelines for Leadership

- 1) Set a good example for your members – practice what you preach.
- 2) Be consistent in temperament; fair and impartial in delegating, disciplining, and rewarding.
- 3) Show sincere personal interest in group members as individuals without becoming overly involved (practice good listening skills).

- 4) Seek the counsel of your members and advisors, and allow yourself to be guided by your group members' judgment as much as possible, since this affects their jobs. Encourage feedback.
- 5) Allow members as much individuality as possible in the way they do their jobs, without compromising quality.
- 6) Make sure members always know in advance what is expected of them.
- 7) Be appreciative of the members' efforts by giving praise generously regarding their accomplishments.
- 8) Use every opportunity to teach members skills you already possess and advance them as much as possible in their responsibilities.
- 9) Never assign work to a member that you would not do yourself. Don't be afraid to pitch in and help your members accomplish their assignments.
- 10) Be willing to admit your mistakes.

Basic Needs of People in Groups for Leaders and Officers to Keep in Mind from a Member's Perspective

If you want my loyalty, interest and best efforts as a group member, you must take into account the fact that:

- I need a **SENSE OF BELONGING**
 - A. A feeling that no one objects to my presence.
 - B. A feeling that I am sincerely welcome.
 - C. A feeling that I am honestly needed for my total self, not just for my hands, my money, etc.
- I need to have a **SHARE IN PLANNING THE GROUP GOALS**. This need will be satisfied only when I feel that my ideas have had a fair hearing.
- I need to feel that the **GOALS ARE WITHIN REACH** and that they make sense to **ME**.
- I need to feel that what the group is doing is **WORTHWHILE** – that it contributes to human welfare; that its value extends beyond the group.
- I need to share in **MAKING THE RULES OF THE GROUP** – the rules by which together we shall live and work toward our goals.
- I need to know in some clear detail just **WHAT IS EXPECTED** of me so that I can work confidently.
- I need to have **RESPONSIBILITIES THAT CHALLENGE**, that are within range of my abilities, and that contribute toward reaching our goals.
- I need to **SEE** that **PROGRESS** is being made toward the goal **WE** have.
- I need to be **KEPT INFORMED**. What I'm not up on, I may be down on.
- I need to have **CONFIDENCE AND TRUST** in our leader.

Why People Join Groups

1. They like the task or activity of the group (e. g. Ecology Club because of concern for environment, Homecoming Committee because they like to plan social events).
2. They like the people in the group, (e.g. most common reason for social activities).
3. Being in a group can satisfy needs lying outside the group, (e.g. group is a means to an end).

Factors Increasing Attractiveness of Membership

1. Prestige – the more prestige a person has or is likely to obtain within the group, the more he/she will be attracted to it.
2. Group Climate – a cooperative relationship among members of a group is more attractive than one which is competitive.
3. Degree of Interaction Among Members – heightened interaction among members may increase attractiveness of group.
4. Size – smaller groups are likely to be more attractive than larger ones.
5. Success -- the maxim that nothing succeeds like success applies to groups also.

Factors Decreasing Attractiveness of Membership

1. A group frequently argues about how to solve a group problem.
2. The group makes unreasonable or excessive demands on a person, or the person feels inadequate in the group.
3. Groups have members who are too dominating or have other unpleasant behaviors.
4. Negative evaluation is placed upon membership in a group by peers outside the group.
5. Competition exists among similar groups – desire to be with the “best” or “winners.”
6. Another group is better able to meet individual’s needs.
7. Groups place too many restrictions on their members.

OFFICERS' DUTIES

President’s Duties

- Attend all meetings (arrive early).
- Review minutes of previous meeting to check for unfinished business.
- Check with committee chairs regarding reports or projects before the meeting.
- Prepare agenda for the secretary (plan the meeting).
- Preside at meetings.
- Start meeting on time.
- Announce the business to the group in the order it is to be acted upon.
- Put questions before the group for voting.
- Give information to the group when needed.
- Maintain order.
- Decide questions of order.
- Assist the group with the expediting of business.
- Vote in the case of a tie.
- Appoint committees authorized to appoint.
- Plan the budget (with executive committee and treasurer).
- Become acquainted with members and advisor.
- Set a positive tone and be a positive example; you determine their attitude.
- Be familiar with constitution and bylaws.
- Do long-range planning (with executive committee) for group.
- Perform those duties as stated in the constitution or bylaws.
- Be familiar with duties of all officers.
- See that business is taken care of (delegate authority and hold the chairs accountable for the tasks they’re assigned).
- Arrange for a meeting of outgoing and incoming officers.
- Arrange for individual meetings with incoming officers.

Vice President’s Duties

- Attend all meetings (arrive early).
- Perform those duties as stated in the constitution or bylaws.
- Assume president’s responsibilities in his/her absence or resignation.
- Assist president when and where needed.
- Be familiar with constitution and bylaws.
- Be familiar with duties of all officers.
- Follow through on pending business.
- Orient incoming vice president regarding his/her duties.
- Become acquainted with members and advisor.
- Keep records throughout year and submit yearly report.

Secretary's Duties

- Attend all meetings (arrive early).
- Perform those duties as stated in the constitution or bylaws.
- Assist president when and where needed.
- Be familiar with constitution and bylaws.
- Be familiar with duties of all officers.
- Notify members of meetings.
- Type agenda.
- Take role and record absences.
- Record proceedings of group (i.e. minutes*).
- Be prepared to read minutes, reports and correspondence.
- Reply promptly to correspondence as directed.
- Keep record of policies and standing rules adopted by group.
- Orient incoming secretary.
- Become acquainted with members and advisor.
- Distribute copies of minutes to all members/officers/advisors within 48 hours following a meeting.

***Minutes**

Minutes of meetings should include the following information:

1. kind of meeting (regular, special, etc.)
2. name of group
3. time, date and location of meeting
4. name and title of presiding officer and names of all who attended
5. whether or not a quorum was established
6. action taken on previous minutes
7. statement of finances
8. information about executive council reports
9. information about officers' reports
10. information about committee reports
11. any motions or resolutions (adopted or lost)
12. required previous notices (special election, constitution)
13. program (brief summary)
14. announcements
15. adjournment (time)
16. signature of secretary

Treasurer's Duties

- Must attend all treasurers' meetings called by the student activities fiscal officer.
- Attend all meetings (arrive early).
- Be familiar with constitution and bylaws.
- Be familiar with Student Budget Board procedures for payment of bills, use of cash boxes, etc.
- Be familiar with duties of all officers.
- Perform those duties as stated in the constitution or bylaws.
- Assist president when and where needed.
- Plan budget with president and other executive officers.
- Record, keep and have available an accurate record of funds of group.
- Prepare report for secretary (for minutes).
- Request budgets of committees.
- Get proper forms for funds at the student activities fiscal officer's office.
- Deposit funds promptly.

- Pay authorized bills promptly.
- Orient incoming treasurer.

ORGANIZATION BENEFITS AND EXPECTATIONS

RHA/STUDENT SENATE Leadership Awards

The ADVISOR OF THE YEAR AWARD recognizes an advisor who has contributed to the group above and beyond his/her normal duties.

The MEMBER OF THE YEAR AWARD recognizes a student member of a group on campus who has exhibited outstanding leadership and dedication to the organization.

The ORGANIZATION OF THE YEAR AWARD recognizes the organization who makes tremendous contribution to the students and community of Manchester University.

The PROGRAM OF THE YEAR AWARD recognizes the organization who programmed an activity/event that exceedingly met the needs of the entire campus community. Categories include: community service, diversity, educational/intellectual, social, recreational and spiritual.

Faculty, staff and students are encouraged to submit nominations for the Leadership Awards. Nominations and selections occur in the spring. Individual recipients and organization recipients receive individual awards and their names are included on the perpetual plaques.

Promotions and Procedures

The Student Budget Board works individually with each registered campus organization to allocate the funds necessary for the organization to function effectively. It is imperative that all executive officers work together with the group as a whole to develop the **budget request** for each respective semester.

Organizations are encouraged to consider programming activities and events that will not only appeal to their particular group, but also to the entire campus community. Also, consider theme programming. There are special weeks and months of celebration around which a fabulous program could be developed. Be as specific as possible when requesting funds. Think ahead on exactly how the money will be spent. Don't just copy last year's budget request.

Carefully develop a budget proposal that reflects what the organization hopes to accomplish. Be creative with **promotion and publicity** of events. It is not enough just to post some fliers. Do something unique! Be enthusiastic about your program and others will be too. Always bring a friend or more to your program. Consult with the Office of Student Activities regarding possible publicity ideas.

Every spring, the Office of Student Activities requests information from campus organizations for two publications: the *MU Source* and the next academic year's Activities Calendar. Each organization will receive the description from the previous year's *MU Source* to review and revise as necessary. Revisions may include changes in structure as well as changes in leadership. The Activities Calendar includes information regarding planned and scheduled activities for the following year.

The activities calendar is available on Gateway. Click on the announcements tab, then the link to the Student Activities calendar. Organizations and departments complete an information sheet including the title of the event, the date, time, and location. Details submitted will not only be included in the calendar, but will also be distributed to the various campus individuals who will assist with the event in any particular way.

Reservations of space and equipment for events are confirmed through this process. It is always beneficial to determine specific details and submit event information to the Office of Student Activities as soon as possible!

The Office of Student Activities exists to assist campus organization and club leaders in their personal leadership development as well as in the endeavor to lead effective organization members. The awards and activities publications create the forum by which organizations may gain well-deserved recognition and, hopefully, draw new members! We expect that every campus organization and group take advantage of these opportunities to learn and to promote their organization.

STUDENT ORGANIZATION WEB PAGES

Student organizations are encouraged to publish and maintain an organization web page on the University website. Organization web pages should be updated regularly and kept free of outdated information. All material published to the University website should meet the guidelines set forth by the University webmaster, and all pages should be laid out on page templates provided by the University webmaster. Organizations must observe all rules regarding copyright restrictions as dictated by the University, and the University reserves the right to remove any material deemed inappropriate or outdated. Students wishing to create or update organization web pages should contact the Office of Student Activities (x5029).

STUDENT ACTIVITIES PLANNING GUIDELINES

The director of student activities and other professional staff of the Office of Student Development oversee the broad range of activities planned by student organizations. The Office of Student Activities, located in Calvin Ulrey basement, serves as the focal point of activity planning and provides meeting space for student organizations, and office space for activity staff. The director and the student activities assistant assist and advise all student organizations and groups in the conduct of activities on campus, and oversee scheduling, ensuring compliance with University activity guidelines, and contract negotiations.

CLUB/ORGANIZATION MEETINGS, ACTIVITIES, AND EVENTS

All club/organization activities must be registered with the Office of Student Activities. Any and all activities or events which require the reservation of space, physical setups, and equipment needs must be registered with the Office of Student Activities. This includes all meetings (club/organization regular meetings, committee/subcommittee meetings, planning meetings, training sessions, etc.) and activities, regardless of whether the attendees are all members of the campus community or only members of the sponsoring organization.

STEP-BY-STEP PLANNING AND ORGANIZING AN EVENT WITH THE OFFICE OF STUDENT ACTIVITIES

Initial Contact

The moment a club/organization brainstorms an activity/event, a potential date, location, and event time, the Office of Student Activities should be contacted. The director of student activities and/or the student activities assistant will then review the activities calendar and additional activities scheduled by other clubs and organizations to determine conflicts. The club/organization will then be contacted and updated on the status of scheduling and then programming may proceed.

Types of Reservations taken by the Office of Student Activities

1) Meeting Reservations

Reservations for regular club/organization meetings must be made with the Office of Student Activities the semester prior to the semester of meetings to be scheduled. Regular meeting reservations made for the entire year are preferable. Reservations for committee meetings, planning meetings, training sessions, etc. must be made at least two weeks prior to the desired meeting date.

2) Activity Reservations

All club/organization events (e.g., banquets, tables in the union for sales and/or elections, etc.) AND all campus wide events* must be registered with the Office of Student Activities two weeks (three weeks preferable) prior to the requested date of the event. Requests made with less than two weeks before the desired event date will not be honored.

** Campus-wide events are defined as those events to which everyone on campus is invited, beyond the members of the sponsoring club(s)/ organization(s).*

Meeting with the Student Activities Assistant

At the time of the initial contact with the Office of Student Activities, the activities assistant will request the following information from the sponsoring club(s)/organization(s) representative(s):

- Event title or theme
- Event date
- Event time
- Event location
- Location logistics
 - Room setup – tables and chairs arrangement, stage, podium, etc.
 - Equipment needed – microphones, DJ equipment, projectors, TV/VCR, etc.
- Food menu
- Decorations

As a service to both the sponsoring club(s)/ organization(s) and the University staff involved in preparation for the event, the Office of Student Activities will reserve space, and arrange for physical (chairs, lectern, etc.) and musical (sound and DJ equipment) setups based on information received in the meeting. Under no circumstances should the sponsoring club(s)/organization(s) make arrangements specified above on their own unless asked to do so by the student activities staff. The activities staff has established with Conference Services a system that is convenient for all involved in programming at Manchester University. Other offices will not take requests or reservations for campus-wide events unless contacted by the Office of Student Activities.

Campus-wide posting of signs

Great care and consideration must be taken regarding tape used for posting signs. NO TAPE OF ANY KIND can be used when posting signs. Please use poster putty to adhere all signs to walls. REMEMBER THAT PART OF PROMOTING AN EVENT IS REMOVING THE SIGNS AFTERWARD!

The same applies to decorations. At the end of an activity, always return the space to a better condition than how you found it. (See Residential Life in the policies and procedures section of this handbook.)

In addition, it is important to post signs in appropriate places. As indicated in the policies and procedures section for postings in residence halls, signs are not permitted on doors or windows where they would obstruct the view.

Dances

Security cadets are required at all dances. Disc jockeys for dances must sign a contract. All dances will be scheduled for a period not to exceed three hours. Indoor dances will end no later than 1 a.m., and outdoor dances will end no later than midnight. Exceptions shall be granted for formals (i.e., the Valentine semiformal and the spring formal) and dance-a-thons arranged for fundraising purposes.

Activities Admission Fees

Admission costs for dances or movies are generally covered by the activities fee in tuition. However, if your organization wants to charge admission, please contact the student activities fiscal officer (x5029).

RESERVATIONS AND GENERAL POLICIES FOR FACILITY USE

- A. All facilities (with the exception of academic classrooms as scheduled by the Office of the Registrar) are scheduled through the Office of Conference Services (877-MUGUEST or 877-624-8377).
- B. Any student organization wishing to reserve campus facilities must do so through the director of student activities who works in cooperation with Conference Services.
- C. The Office of Conference Services reserves the right to deny permission for the use of campus facilities if it is determined that such reservations are in conflict with the mission of the University or the schedule and/or educational goals and event priorities of the institution.
- D. Specific annual, on-campus events will be given reservation priority (i.e., Homecoming, Commencement) as determined by Conference Services.
- E. University facilities are available to off-campus organizations when there is no facility conflict with the schedule and/or educational goals and event priorities of the University.
- F. On-campus groups wishing to make a facility reservation are asked to first check availability of the facility by going online to their internet browser and typing VEMS in the address line. This viewing can only be done through an on-campus computer. VEMS (Virtual Event Management System) is the online viewing option tied directly to Conference Services Event Management System software, which shows all on-campus facilities reservations.
- G. Facility reservation requests for any facility by on-campus groups must be made through the Office of Conference Services facilities coordinator, by **e-mail only (meet@manchester.edu)** for documentation purposes and should include specific set-up requests that you require (chairs, podiums, tables, microphones, etc.). If the facilities coordinator is unavailable at the time of your contact, other Conference Services staff members may assist you.
- H. If the facility requested is available, the facilities coordinator will send an e-mail confirmation to the individual making the reservation. That confirmation should be carefully checked for accuracy (the facilities coordinator can be contacted with any changes or corrections).
- I. If the facility is not available, the facilities coordinator will contact the individual requesting the reservation to suggest either an alternative facility and/or date.
- J. Any request for facility setup, tech setup, or catering made with less than 48-hour notice cannot be guaranteed. The further a group/individual plans ahead, the better Conference Services can accommodate and successfully implement the request.
- K. After the facility reservation is confirmed and if there are technical set-up needs pertaining to the event, a member of the technical services staff may, if necessary, contact the individual making the reservation to go over set-up details to ensure accuracy and quality customer service.
- L. If a reservation requires food service, you may be directed to contact the Chartwells food services manager.
- M. For some student organization events requiring general setups, the items will be delivered to the event location and it will be the responsibility of the students to setup and tear down the tables and chairs. This information will be added to the reservation confirmation.

Cancellations

- A. If, for any reason, an event and the reserved facility needs to be canceled, contact the facilities coordinator by **e-mail immediately** so that the facility can be made available to other groups potentially wanting to use it. A 24-hour cancellation notice of the event date is required. Cancellations must be submitted by **e-mail only** in order to ensure proper documentation.
- B. If a facility reservation is not cancelled before the required 24-hour cancellation notice by either an on-campus or off campus group, a fee up to \$150 (depending on the complexity of the event set-up) will be automatically charged to the organization or department budget and transferred. This also includes any technology requests that are setup and not used.

Pricing

- A. There is no charge for facilities usage by any official on-campus organization.
- B. Charges for facilities usage by off-campus customers are outlined in the **Facilities Seating and Pricing** sheet in this manual.
 - i. By law, a 7 percent state sales tax will be added to all facilities pricing and food.
 - ii. As required by Wabash County, a 5 percent inn keepers tax will be added to overnight guests staying on campus.
- C. There is a 25 percent discount for all off-campus, not-for profit organizations reserving campus facilities. Documentation/proof of not-for-profit status may be required with the reservation.
- D. Not-for-profit groups are considered tax exempt if proper documentation (ST105 Form) is provided to Conference Services prior to the scheduled event.
- E. Manchester University faculty/staff wishing to reserve campus facilities for personal use (events not affiliated with any official campus organization) receive a 50 percent discount on pricing (not including guest suites).