

CAMERON UNIVERSITY

Student Organization Handbook

A Guide to Success

2011/12

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Introduction

Being actively involved in activities and organizations outside of the classroom is crucial aspect of the college experience. Extracurricular involvement allows students to become more engaged with their field of study, immersed in an organization that stimulates the development of career aspirations, provides them the opportunity to learn more about other cultures, or simply develop an interest that could become a lifetime hobby. Because of this, it is critical that successful organizations are available that meet these needs effectively. Student involvement outside the classroom stimulates the growth and development of interpersonal skills which are key to one's future success.

This is where you, the student leader, come in. You may have had a strong desire to be an officer of your organization or you may have been thrown into the position and reluctantly accepted because no one else would step up. The purpose of this handbook is to provide student leaders with the resources and information they need to guarantee that they will run an effective and sustainable club or organization. This handbook outlines all the main skills and resources that an officer of any Cameron University organization may need. Please consult this manual regularly and do not be afraid to also utilize the staff of the Student Activities Department who is readily available to ensure that all students get the most out of their college experience.

Basics of Student Leadership

Leading a Student Organization

The most important part of leading your organization is having a clear understanding of the group's purpose, without this in mind you will not be able to guide the group effectively. Being an officer does not mean that you have the sole authority for running the group or that you need to do everything. Instead, you need to embrace and understand the unique goals as well as talents and interests of every member of your organization. As Stephen Covey proclaims, "Communication is the most important skill in life." As a leader of your organization, it is your responsibility to fully listen to the other members of the group and guide them in the creation of shared goals and objectives. Without doing so, the organization will work against rather than with one another and you will not be able to develop meaningful relationships with your fellow group members. Demonstrate to the other members of your group that you value their membership and embrace the contributions they make. Remember that this is a learning opportunity for you and you do not need to know everything. Utilize resources such as your advisor, the organizational roundtables, CU Leadership Academy and other opportunities to grow and develop your skills.

Understanding Group Dynamics

As a student leader, it is necessary to understand and be aware of the complexities of group dynamics. You may have already noticed that although your group members share a similar interest in the organization, they may have different goals which may not always be effectively communicated. Old members may have a tendency to dictate the direction of the organization and may be off putting or negative towards the new members. Many students are anxious when it comes to getting involved with new groups. Work with your advisor to make sure that all members feel welcome and included. Be sure to maintain a positive attitude, be prepared to deal with student frustration and be willing to mediate potential conflicts when something does not necessarily go according to plan. Infighting and “storming” is all part of the group developmental process. By recognizing that all groups go through a phase of struggle, and by giving the group members progressively more responsibility as they become more confident in their abilities, you can step back and really allow the group to “perform”. (Tuckman, 1965) Understanding this process is essential as you want to provide the less experienced members with the guidance and support they need. You must be cautious not to provide too much “leadership” to those who are confident in their abilities and truly delegate responsibility to them. You too will go through this process, but don’t be afraid to ask your advisor for support.

Building an Effective Organization

Defining the Organization

The first thing that any organization must do is develop a clear purpose as to why they are in existence. This purpose could be something as simple as a statement like providing an outlet for fun intellectual discussion about the socioeconomic and political impact of piracy or be a detailed bulleted list. Without a definitive mission, the organization will find it hard to plan activities and events as it will have no long term vision of what it hopes to achieve.

Types of Organizations

- **Academic-** These are clubs directly correlated with an academic program such as the CU Art Guild or Biology Club.
- **Religious Organizations-** These are groups that provide specific worship and spiritual growth opportunities for students.
- **National Honor Societies-**Honor societies are unique in that students cannot simply sign up and become a member, but they need to meet certain requirements such as having a certain GPA in their academic discipline in order to be inducted.
- **Special Interest-**This is the umbrella of a majority of the organizations on campus and includes everything ranging from the Aggie Showstoppers to Reserve Officers' Training Corps. Wherever there is a student interest, an organization can be created to meet that need.
- **Social Greek Organizations-**Greek letter organizations are another unique student group. Each group has their own specific set of values and ideals; however the general mission is develop social excellence in its members through service, philanthropy, leadership development, and campus involvement.

Drafting a Constitution

This step is often the bane of many a student's pursuit of organization creation; however in order to function properly (and be recognized by Cameron) a constitution is a necessity. The purpose of a constitution is to define clearly what the organization is all about and how it operates.

Below is a sample constitution:

Cameron University Ole Kim Pick Ax Pride Club

(Model) Constitution

Article I – Name

The name of this organization shall be the Cameron University Ole Kim Pick Ax Pride Club of or OPAX for short.

Article II – Mission Statement

The purpose of the Ole Kim Pick Ax Pride Club (OPAX) is to promote an active, vibrant, and spirited campus environment by coordinating various “pump up” activities and events for the community of Cameron University.

Article III – Membership

Section A – Student Membership

Any student of Cameron University, regardless of race, gender, ethnicity, sexual orientation, disability, religion, or political affiliation is eligible and welcome to become an active member. This organization complies with all state and federal laws as well as the non discrimination policies of Cameron University. All members are eligible to vote and have an equal say in the policies and decisions made by the organization.

Section B – Associate Membership

Non-students affiliated with Cameron University including faculty, staff, administrators, and alumni are able to act as associate members who can attend all OPAX events and meetings, but may not vote or hold office.

Section B – Quorum

In order to meet quorum, a minimum of 60% of Student Members must be present. Without quorum, decisions impacting the club as a whole cannot be made.

Article IV – Hazing

This organization abides by all state and federal laws as well as the policies of Cameron University. OPAX sees any act which inflicts physical or mental distress, harm, embarrassment, or harassment as detrimental to the individual's and ultimately the organization's spirit, violating the founding purpose of OPAX. Therefore, said acts will not be tolerated.

Article V – Officers

Section A – Officers

The OPax officers shall consist of President, Vice President, Secretary, Treasurer, SGA Representative, and Spirit Coordinator.

Section B– Qualifications

Any Student Member who has been active with OPax for a minimum of one semester and who has a cumulative GPA of at least 2.2 may run for an elected position. The candidate must be nominated during a minimum of one meeting prior to the date of election.

Section C– Term of Office

The term of office shall be from January 1st through December 31st

Section D – Officer Removal

If it is found that an officer is not fulfilling his/her duties, a member must present his/her case for removal before the rest of the organization. After the case is presented the present members may remove the officer in question with a 2/3 vote.

Section E – Officer Vacancy

If an officer feels as though he/she can no longer fulfill his/her duties, the officer must notify the organization two weeks before he/she plans to step down. This will provide the organization enough time to run a special election to replace the officer. In the case of the President vacating the office, the Vice President will immediately move into the vacant position and a special election will be organized to replace the Vice President.

Section F – Officer Duties

- A. The role of the President Shall be to
 1. Act as a figure head for the organization
 2. Organize agenda for and run both bi-weekly club meetings and monthly Executive Committee Meetings
 3. Supervise Club Committees
 4. Perpetuate Aggie Pride in his/her daily life

- B. The role of Vice President Shall be
 - 1. Take on the duties of President in the case of his/her absence
 - 2. Coordinate promotion and marketing of the club and its events
 - 3. Oversee the Promotional Committee
 - 4. Perpetuate Aggie Pride in his/her daily life
- C. The role of the Secretary shall be
 - 1. Act as the chief communication officer
 - 2. Keep members informed of upcoming events and meetings
 - 3. Record meeting and event attendance
 - 4. Perpetuate Aggie Pride in his/her daily life
- D. The role of the Treasurer shall be
 - 1. Manage all funds collected by the organization
 - 2. Oversee the Finance Committee
 - 3. Perpetuate Aggie Pride in his/her daily life
- E. The role of the SGA Representative shall be
 - 1. Attend all SGA meetings
 - 2. Communicate with the club members the proceedings of each SGA meeting
 - 3. Act as a liaison between SGA, other student organizations and OPAX
 - 4. Perpetuate Aggie Pride in his/her daily life
- F. The role of the Spirit Coordinator Shall be
 - 1. Organize costuming and other “cheer gear” for each event
 - 2. Develop themes for special meetings and events
 - 3. Oversee the Cheer Gear Committee
 - 4. Perpetuate Aggie Pride in his/her daily life

Article VI – Executive Committee Meetings

Meetings of the Executive Committee will take place once a month at a time and location decided by the officers at the beginning of each semester. The President may also call for Special meetings if he/she feels it is necessary, but must give two days notice to the other officers via phone call.

Article VII – Advisor

The Advisor of the organization shall be any full time faculty or staff member employed at Cameron University. The Advisor must embody the spirit and purpose of the organization and be present at, and supportive of all group meetings and activities. The role of the advisor shall be to adhere to all the duties outlined in Cameron University’s student organization policies and procedures.

Article VIII – Elections

Section A- Time of Elections

Elections will take place at the second to last meeting of December unless an alternative date is voted upon by 2/3 majority of active members.

Section B- Nominations

Candidates are to be nominated by any active member a minimum of two weeks prior to the election in order to place the candidate's name on the ballot.

Section C- Quorum

In order for elections to take place, a minimum of 60% of active members must be present.

Section D – Election Procedure

Candidates will have the opportunity to give a brief speech (maximum of five minutes), but it is not required. Votes will be cast by secret ballot and a simple majority (51% of active membership present) is required to be elected. In the case of a tie or no candidate receiving a majority, a run-off election including the top two candidates will take place.

Article IX – Meetings

Section A – General Meetings

Meetings shall be held bi-weekly at a time decided by the student members at the beginning of each semester.

Section B – Special Meetings

The Executive Committee may also decide that special meetings are necessary, but must provide two days notice to all active members two days in advance by using the phone chain.

Section C – Club Events

OPAx will implement one event per month. These events will be planned and organized two weeks prior to the event in order for the Vice President to conduct effective advertizing and for the Spirit Coordinator to arrange the appropriate "cheer gear"

Article X – Committees

Section A – Promotional Committee

The promotional committee will be directed by the Vice President and all student members will be eligible to participate. The committee will convene whenever the Executive Committee feels the promoting of events is necessary. The Vice President will schedule the meeting and communicate its time and location a minimum of three days prior to its occurrence.

Section B – Finance Committee

The Finance Committee will consist of four student members selected by the Treasurer and Advisor. The committee will meet a minimum of once a semester to formulate the following semester's budget.

Section C - Cheer Gear Committee

The Cheer Gear Committee is open to any student member and is directed by the Spirit Coordinator. The committee will meet whenever The Spirit Coordinator finds it necessary to gather or assemble special costuming or accessories for various club events. The Spirit Coordinator will inform the committee members a minimum of three days prior to each meeting.

Article XI- Organization Funds

Funds will be used by the organization solely for the purpose of purchasing Cheer Gear, covering transportation costs, and putting on Pick Ax Pride events. The organization will follow all the policies outlined in the Cameron University Student Handbook in their fundraising efforts. The Finance Committee, Treasurer, and Advisor will be responsible for managing the group's funds.

Article XII – Rules of Procedure

OPAx will follow the processes outlined in the current edition of *Robert's Rules of Order, Newly Revised* to run the monthly Executive Meeting, bi-weekly General Meetings, and all Special Meetings.

Article XIII – Amendments

The constitution can only be amended during a meeting in which quorum is met and a 2/3 vote on the amendment is received. The amendment may be proposed by any member of the club and must be presented a week prior to the official vote.

Membership Recruitment

The university policy is that a campus organization be made up of a minimum of seven members, but remember, students graduate and you must think about the long term sustainability of your organization. Listed below are the steps for successful recruitment:

1. **Set Goals and Expectations-** As with everything, the key to success is having a clear definition of what exactly your organization is trying to accomplish and set a reasonable plan of attack to accomplish it. The first step in the recruitment goal setting process is to identify exactly what kinds of students you want to target as well as ways to reach out to those students. This is why it is so crucial to keep the mission of the organization in mind as you go forward with all actions pertaining to the organization. Have current members focus on their initial motivation for joining and their continued involvement so that they can better encourage prospective members to join.
2. **Get Everyone Involved-** Recruitment is not a solo operation; therefore it is important to get all active members involved. Word of mouth advertising is the most effective way to attract new members and the more people who utilize their personal networks, the larger the pool will be.
3. **Develop a Creative Advertizing Campaign-** Your organization needs to take advantage of major events such as the Organization Fair to recruit, but when competing with 80 other clubs, it is important to do more to ingrain your club in students' minds. Don't simply rely on the mundane flyers that everyone else is posting, but go beyond that and think of some innovative ways to get your name out there. For the Pirate Club mentioned above, you could have a skeleton or dummy caged up and hanging in a high traffic (approved) position with a sign reading don't get hung up in the gallows, check out the Pirate Club! Also be sure to include the date, time, and location of your first meeting.
4. **Plan an exciting first meeting-** The first meeting of the semester may in fact be the most crucial as it can be the deciding factor as to whether or not a student will become an active member of your organization. Be sure to make all new students feel welcome and appreciated. The key, as with all meetings, is organization and planning. It is imperative that there are constant activities going on and that there is little time where students are not engaged in some way. Steer clear of boring topics such as budgeting as you want to have the take away of the meeting for the student be "wow that group is fun! I'm definitely going to keep coming to meetings!" Rather than "boy they really seem to not get anything done other than sit around and talk."

Receiving and Maintaining Recognition

The University Organization recognition process is clearly outlined in the Student Handbook (see policy section) the purpose of these procedures is to ensure that organizations are well organized and will be sustainable. The re-registration form is a critical submission as it allows the Student Activities Department to know exactly what organizations are active and how many members they have. This documentation also provides a general sense of the state each organization is in, allowing the department to provide assistance where necessary. It is also crucial that the organization look at and revise (if necessary) their constitution each year. This allows the group members to reaffirm their purpose and set programming goals which are in line with the mission of the organization.

Registering New Organizations

Prior to making application to receive university recognition, the group should meet the following criteria:

1. Organizations must have at least one faculty or staff advisor who is a current member of the faculty or professional staff at Cameron University.
2. Members must be currently enrolled students (full-time or part time) in good standing with the University.
3. Organizations should maintain a membership of at least seven (7) qualified individuals.
4. Officers of each organization are to have a cumulative G.P.A. of 2.00, and not be on any sort of academic or disciplinary sanction, nor have any type of enrollment hold.
5. Organizations are to operate under a constitution approved by the University, of which a copy must be kept on file in the Student Activities Office.
6. The organization's stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Cameron University.
7. The organization must comply with the nondiscrimination policy set forth by Title IX.
8. No group will be recognized that serves a similar function as the SGA, PAC, or Residence Hall Association.
9. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve university recognition:

1. At least one executive officer and the advisor meets with the Director of Student Activities and Organizations to review the constitution and any bylaws of the organization.
2. After reviews and recommendations, the Director refers the constitution to the Student Affairs Committee (SAC) for review.
3. SAC reviews the constitution and bylaws and meets with the group representative and the advisor.
4. After the meeting, SAC decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SAC sends the constitution back to the group, it may then repeat the process.
5. The recommendation of SAC is forwarded to the Student Development for final approval.

When a new organization receives recognition from the Student Development, they are placed on a one semester probationary period. During this probationary period the organization, the officers, or responsible leaders must meet with the Director of Student Activities and Organizations at least once during the probationary period

Re-Registration

After an organization has gone through the recognition process, they must re-register with the Student Activities Office at the beginning of each school year (Spring registration is primarily to serve as an update of the Fall registration).

Steps for Re-registration:

1. Complete an organization registration form and send it back to the Student Activities Office.
2. **Deadlines for filing registration forms are three weeks from the first day of classes.** Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Fines up to \$150 per violation may also be assessed.
3. A current membership roster must be on file in the Student Activities Office with each Fall registration. Student ID numbers must accompany roster.
4. A current list of officers' names, addresses and phone numbers must be on file in the Office of Student Activities. Officers' transcripts will be checked to assure compliance with rules set forth in the Student Handbook.
5. Any changes of officers or advisor should be reported in written form to the Student Activities Office within 10 days of the change (s). The same is true of all constitutional changes, which are subject to approval by SAC.
6. Advisors must indicate that your organization's funds have been reviewed and are in good order by signing the statement included on the registration form.
7. The President and/or Vice President, of the organization, with advisor, should meet annually with Director of Student Activities to review and evaluate activities of the past year and those planned for the upcoming year. This meeting can take place in conjunction with the mandatory Student Organization Orientation Meeting, or by appointment.

Below is a copy of the registration form:



Cameron University Student Organization Registration Form 2011-2012

The undersigned certify that this organization meets all criteria to be university-recognized and that they are the authorized and responsible agents for the group. Submitting this form with the advisor's signature constitutes an application for status as a recognized student organization for the 11-12 academic year.

Name of Organization: _____

Organization Department: _____

Organization Officers:

**President:* _____ ID # _____

Phone Number: _____ E-mail: _____

Signature: _____

**Vice-President:* _____ ID # _____

Phone Number: _____ E-mail: _____

Signature: _____

**Secretary:* _____ ID # _____

Phone Number: _____ E-mail: _____

Signature: _____

**Treasurer:* _____ ID # _____

Phone Number: _____ E-mail: _____

Signature: _____

SGA Representative: _____ ID # _____

Phone Number: _____ E-mail: _____

Signature: _____

*** Officers of each organization are to have a cumulative GPA of 2.00, and not be on any sort of academic or disciplinary sanction, nor have any type of enrollment hold.**

Faculty/Staff Advisor: _____ Ext. #: _____
E-mail Address: _____ Advisor's Department: _____
On-Campus Address: _____

Organization Financial Information

On-Campus Account Number: _____
Off-Campus Account Location (if applicable): _____
Off-Campus Account Number (if applicable): _____
Off-Campus Account Name (if applicable): _____

I am aware of the financial status of the above listed organization. I have reviewed their financial records, for on and off-campus accounts, and attest that those records are in good order.

Advisor's Signature _____ *Date*

- _____ My organization would like a mailbox in the McMahon Centennial Complex
- _____ My organization would like a storage locker in the McMahon Centennial Complex

Additional Required Materials:

- *List of all members and their Student ID numbers
- *Current constitution
- *Organization mission statement (if not found in the constitution)

**All information must be submitted to the
Student Activities Office before Friday, September 16 by 4pm.**

Officer Transition

One of the challenges with running a student organization is the rapid coming and going of group members. Maybe you have realized that you have had to give up some activities as you take on more responsibilities and/or harder coursework. You may feel as though you were thrown in to your current position and wish you would have been given more guidance on how to lead your organization. This is why it is essential to have a smooth officer transition, that way the organization does not have to start from scratch each year.

Here are some basic steps to follow to have a successful transition:

Maintain a transition binder

Begin keeping all important things you have learned as well as any business of your organization well organized as soon as you begin your new position. This not only provides the new officer with a solid baseline to start, but will also help you do a better job by keeping yourself organized. At the time of transition the binder also serves as a tool for you to effectively reflect on your experiences and better prepare for future leadership roles.

The binder should include:

- The mission and goals of the organization
- Specific goals to accomplish during your term with space to review outcomes
- A copy of the most current constitution and bylaws
- Detailed officer descriptions
- Committee descriptions
- A copy of the current Cameron University Student Organization Handbook
- Meeting minutes
- Financial records
- Have a list of tips such as:
 - I wish someone would have told me ____ when I started
 - Some resources I wish I would have know about sooner
 - What worked well?
 - What didn't go well?
 - What challenges did you face?
 - What are some tips about the culture of the organization and the students who are members
 - What are some long term goals yet to be accomplished?

Have one on one training time

Meet up with your replacement as soon as possible so that you may communicate to them in more detail the advice outlined in the transition binder. This will be a good chance for the new officer to ask questions of a peer who can guide the new officer on a path to a positive and successful experience.

Plan an officer retreat or orientation

Work with the advisor and the outgoing officers of the organization to organize a time where all the incoming officers can get together to get to know one another better and understand the specific duties of their new position. Most importantly it will provide an opportunity for the officers to communicate their personal goals for the organization and lay the groundwork for a successful year. An off campus retreat is a great way to do this as it provides the officers with a chance to disconnect from the distractions of campus and reflect on their vision for the organization. Holding the retreat off campus however can be logistically difficult and the budget may not allow for it. It is essential though that the officers are able to have some type of orientation prior to their first meeting or event so that they may develop a clear direction and get organized for the year.

Develop clear goals for the year

Develop your own personal goals of what you plan to achieve during your term. Remember that this position is a learning opportunity, but you are only going to get out of it what you put into it. With this outline in place you will be able to accurately gauge your personal and organizational progress. Be sure to communicate your goals to fellow officers so that you can all be on the same page and work together effectively to achieve your shared mission.

Hold an organization retreat

Remember that you and the other officers only represent one segment of the organization. Other members need to be included to set clear group goals which align with everyone's mission of the organization. Retreats, as mentioned above, are a great way to do so as it brings everyone together in a relaxed atmosphere. A retreat can be as simple as a day of teambuilding and goal setting on campus or a weekend campout. Just remember that although the members should have a good time, they are there to get to know one another and get organized for the year. Again the key is organization. Be careful not to plan too many activities with a completely booked schedule as you don't want the students to get overwhelmed with leadership development or miss out on their own time to bond with one another. For more retreat information, check out the retreat checklist on the following page.

Create a Calendar

You and your fellow group members may have come up with some good activity ideas and events, but unless the planning process is initiated, they will never happen. The initial calendar does not to be set in stone as other university and student events may conflict, but it should give a solid baseline of how the semester goals will be achieved through the year.

Organization Meetings

The key to having successful meetings boils down to effective planning. Group members are constantly worried about having too many time commitments and do not want to waste their time attending meetings which are unproductive and disorganized. Regular meetings however, are necessary for successful groups as they maintain group cohesion and ensure that the organization is planning successful events which achieve its purpose.

Steps to a successful meeting:

- 1) Determine the purpose of the meeting-** If there is no clear objective for the meeting then the meeting will simply be one where the students sit around chatting away, possibly regretting their decision to attend.
- 2) Write a detailed agenda-** This will give the one conducting the meeting a clear outline of what she/he must cover as well as let the members know what is going to be covered. This will maintain focus and allow for an efficient meeting with limited distractions.
- 3) Reserve the room!**- Be sure to schedule your meeting and book a room well in advance. (Tips for using RESS are detailed elsewhere in this manual) Be sure to reserve a room of the appropriate size. A cramped room or one that is too spacious can lead those present to focus on their discomfort and not the meeting's agenda.
- 4) Inform group members-** Make sure to contact group members well in advance of the meeting so that they can plan to attend accordingly. Also, provide them with a copy of the agenda and any other materials that will be discussed during the meeting in advance. This also allows the members to organize their thoughts prior to the meeting, expediting business at more constructive rate.
- 5) Make it FUN!** Yes your organization does have other goals, but unless there are fun activities to keep members coming back, the organization will not be successful. This could be something as simple as doing a problem solving or team building activity at the beginning or end of the meeting.
- 6) Make it interactive-** Don't simply read straight through the agenda, but facilitate discussion and encourage all group members to participate. This will not only make them feel more valued, but will make the meeting more useful.
- 7) Record accurate minutes-** Be sure that the secretary or other designated member keeps track of all the important business that gets covered during the meeting. The minutes do not have to have every word spoken at the meeting written down, but should include all motions and decisions made. The minutes should be sent out to all members within 48 hours of the meeting to enable members to review what the outcomes of the meeting were while it is still fresh in their minds.

- 8) **Evaluate the meeting-** It is critical that each meeting and event are evaluated after they occur in order to guarantee that what's being done right keeps happening and any problems are fixed. This can be done simply by reflecting on what went well, what didn't go well, and what can be done better next time. Also reach out to all group members to get their feedback as well as they may pick up on a problem that you or the other officers are not seeing.

Meeting Procedure

Prior to the meeting be sure to establish who will be running the meeting and who will be responsible for covering each item on the agenda. Be sure to be open for discussion to ensure that all points of view are brought up, but use your discretion as to when the conversation is getting off topic or is becoming unnecessarily argumentative.

It is strongly recommended that campus organizations follow the rules of parliamentary procedure outlined in *Robert's Rules of Order, Newly Revised* to run all business meetings. This is the most widely used form of formal meeting procedure and enables meetings to run smoothly while guaranteeing that the minority voice is recognized. For more detailed information, consult the most current edition of *Robert's Rules of Order, Newly Revised*.

Basics of Parliamentary Procedure

The Motion

Making a motion is the formalized method in which one proposes a particular action such as planning an event, calling a meeting, or approving a budget for the organization to take. Anyone, after being acknowledged by the president or designated officer conducting the meeting, may propose a motion by saying "I move to..."

The Amendment

Amendments are offered in the same way as a motion. An amendment may be proposed when one generally agrees with the proposed motion, but would like to make minor changes.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Speaking on Motions and Amendments

In order to speak at the meeting, one must be approved by the person who has the floor (most likely the president) The one requesting permission will raise his/ her hand and wait to be given the floor. It is the job of the one conducting to make certain that equal opportunity is provided for all who have an opinion to speak. Once the discussion has deviated from new or productive ideas being presented, it's time to motion to table or call to question.

Motion to the Table

If a member wishes to postpone or end debate on an issue, he/she may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the one conducting the business.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can "call the question." The president will call for dissent. If a member wants the motion to be discussed further, they may raise their hand and discussion will continue. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of ayes and nays. Only members present at the time may vote, unless the rules of the organization allow for proxies or absentee ballots. A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the President Can Vote

Because the president is a member of the organization, he/she has the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the President, he/she should vote only in cases of a tie.

Point of Information

If at any time during the meeting a member is confused about the business being discussed or wants the motion that is being considered more clearly explained, he/she may rise to ask the president for a point of information. After being recognized, he/she may ask for the explanation which is desired.

Point of Order

If a member disagrees with any of the president's rulings, or believes that the person who is speaking is not talking about the business being considered, he/she may raise a point of order and state the objection to the president. The president then rules with or against the point of order.

Below is a motions chart which outlines common procedures that may occur during meetings:

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.							
§	PURPOSE:	YOU SAY:	INTERRUPT	2ND	DEBATE	AMEND	VOTE
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to	No	Yes	Yes	Yes	Majority

		...					
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT	2ND	DEBATE	AMEND	VOTE
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

(SOURCE: JIM SLAUGHTER, PROFESSIONAL REGISTERED PARLIAMENTARIAN

http://www.jimslaughter.com/robertsrules.htm)

Event Planning

Every event, no matter how large or small, needs to be effectively planned in order to be successful. On the following page is a basic checklist to follow while planning an event. With all events be sure to consider how the outcomes of the event align with the mission of the organization. Though the event may be targeted at a specific group, be careful not to exclude anyone. For example, do not advertize a cookie decorating competition only to women because it is considered a “feminine” event. Make certain that the event does not promote the stereotypes or demean any ethnic, religious, or cultural group. Be careful to vary your programming so that it does not exclude anyone based on disability or financial status, for example, don’t have all of your events be international skiing trips. Do all of your events take place during the evening when it is tough for students who have jobs or a family to attend? These are just some of the factors one must take into consideration when planning an event.

Event Planning Checklist

- **Define Objective of the Program**
- **Determine the target audience**-This includes who as well as how many attendees you plan on having. Is the event geared toward a specific group of students? Is it going to be for the entire campus community? All of Lawton/Fort Sil?
- **Select a Date**- Based on the schedule the group set at their retreat, a date should be easy to come up with. When planning the event, confirm a potential date with the group members and check the university schedule through RESS well in advance to ensure that there are no conflicts with the selected date(s).
- **Select a Location and Reserve it**- Once the target audience is determined, select a location which works best for the type of event and amount of attendees. If it's an informal workshop, a meeting room in the MCC will do, but if it is a larger event one of the ballrooms may be better suited.
- **Plan** - Have a team of group members working on developing an advertising plan, some working with the treasurer on the budget, and others contacting speakers and planning out the event. Remember that the success of an organization is a group effort, so utilize the talents of all members.

Put together a backdated schedule where you have specific deadlines of when you plan to achieve certain goals that are essential for the successful implementation of the event. For instance, the room should be reserved one month in advance of the event.

- **Promote it!**- You may have planned a great event, but if no one knows about it they will not be in attendance. As with the getting students to come out to your meetings, innovative ways to promote your events are a must.
- **Have volunteers in place**- What specific set up needs are there for the event? Do group members need to collect money/tickets from attendees? Are there enough members available for clean up? Do the members understand their role?
- **Review all Potential Risks**- Remember that no matter how well planed something is there is always the chance that things may go wrong. Discuss with the group members all of the things that may go wrong and set a plan for all of these risks. Not every risk will be averted, but as long as you and the group are aware that everything may not go exactly according to plan, less panic will ensue when things run amuck.
- **Have a successful event**- As long as everything is planned effectively, the event should go successfully. Embrace the art of delegation and allow the event chairs to really lead the implementation of the event. Be ready to deal with any issues that may arise and keep members calm, especially if it is a fast paced event.
- **Evaluate the event**- It is important with all group activities to reflect on what went well and what can be improved on so that the members may get the most out of the learning experience of planning an event. The evaluation will also give the organization a solid starting point for their next event.

Retreat Checklist

- Define the retreat's purpose-** Is it to address a specific issue? Is the organization made up of all new members? Is there a conflict? Is it purely for fun?
- Establish who the retreat is for-** A retreat can be just for officers, for all members, or for certain committees
- Figure out what funds are available-** Be certain that there are ample funds available to meet your needs. Having limited funds available doesn't mean that you can't have a successful and productive retreat, it just means you will have to search for a cost effective location and not provide gourmet meals.
- Choose a location-** Costs are the major determining factor on location, but also think about the group you are working with. Don't plan to stay at a survival outpost in the Wichita Mountains with the Fashion Design Club. Do however take into account the benefit of getting away from the on campus distractions at an isolated of campus location.
- Select a date-**Gather what date works best for a majority of the attendees and schedule your event right away. This is especially important if the group is planning on having a retreat at a popular location.
- Organize Transportation-** See Risk management section below for more details.
- Split members into committees-** Have group members work on different committees which appeal to them like food, activities, etc.
- Lay out Itinerary-** Select a format for the retreat based on the interests of the group. How much time is there for recreational activities? Will the focus solely be on teambuilding activities? Are there any guest presenters?
- Develop a menu-** Don't forget to factor in cooking time and take into account any dietary needs of group members such as vegetarians, those with allergies, and any religious restrictions
- Confirm resources-** Look through past retreat programs, utilize your advisor's past experiences, research various leadership development resources, and contact any "experts" in the area of the topics you are planning to cover.
- Evaluate the retreat-** After the retreat don't forget to get feedback from the group members of what went well and what could go better next time. Provide feedback forms to those who attended and reflect with the key committee members.

How to Reserve a Room

To reserve a room anywhere on campus log on to ress.cameron.edu/ress. From this site you may view all scheduled activities and see what rooms are available for reservation. On the RESS homepage you will see three tabs. Click the first one titled "Schedule an Event"

The screenshot shows the Cameron University RESS website. At the top, there is a navigation bar with the university logo and name, the location "LAWTON, OK", and the date "Fri, 20 Aug 2010 10:1F (38C)". Below this is a menu with links for Home, About Cameron University, Academics, Admissions, Student Life, Library, and News & Events. A "Schedule an Event" button is highlighted. To the right, there is a calendar for August 2010, with the 20th selected. Below the calendar, there is a "Jump to:" dropdown menu set to "8/2010". A search bar is also visible. The main content area shows a table with columns for Start, End, Event Title, Room, and Building. The table is currently empty, displaying "No Events on 8/20/2010". Below the table, there is a button labeled "Import Marked Events into Personal Calendar". Further down, there are instructions for "Personal Calendar Import Instructions", including sections for "Single Events" and "Multiple Events". At the bottom of the page, there is contact information for Cameron University and a logo for "POWERED BY DFCC".

From here click the calendar in the upper right to select a date.

If the room is available, simply click on the time you want to schedule.

Request a Reservation

Instructions:

1. Select the month/ date/ year to view the current available facilities.
2. To view the current reservations for a specific building, select the building in the drop down menu.
3. Once you have selected the desired building and room, select the start time for your reservation by clicking on a space available to reserve in the grid below.

Note: Once you select the start time, you will be asked to log-in to the ResNet system.

- Available to Reserve. Click to start a new reservation
- Reserved. Mouse-over to show Reservation name
- Building is closed

Jump to: 8/2010

McMahon Centennial Complex

Reservations for 8/20/2010

Room	Building	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a
Bentley Gardens	McMahon Centennial Complex																		
MCC Balcony - 2nd floor	McMahon Centennial Complex																		
MCC Buddy Green Room - 213	McMahon Centennial Complex																		
MCC Executive Board Room - 204	McMahon Centennial Complex																		
MCC Lobby Table	McMahon Centennial Complex																		
MCC Meeting Room - 211	McMahon Centennial Complex																		
MCC Meeting Room - 212	McMahon Centennial Complex																		
MCC Meeting Room Combined	McMahon Centennial Complex																		
McCasland Ballroom - A	McMahon Centennial Complex																		
McCasland Ballroom - A&B	McMahon Centennial Complex																		
McCasland Ballroom - B	McMahon Centennial Complex																		
McCasland Ballroom - B&C	McMahon Centennial Complex																		
McCasland Ballroom - C	McMahon Centennial Complex																		
McCasland Ballroom (entire rm)	McMahon Centennial Complex																		

Please contact The Office of Special Events at 581-2291 to see if your request can be processed.

After the time is selected, finish by completing the forms which follow. First you will need to select your organization and enter your email address. You will then be prompted to fill out your contact information. The site will then have options such as room set up, tech needs, and food. Once you complete all of this, the reservation will be complete and you may await conformation.

Event Evaluation Form

Event _____ Date and time _____

Location _____

Type of Event _____

Cosponsoring Groups _____

Member Attendance _____ Total Attendance _____ Total Income _____

Total Cost _____ Cost from Budget _____ Total Profit/loss _____

Event Description _____

How does this program enhance the academic environment of the University?

How does this program enhance the general social environment of the University?

How is this program inclusive of all members of the University?

How do you feel this event went? What would you do differently?

How was collaboration utilized in the event process?

Would you recommend this event in the future?

Other comments?

Risk Management

As a student leader you need to be aware of risk management issues. Something like an alligator wrestling match in a large pool of beer is an obvious risk management issue, but every event is a lawsuit waiting to happen. You need to be aware of all university policies, as well as local, state, and federal laws that dictate how the event should be run. As with everything, the key to minimizing risk is planning. If you have any questions or concerns about risk management, don't be afraid to speak with your advisor or a student activities staff member.

Industry Standards

This is a simple area to follow. Anytime where events require certain equipment, it needs to be used according to industry specification. For example, "sit harnesses" no more than five years of age should be used for a rock climbing event. The harness should also be used exactly as specified on the harness instructions. Events like climbing and swimming require qualified supervision. For example if the group plans to have a pool party, the industry standard is to have a minimum of one American Red Cross certified lifeguard for every thirty swimmers.

Event Transportation

It may seem easy to simply allow group members to use private vehicles to make off campus trips; however this creates another serious liability issue. The simplest way to avoid this risk is to use a common carrier or commercial transportation. This approach will be more costly initially, but the carrier assumes a majority of the liability in case of an accident. If the organization decides to use private vehicles, ensure that these steps are taken:

- All drivers have valid licenses with a safe driving record (no accidents, DUIs, speeding violations)
- All drivers are insured
- The vehicle is in good condition and not overloaded with passengers or luggage
- Drivers should have adequate time to rest or be rotated out to avoid fatigue

Minimizing Risks

The major way in which one can reduce an organization's liability is by getting an insurance policy.

Another method to shield against liability is through the use of a "hold harmless" agreement or Liability waiver. This document protects the sponsoring organization and its members from legal action as the individual signing the form verifies that he/she is assuming the risks associated with the activity. (see below for an example)

RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK

In consideration of being allowed to participate in ***(name of activity to be inserted)*** activities sponsored by ***(insert organization name)***, I hereby understand and agree to this release of liability, waiver of legal rights, and assumption of risk and to the terms hereof as follows:

- 1.** I acknowledge that ***(name of activity to be inserted)*** is an action sport and recreational activity and such activity is subject to mishap and even injury to participants, including the potential for permanent paralysis and death. I understand and acknowledge that ***(name of activity to be inserted)*** activities have inherent dangers that no amount of care, caution, instruction or expertise can eliminate and I EXPRESSLY AND VOLUNTARILY ASSUME ALL RISK OF DEATH OR PERSONAL INJURY SUSTAINED WHILE PARTICIPATING IN ***(name of activity to be inserted)*** ACTIVITIES WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.
- 2.** I take full responsibility for, RELEASE AND HOLD HARMLESS ***(insert organization name)***, their owners, officers, elected officials, agents and employees from any and all liability, claims, demands or causes of action that I may hereafter have for injuries or damages arising out of my participation in ***(name of activity to be inserted)*** activities, included, but not limited to, losses CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.
- 3.** I further agree that I WILL NOT SUE OR MAKE CLAIM against the Released parties for damages or other losses sustained as a result of any injury, or death, sustained from my participation in ***(name of activity to be inserted)*** activities. I also agree to INDEMNIFY AND HOLD THE RELEASED PARTIES HARMLESS from all claims, judgments and costs including attorney's fees, incurred in connection with any action brought as a result of participation in ***(name of activity to be inserted)*** activities by any of the undersigned.
- 4.** I hereby expressly recognize that this Release of Liability, Waiver of Legal Rights, and Assumption of Risk is a contract pursuant to which I have released any and all claims against the Released Parties resulting from any injury, or death, sustained from participation in ***(name of activity to be inserted)*** activities including any claims for negligence of the Released Parties.
- 5.** I further represent that I am at least 18 years of age, I waive and release any and all legal rights that may accrue to me as the result of any injury I may suffer while engaging ***(name of activity to be inserted)*** activities.

I HAVE READ THIS RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

On this the day, _____ of _____ 20 _____

Signature of Adult Participant:  _____

Name of Adult Participant: _____

(Please Print)

Budgeting

One of the most dreaded, but most crucial, tasks related to the success of an organization is effective management of finances. You may have entered college with little experience in financial management and it may be frightening to be responsible for an entire organization's funds, but this is why it is important to develop your confidence in budgeting now while you have an advisor(s) to guide you through the process. Rather than simply throwing money at large events that the organization may not be able to afford, it is vital that funds are assessed and all expenditures are planned for. This is where a budget comes in.

What is a Budget?

A budget is a formal written guideline which provides historical data and future goals expressed in financial terms set within a period of time. It is an effective tool for planning and managing funds as it outlines estimated income and expenditures, giving the organization a general idea of what kind of programming they can feasibly put on.

Developing a Budget

1. Begin preparations a month or more before the close of the current year
2. Prepare an outline of the organization's planned activities for the coming year
3. Do careful studies, investigations and research of funding, cost and resources
4. Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.)
5. Estimate expected income and when it is expected to be available (dues, sales, etc.)
6. Get price quotations on big expenditures, delegate responsibilities to members
7. Rank order by their relative importance, which activities/programs are the widest expenditures of funds
8. Choose programs to initiate; ask how much is available to allocate
9. Negotiate as necessary: eliminate or limit less essential expenditures
10. Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning
11. Vote to approve budget (be sure to get everyone's input as its their funds)

(taken from <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>, p. 9)

Managing the Budget

1. Once approved, adapted and prepared, it should be monitored closely
2. Set and maintain a minimum cash balance
3. Formulate procedures and policies needed to achieve objectives
4. Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly.)
5. Set up internal controls designed for safeguards and accurate accounting data
6. Control cost-allow only approved expenditures
7. Assess budget regularly
8. After the budget period has elapsed, determine the outcome of each expense and revenue. Make suggestions on how to improve next year's budget.

(taken from <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>, p. 9)

OTHER RESOURCES

Organizational Roundtables

Taking place the second Tuesday of every month at 12:30pm, Organizational Roundtables provide a forum for organization leaders to share ideas, promote events, and learn from one another. Each month a different topic will be selected, but the informal setting of the roundtables allow participants to guide the conversation in any direction that is relevant to their current needs.

CU Leadership Academy

The CU Leadership Academy offers two different programs for students, the Emerging Leaders Workshop Series and Students Advancing in Leadership. Emerging Leaders provides an overview of fundamental leadership principles and guides participants in developing a personal mission statement. Students Advancing in Leadership takes the skills developed in Emerging Leaders one step further and goes more in-depth into leadership theory. Participants will not only embrace the mission created in Emerging Leaders, but will apply their leadership skills to plan and implement a service project which helps them achieve their vision.

Custom Workshops/Training

If your organization is having a major problem or simply would like to brush up on any of the skills relevant to effective organizational development, visit

<http://www.cameron.edu/organizations/resources> and schedule a custom workshop with the Student Activities Specialist.

UNIVERSITY POLICIES AND PROCEDURES

(Excerpted directly from the student handbook)

The University understands that student and faculty organizations and activities are vital to the educational process and encourages all campus-affiliated groups to make full use of University facilities when their meetings are part of their University work, or a logical outgrowth thereof. For policies, procedures, and helpful information related to such organizations contact the Director of Student Activities.

The University also encourages participation by the community in its programs and activities. To the extent that space is available and subject to reasonable charges and procedures for reservations, the University welcomes organizations to campus for their meetings when their work is compatible with or supplementary to this educational outreach of differing ideas and issues. The University further recognizes the benefits of an orderly process of inquiry and discussion of differing ideas and issues. Contact the Student Development Office for additional information.

RE-REGISTRATION PROCESS

After an organization has gone through the recognition process, it must re-register with the Student Activities Office at the beginning of the fall semester and attend a mandatory student organization meeting. Organizations shall submit an update form in the spring semester.

Steps for Re-registration:

1. Complete an organization registration form and send it back to the Student Activities Office. A completed form must also include a current membership roster with student ID's.
2. Deadline for filing registration forms is three weeks from the first day of classes. Failure to meet this deadline is cause for probation; failure to comply within two semesters is cause for suspension. Fines up to \$150 per violation may also be assessed.
3. A current list of officers names, addresses and phone numbers must be on file in the Office of Student Activities.
4. Any changes of officers or advisor should be reported in written form to the Student Activities Office within 10 days of the change(s). The same is true of all constitutional changes, which are subject to approval by SSC.
5. A written statement from your campus advisor must be submitted each fall indicating that your organization's funds have been reviewed and are in good order.

Recognition and Continuation as a Student Organization

The Office of Student Activities has been developed for the purpose of providing opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

University recognized organizations will be afforded the following privileges: to use campus facilities, to set up an on-campus account, access to a mailbox specifically for your organization, to participate in the Student Government Association, to have the opportunity to participate in university activities and the ability to use "Cameron University" as part of the organization name (organizations not recognized may not use "Cameron University" as part of the organization name). University recognition in no way implies that Cameron University condones or supports any or all activities of a recognized organization. In order for an organization to be recognized on campus, the following procedures must be followed:

RECOGNITION PROCESS

Prior to making application to receive university recognition, the group must meet the following criteria:

1. Organizations must have at least one faculty or staff advisor who is a current member of the faculty or professional staff at Cameron University.
2. Members must be currently enrolled students (full-time or part-time) in good standing with the University.
3. Organizations should maintain a membership of at least seven (7) qualified individuals.
4. Officers of each organization are to have a cumulative G.P.A. of 2.00, and not be on any sort of academic or disciplinary sanction, nor have any type of enrollment hold. Organization officers are defined as President, Vice President, Secretary, and Treasurer.
5. Organizations are to operate under a constitution approved by the University, a copy of which must be kept on file in the Student Activities Office.
6. The organization's stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Cameron University.
7. The organization must comply with the nondiscrimination policy set forth by Title IX.
8. No group will be recognized that serves a similar function as the SGA, PAC, Student Housing Association, IFC, or PHC.
9. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve university recognition:

1. At least one executive officer and the advisor meet with the Director of Student Activities to review the constitution and any bylaws of the organization.

2. After reviews and recommendations, the Director refers the constitution to the Student Services Committee (SSC) for review.
3. SSC reviews the constitution and bylaws and meets with the group representative and the advisor.
4. After the meeting, SSC decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SSC sends the constitution back to the group, it may then repeat the process.
5. The recommendation of SSC is forwarded to the Dean of Student Services for final approval.

When a new organization receives recognition from the Dean of Student Services, it is placed on a one semester probationary period. During this probationary period, the organization, the officers, or responsible leaders must meet with the Director of Student Activities at least once for a progress review.

Organizations Established by the University

All organizations established by the University are considered charter organizations and will be exempt from the criteria for recognition as determined by the University administration (SHA, SGA, PAC, Greek Council, etc.).

Points Considered by the Student Services Committee

The committee will review the constitution of the petitioning organization and talk to the organization's representative and advisor. The SSC will base its recommendation on:

- The structure and content of the constitution and bylaws.
- Purpose of the group, as to being beneficial to the University community.
- How well the group meets the criteria of recognition.
- Whether or not the organization's purpose is already being adequately accomplished by another campus entity.

Advisor Qualifications

An advisor should be at least a three-quarter faculty or professional staff member of Cameron University. Graduate teaching assistants with a teaching load of six or more hours may qualify on a temporary basis. An individual may serve as advisor to no more than two organizations.

Role of Advisor:

Advisors play an important role in the extracurricular experience, for it is their guidance and participation in the organization that assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment.

The University sees the advisor as serving a pertinent function to preserve the existence of the organization, including the following:

1. Advising the organization on university policy, including educating the members and assisting them in their work within the University structure.
2. Providing direction and planning for managing the organizational budget, e.g. approving all expenditures. [Refer to the section entitled Statement of Financial Responsibility of Student Organizations in this manual.]
3. Assist with planning and implementation of organizational programs and the use of university facilities for those programs.
4. Attend meetings and activities involving the organization.
5. Assisting the organization in annually setting realistic goals and objectives, and then keeping the group focused on these.

There are other functions of the advisor that include providing continuity, facilitating growth, and serving as a teacher that are equally important. If any assistance is needed, please contact the Director of Student Activities at 581-2217.

VIOLATIONS OF POLICIES

If a University Recognized Organization (URO) violates university regulations or policies, the University has the responsibility of disciplining that organization. The Director of Student Activities is responsible for monitoring the compliance of student organizations with university regulations and policies. Complaints about a URO should be forwarded to the Office of Student Activities for consideration and action.

When a complaint or a report of a violation of a university regulation or policy is received by the Director of Student Activities, it shall be treated in the following manner:

1. The Director of Student Activities shall investigate the validity of the violation.
2. If the violation did occur, the Director of Student Activities will recommend to the Dean of Student Services that appropriate disciplinary action be taken against the offending University Recognized Organization.
3. If the offending URO chooses to appeal the decision of the Director of Student Activities, the Dean of Student Services shall convene the Student Services Committee to review the decision.

The Student Services Committee shall issue its report and recommendations to the Dean of Student Services. The Dean of Student Services shall have the authority to decide the action to be taken against the offending URO.

Disciplinary Actions

1. Probation: A URO can be placed on probation for a specified period of time without the withdrawal of privileges granted to university organizations.
2. Probation and withholding of university granted privileges: A URO placed on probation may be restricted from use of university facilities and/or all other privileges afforded a University Recognized Organization.
3. Withdrawal of Recognition: A URO may have its recognition withdrawn for a specified period of time.
4. Any sanction noted in the Code of Student Conduct.

The disciplinary action taken against a University Recognized Organization does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.

Social Fraternities and Sororities that are members of the IFC or PHA will fall within that body's jurisdiction. The above may be used only in the appeal process for those groups. However, upon

petition by the Director of Student Activities, the Dean of Student Services can review the case and assess sanctions rather than the IFC or PHA. (Social Greek Organizations with national affiliation must be members of the IFC or PHA.)

The University Calendar is maintained in the Student Development Office. The calendar has information of scheduled activities and events taking place at the University. Facility Reservations will be accepted only with signatures from school deans or department heads and student organization advisors.

During the period April 15 - June 1, the annual, recurring events will receive "priority" in being placed on the Master Calendar and in the reserving of campus facilities. Noncampus groups may not receive confirmation for University facilities until after August 1. If a conflict in scheduling occurs, rescheduling will be resolved in consultation with the groups involved.

Scheduling Activities

1. All activities of any recognized student organization whether on or off campus must be registered in the Student Development Office.
2. Activity/Facility Reservation Forms are available in the Student Development Office (N. Shepler 314) and must be submitted ten (10) business days before the scheduled event for it to be officially processed for formal approval.
3. For convenience of the organization, completion of this form accomplishes official registration and reservation of facilities and inclusion on the Master Calendar.
4. Please note that the registration of an event requires the signature of the faculty advisor.
5. The deadline for registering a social event will be ten (10) class days prior to the event, except for those activities approved as alcohol beverage functions and/or requiring the services of a police officer. Those functions must be registered fifteen business days (15) prior to the event.
6. Certain social events will often require a police officer. At such times the sponsoring group will be charged, which is normally time-and-a-half the officer's regular pay (for overtime).
7. Cancellation of functions and facilities is equally important and should always be made through the Student Development Office (X-2209). Failure to notify this office by 3:00 p.m. the day before the event may result in disciplinary action.
8. The Director of Student Activities will provide information to student organizations regarding duties and responsibilities of advisors.

Suspension of Recognition

Reasons for Suspension:

1. Failing to meet any one of the nine (9) criteria required for recognition at anytime.
2. Group found in violation of the Code of Student Conduct or university policy.
3. Failure to complete all steps for re-registration for one academic year.
[Organization is placed on probation if it fails to re-register for a semester. The organization must take appropriate steps necessary to be placed back in good standing by the Director of Student Activities prior to the end of the second semester.]
4. Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the organization's constitution; e.g., evidenced by meetings and other activities. All recognized organizations are required to submit a written activity report to the Director upon his/her request.
5. An organization may voluntarily relinquish its recognition at any time by delivering to the Director of Student Activities a written notice signed by the remaining officers and advisor, stating that they are disbanding and explaining why.

If suspended, the organization immediately loses its privilege of being a university organization. All accounts of the suspended organization will be placed on hold. After one calendar year of inactivity, all organizational funds will be moved into the Student Activities account and may be expended.

A group may reapply for recognition by following the recognition process required of any student organization. If an organization is suspended by the Director of Student Activities, the members may appeal to the Dean of Student Services.

STATEMENT OF FINANCIAL RESPONSIBILITY

The University expects each student organization to be fiscally responsible. All organizations should practice sound management procedures to insure the fulfillment of this responsibility.

Each organization should anticipate its financial needs and plan ways to properly meet these needs. The officers and the advisor should establish a budget, and the commitments of the organization should never exceed the funds which it has available. Each organization must have all financial commitments approved by a majority of their group and receive the signature of their advisor prior to the commitments being made. University recognized organizations are encouraged to deposit their funds with the Cameron University Business Office.

GUIDELINES FOR OUTSIDE BANK ACCOUNTS

University and Regents policies do not prohibit student organizations from using bank accounts outside the University for the purpose of maintaining funds except those from student activities fees, which are state funds that must be maintained within the system.

Student organizations are not required to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through an outside bank account or through a University account at the option of the advisor of the student group.

The Office of Student Activities strongly suggests that, in order to protect the student officers and the student organization advisor and to alleviate any problems that might arise in regard to withdrawals and deposits, the faculty or staff advisor of the student organization should be a co-signer for any disbursements made from this account.

FEDERAL TAX IDENTIFICATION NUMBER

Banks require student organizations to obtain a federal tax identification number prior to opening an outside bank account. For an SS-4 form (Application for Employer Identification Number) go to the Business Office or to any location where federal forms are available (i.e. public libraries).

When the account is on-campus, an organization must follow certain fundamental procedures of fiscal accountability required by all university accounts. These procedures include: 1) Issuance of a purchase order, based on an approved requisition with the advisor's signature, and the assurance that the goods or services have been received by the purchaser before payment is made from state monies. 2) Receiving competitive bids for items costing \$2,500 or more. 3) Prior Board of Regents approval of items costing \$75,000 or more. 4) Prior Board of Regents approval for Sole Source items costing \$2,500 or more. 5) Signed invoice denoting that the goods or services have been received prior to issuing payments.

Payments from off-campus accounts must be made by check, and at least two signatures are required (the signature of an advisor and the signature of a student officer). No one person, whether student officer or a faculty/staff advisor, should be able to withdraw money from an off-campus student organization account.

Bills should be paid promptly. Student organizations have a responsibility to settle their accounts when due. The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty advisor.

Student organizations should conduct a yearly review of their financial status and whenever there is a change of officers with their campus advisor. The Director of Student Activities is also available for assistance.

In the event of disbanding or inactivation of an organization, the primary responsibility of properly providing for the close out of the account and the disposition of remaining funds rests with the organization and not the University. This can be a problem for off-campus accounts if not done immediately. If an organization is suspended by the University a hold may be placed on an organization's account until disposition is determined by the University and the organization's representatives.

In the event of changing advisors, the Office of Student Activities is to be contacted first and it will contact the Business Office with the appropriate information. Failure to do so will delay processing of your purchase. *The University is not responsible for the payment of any debts or other obligations made by student organizations.

RECEIPT OF CASH BY DEPARTMENTS/ORGANIZATIONS

In compliance with an audit recommendation, any department/organization which receives cash monies for any reason for the university or the Cameron University Foundation, Inc., must give the payor a receipt.

Sequentially numbered receipt books are to be obtained at the cashier's counter located in the Administration Building. The \$15 charge will be handled by inter-departmental transfer. No other receipt books will be acceptable. These receipts must be kept in your department/office. If a receipt is voided for any reason, the receipt must be marked void and retained.

If you have any questions or need additional information, please do not hesitate to contact the comptroller at ext. 2215.

DEPOSIT OF UNIVERSITY AND FOUNDATION FUNDS

Any funds for the university received by any department/organization must be deposited the same day with the cashier. Any funds received for the foundation must be taken the same day to the Foundation Office.

Each department/organization is required to keep the paper forms on file in their office and to complete whenever funds of any kind (check, money order, cash, etc.) are received. (Contact the Business Office.)

The appropriate form is to be completed in duplicate and brought to the cashier along with the funds being deposited for the university. The person depositing the funds and the cashier receiving the funds are each required to sign the form at the time of deposit. One copy of the form is left with the cashier along with the deposit and one copy will be for your records.

The same procedure is followed for any foundation funds with the exception that the foundation form and funds will be taken to the Foundation Office for signature. The funds and one copy of the form will be left in the Foundation Office. The second copy of the form will be for your records.

If you have any questions or need additional information, please contact the Business Office at ext. 2221.

FUNDRAISERS, TICKETS AND SALES TAXES

Cameron University was informed by the Oklahoma Tax Commission that sales taxes are to be collected by student organizations and university departments when selling any products and services.

The responsible group is to collect the taxes, complete the proper reports and forms and forward the funds to OTC. However, to help alleviate the complexity of these procedures Cameron requests that you turn in your tax collections to the Business Office, who will then complete the process for your organization.

This is the law, via the Oklahoma Tax Commission, (state statute Title 68, paragraph 1356.) It is also a violation of the Code of Student Conduct, as stated in the Student Handbook, to violate federal, state or local laws, in addition to University policies. Contact the Business Office if you need additional information.

CORPORATE OR BUSINESS CO-SPONSORSHIP OF ACTIVITIES

All corporate or business co-sponsorships of a university or student activity must contract with the University, the terms of which must be set by and approved by the Executive Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

BAKE SALE POLICY

Only prepared food items can be sold in campus buildings. All food and beverages requiring heating or cooking are not allowed except in outdoor areas or in areas specifically designed to prepare food with prior permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted (Two in Nance-Boyer). No canned or carbonated drinks are to be sold. Sponsoring organization is responsible for collection/payment of taxes. A Facility Request Form must be completed and indicate the items that will be sold.

SOLICITATIONS

1. University buildings or campus spaces may not be used to raise money for any individual or off campus organization.
2. Organizations intending to use the University's spaces to benefit an off-campus effort must be prepared to prove the tax-exempt status of the benefiting cause.
3. The Coordinator of Special Events will establish uniform procedures relating to the location, duration and setup arrangements for such solicitation activities. Be aware of your sales tax requirements.
4. Under no circumstances may organizations, their staff or faculty sponsors, or students conduct direct solicitation of off-campus individuals or groups. Off campus fund-raising is coordinated exclusively through the Office of University Advancement.

RAFFLES

By Cameron University policy, raffles are not allowed.

ORGANIZATION FUND REQUEST GUIDELINES

SGA Distribution Fund Guidelines

Requirements, listed below, must be met to obtain funding:

1. Must be a registered student organization on the Cameron University campus.
2. Must be used for the improvement of the student organization and/or Cameron University students.
3. Must have an active, representative member in SGA.
4. SGA and the Finance Committee must receive notification at least one month before the planned usage of the funds.
5. A Representative from the organization applying must meet with the Finance Committee or a member of the Finance Committee before the application is submitted.

The following are steps required to acquire funding through SGA:

1. The organization must submit in writing a Funding Request Form (available in the SGA office).
2. The SGA representative from the applying organization must meet with one member or the entire Finance Committee to discuss the application and the funding request form.
3. The SGA Treasurer will notify the organization of the committee's decision at the SGA meeting after the decision has been made and by a letter addressed to the organization. The letter will contain the reason and justification for the Finance Committee's decision.
4. The application and funding request form will be turned into the SGA advisor and the approved amount of funding will be transferred into the on-campus account.
5. The organization will be responsible for collecting receipts for all expenses incurred. A copy of all receipts must be turned in to the SGA Treasurer no later than month after the event is completed. The receipts must total or exceed the amount requested by the organization.
6. If the receipts are not turned in, the money will be transferred back out of the account. If the money does not equal or exceed the approved amount, the difference will be transferred out of the account. No individual person will be reimbursed.