

CENTER FOR STUDENT ENGAGEMENT

Student Organization Advisor Handbook

2015-2016



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Student Organization Advisor Guidelines and Procedures

Welcome

The University of Evansville prides itself on the involvement of our students in campus activities and student organizations. Membership in a student organization is a way for students to connect with others with similar interests and is the backbone of the social environment on campus. It is through organizations where many students have the opportunity to blend their knowledge gained in the classroom with leadership and social skills developed through peer interactions. An essential component of this co-curricular learning experience is the wisdom and advice offered by a full-time faculty or staff member. Whether it be an academic organization, a social club, an honor society, or a volunteer group, the role of the advisor is essential in the leadership development of the student and success of the organization.

We thank you for being a part of the social development and success of UE students.

Role of the Advisor

The role of an organization advisor is likely different than the one you already have as an employee. Student organization advisors are not intended to lead the organization but rather to be a voice of reason by offering advice and, when necessary, stepping in when an idea may violate campus policy or is simply unsafe. In general, the role of the advisor is to:

- Support the group.
- Intervene and mediate conflicts within the group.
- Know and understand policies and procedures that impact student organizations.
- Provide continuity and stability for the organization as leadership changes.
- Offer an outsider's view or perspective.
- Challenge the group to reflect on their purpose and goals.
- Provide assistance and be a reference to other campus resources.

Responsibilities

The responsibilities of the advisor to the group will vary depending on the needs of the organization. There are three basic relationships to which an advisor has responsibility: 1) the organization; 2) the individual(s); and 3) the University of Evansville.

Responsibilities to the group

- a. **Teaching.** The advisor can help develop competence for the members of the organization and be a source for information and ideas.
- b. **Consulting.** The advisor should be aware of all activities planned by the organization in order to give feedback and advice about what to do and how it needs to be done.
- c. **Attending meetings/activities.** It is highly encouraged that organization advisors attend meetings of the organization and the planned activities. This allows for your presence to be seen and known by all members, not just the executive board or president of the organization.

The University does not require chaperones, but based on the activity and the organization's expectations, your participation may be requested.

- d. **Goal setting.** Especially during transition periods with student leadership, the advisor can assist with setting SMART goals and serve as a reminder to pursue those goals.

Responsibility to the individual

- a. Advisors should be a part of the recruitment and retention of members to the organization. Remember the role that organizations play in the life of a student can really help student retention and their overall satisfaction with the University.
- b. It is appropriate for advisors to know and give advice to students in order to help a student decide what level of involvement he or she should be engaged in order to best support the student's development and academic success.
- c. The advisor may also help individual members better understand their role within the organization.

Responsibility to the University of Evansville

- a. All registered student organizations are required to have a full-time faculty or staff advisor. Verification of accepting this role comes from WebAdvisor after the student organization has completed the Organization Registration form.
- b. The advisor has signing authority for all organization financial transactions from a University agency account.
- c. The advisor, as a full-time employee of the University, is expected to be familiar with campus policies and procedures and should advise organizations to comply with such protocols.

Campus Security Authority

Organization advisors have been identified by the Department of Education as a "Campus Security Authority." This means that if students or employees report criminal offenses to you, the University is required to disclose the information in its annual statistics, which are required by federal law. The infor-

mation must be forwarded to the Office of Safety and Security for the purpose of 1) making timely warning reports, and 2) including the information in the annual statistical disclosure.

Forming or Registering an Organization

Students planning to start an organization are encouraged to meet with the director of the Center for Student Engagement to discuss the steps and processes for forming an organization. There are two types of organization recognition. To become a University-registered organization students must complete the following steps:

- a. Complete the Organization Registration form on WebAdvisor.
- b. Have a student leader and organization advisor.
- c. Have a minimum of full-time students as interested members.
- d. Submit an organization constitution (a template of a constitution is available from the Center for Student Engagement).

Student organizations can also seek additional recognition from Student Government Association. This recognition allows for an organization to request funding and vote on Student Congress issues. SGA will review all submissions once a month based on basic criteria: The purpose of the organization must be distinctly different from other organizations on campus, it must have a student organization leader and treasurer, and the organization must benefit the campus community. To become an SGA recognized organization the same process as above must be followed. In addition, the following information must be submitted:

- a. Indicate on the registration form that you are seeking SGA recognition.
- b. The name of the student who will serve as the representative to Student Congress.
- c. The name of the student who will serve as treasurer.

Requirements of organization

To maintain student organization status, organizations must adhere to the following requirements:

- a. Submit an annual Organization Registration form at the beginning of each academic year by the date announced by CSE.
- b. Update an organization roster each semester by the deadline announced by CSE.
- c. Attend a mandatory organization training session in the semester your organization selects new officers.
- d. Stay in good financial standing by paying all bills and maintaining a positive budget with on-campus organization accounts.
- e. Must be in good disciplinary standing with the Office of the Dean of Students.

Role of the President

The size and scope of organizations on campus vary greatly. The leadership of an organization usually consists of a president (or other named head of the organization), vice president, secretary, and treasurer. The role of the president is to conduct meetings and help lead the organization. The president should lead the process in selecting a faculty/staff advisor and keep the advisor informed of activities of the organizations. It is recommended that the president and advisor have regular meetings to share information about the organization's activities and plans.

It is important for the president to delegate responsibilities to other students to complete the work of the organization. It is also the president's responsibility to notify the Center for Student Engagement when leadership roles change before the transition occurs.

Activity and Space Reservations

Any student organization wishing to host an activity or conduct a fundraiser that is open to the UE community (alumni, faculty, staff, administrators, students) must register the event or activity with the Center for Student Engagement. Before requesting space, it is encouraged that students meet with the Center for Student Engagement if they want to know what spaces may be available to host the activity. To register an activity, the following procedures must be followed:

- A representative from the organization must complete an Activity Registration Form available on WebAdvisor. Forms should be completed at least one week in advance. Last minute activities may not receive proper review.
- Once a form is submitted, the organization's advisor will receive a copy of the Activity Registration Form and must approve the activity before the Center for Student Engagement will review the submission.
- Changes to any details of the event, after it is approved, must be sent to the Center for Student Engagement.
- All Greek organizations must also have the approval of the fraternity or sorority staff designee from the Center for Student Engagement.
- All volunteer and philanthropic events should be registered with the Center for Student Engagement.
- Space reservations may be made by completing the Activity Registration Form online. CSE will make the reservation on your behalf after the activity has been approved in the room reservation system. All requests are pending until final reservations are made and an e-mail confirmation has been received. ORGANIZATIONS ARE NOT PERMITTED TO HAVE SPACE RESERVED ON THEIR BEHALF BY OTHER EMPLOYEES WHO HAVE ACCESS TO THE ROOM RESERVATION SYSTEM.

Organization should use the Table Reservation Form to reserve the use of a table for promotion of an event or do a passive program. There are tables available in the Ridgway University Center, Hyde Hall, Graves Hall, and the Koch Center for Engineering and Science.

Outside Areas: Plazas, Lawns, Parking Lots

(rain locations are encouraged)

An Activity Registration Form must be completed, approved, and presented to the Center for Student Engagement to reserve outside space.

■ Grassy Areas

In addition to the approval of the Offices of Student Activities and University Relations, these areas may require approval from the grounds department. The supervisor of grounds will have the final say as to whether or not the area can withstand the wear and tear of the event.

■ Parking Lots

The Office of Safety and Security must approve the reservation of parking lots. These reservations must be made at least one month prior to the event. Due to limited parking on campus, student organizations are encouraged to use other space if possible.

- The University reserves the right to control the noise level of reserved areas.
- The organization is responsible for cleaning the area after the event.

Liability Waivers

Some events hosted by student organizations are prone to higher levels of risk. The Center for Student Engagement will determine if a requested activity is permitted to take place and if it will require participants to complete a University liability waiver. If it is determined that a liability waiver is needed, CSE will compose a waiver for UE student participants to complete in WebAdvisor. Advisors have the ability to access the completed waivers to know who has completed the form and who has not by logging into WebAdvisor. The UE student waiver can also be printed in order to sign for on-site activities. Any waivers completed on paper must be turned into Safety and Security prior to departing campus for off-campus activities or directly to the Office of Risk Management after an event where signing takes place on-site of the activity.

Paper waivers are also available for non-UE students for events that are open to community members. This waiver will be e-mailed to the event organizer listed on the Activity Registration Form.

Risk Management of Student Organization Events

Organizations wishing to host an activity that may have a higher degree of risk are required to meet with the director of the Center for Student Engagement. The organizations' representatives and the director will complete the Student Event Risk Management Worksheet prior to final activity approval.

Security at an Event

Upon registration of a campus event, the Center for Student Engagement will determine if there is a need to inform and involve the Office of Safety and Security. If it is determined that involvement is necessary, the director of safety and secu-

urity may meet with the organization officers to discuss in detail the nature of the event. The University reserves the right to prohibit activities that are threatening to the health or well-being of participants.

Student organization activities are open to the University community only (alumni, faculty and staff members, administrators, and students). Exceptions can only be made by the Center for Student Engagement upon consulting with security staff, the dean of students, and the director of university relations. Should the activity be approved for the outside community, the following guidelines must be adhered to.

- The organization must notify the Office of Safety and Security at least 21 days in advance of the event. The director of safety and security will determine if there is a need for hired security at the event, and, if so, how many officers are needed. If there is a need for hired security, the director will coordinate the hiring of professionals.
- The organization will be responsible for all financial responsibility of hiring said professionals and will present to the director of safety and security the appropriate payment at least three days prior to the event.

Noise Ordinance

The use of public address systems outdoors is under the discretion of the Center for Student Engagement. Each activity will be approved on a case-by-case basis, depending on the date, time, and nature of event. All outside events requiring a public address system must end by 11:00 p.m. Some events will require notification of neighboring areas. Any activity that disrupts classrooms, the library, or other areas of an academic nature will be asked to modify their level of noise. The University reserves the right to cancel any event if the situation so requires.

Contracts

In the event that a student organization is asked to sign a contract for a service or performance, the contract must be submitted to the director of the Center for Student Engagement for review no fewer than three weeks prior to the intended contracted date. Upon review, the director of the Center for Student Engagement will determine if the University will agree to the terms of the contract or if alterations need to be made to the contract.

Alcohol

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs, or alcohol on campus, at any student campus activity, or in any campus living units occupied by students, including University-approved housing. Students present in a residential facility where alcohol or illegal drugs are present are also subject to disciplinary action. While the University cannot control off-campus situations, the University does not sanction student organization sponsored events held off-campus that include alcoholic beverages. At no time can student activity funds be used for the purchase or promotion of alco-

holic beverages at a student organization sponsored event. The institution does not prohibit events being held in facilities where alcohol is sold by the facility or business to those of legal age.

University-sponsored events that are held off-campus and involve the distribution and consumption of alcohol must employ a third party social event vendor. The third party social event vendor must provide customary limits of general liability for bodily injury or property damage, liquor liability, workers' compensation coverage, and employer's liability. Proof of such insurance shall be provided by a certificate of insurance to the director of administrative services. Additional information regarding the certificate of insurance requirements is available from the director of administrative services.

The laws of the State of Indiana regarding the purchase and possession of alcoholic beverages will be upheld on campus. These laws may be enforced by University staff or local or state authorities.

Members

Student organizations reserve the right to accept or decline membership applications in conjunction with the purpose of their organization. Each organization should have specific membership requirements outlined in their constitution. Student organizations are advised to observe UE's nondiscrimination policy with regard to membership selection. The policy states that the *University of Evansville operates under a nondiscriminatory policy with regard to race, color, creed or religion, national origin, gender, sexual orientation, age, or disability*. Organizations do reserve the right to list a GPA requirement, academic major, and number of total hours.

- Membership is open only to full-time UE students. Part-time UE students are approved on a case-by-case basis through the Center for Student Engagement.
- Organizations are responsible for updating their membership rosters with the Center for Student Engagement as changes occur or at least once a semester by the announced deadline.
- Organizations may not be open to students who have been disciplined by the Office of the Dean of Students and are ineligible for campus involvement.
- Students enrolled full time at Harlaxton College or at an approved study abroad site are eligible for membership.
- Students enrolled in a University-approved cooperative education program or internship are eligible for membership.
- Alumni are not considered organization members by the University.
- Membership disputes are to be handled, as directed by the constitution, with the organization's advisor and members.

Managing roster

The Center for Student Engagement uses WebAdvisor to manage student organizations. Organization leaders are responsible for updating your organization's membership

roster. Each semester, a deadline is given to have completed rosters updated and submitted to CSE. Instructions are provided to organization presidents at the beginning of each term of office.

Hazing

Hazing is defined as any action or situation created intentionally by an individual or group, on or off campus to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excess fatigue, engaging in public stunts, morally degrading or humiliating games, forced consumption of food or beverages or other substances, or any other forced activity that would subject the individual to extreme mental stress or adversely affect the physical or mental health or dignity of the individual, for the purposes of initiation or admission into or affiliation with any organization, formal, or informal.

Hazing can occur with or without the consent of the person being hazed. The University of Evansville strictly prohibits hazing in any form by individuals or organizations. Student organizations that participate in hazing may lose privileges or status as a recognized student organization in addition to University disciplinary action. (University of Evansville, Student Handbook)

Game of Chance Regulations

The Charity Gaming Division of the Indiana Gaming Commission issues licenses for gaming activities of charitable organizations in Indiana. Games of chance requiring a license include bingo, pull tabs, raffles, door prize drawings, charity game nights, water races, and guessing games. Auctions do not constitute a game of chance. The University of Evansville will comply with the regulations set forth by the Indiana Gaming Commission for these types of events. Due to the complexity of obtaining a license for gaming events, the University will limit the types of gaming events that are conducted by the University and its related organizations. Student organizations are prohibited from conducting any type of game of chance. Other University departments may request permission to conduct a game of chance from the Office of Fiscal Affairs and Administration. Such requests must be received at least 120 days prior to the proposed event date. Approval of the request will depend upon the dollar amount of fundraising anticipated by the event and the complexity involved with obtaining the appropriate type of gaming license for the event.

Catering

The University has a contract with Sodexo for food service. Student organizations should contact Sodexo (catering@evansville.edu) for all catering needs. Any cooking, such as barbecues, must meet the requirements of the food handling policies set forth by Sodexo and may require professional supervision from their staff. This may result in a fee charged to the organization for the staff. Any fundraising project involving the sale of food or drink must be approved by the Center for Student Engagement and Sodexo.

Publicizing Events On and Off Campus

Student organizations publicizing activities must have the event registered with the Center for Student Engagement. Publicity that is posted (fliers, posters, table signs, banners, etc.) must be approved by the Center for Student Engagement. Only UE-sponsored or co-sponsored events or announcements may be publicized on campus bulletin boards or through AceNotes.

Student organizations may send announcements of registered activities via e-mail to the presidents of all registered student organizations by submitting the text of the e-mail to the administrative assistant of the Center for Student Engagement at ac56@evansville.edu.

Registered events can also be announced in AceNotes by completing the marketing request form found on AceLink under marketing and communications.

General Publicity Guidelines

- Publicity materials must be approved by the Center for Student Engagement.
- Organizations wishing to publicize in the residence halls must coordinate such efforts with the residential coordinators or head residents of the hall(s). There are specific regulations regarding stuffing mailboxes, hanging on doors, and sliding information under doors.
- Items hanging from trees or other unapproved structures are not permitted.
- Publicity in the University of Evansville Libraries or the Student Fitness Center must be approved by the Center for Student Engagement and the director of the facility.
- Student organizations may post approved activities on their own websites with a disclaimer stating that the programs are only offered to members of the University community (UE ID required). Publicity posted electronically must conform to Office of Technology Services acceptable use policies in format and content. Electronic media includes but is not limited to any website, blog, e-mail, chat room, list serve, or social communication forum (such as Facebook or Twitter). Organizations posting activities that have not been properly registered through the Center for Student Engagement will be subject to disciplinary measures.
- The use of trademarked University logos, including Ace Purple, Aces athletics logo, IMPACT and the University of Evansville logo must be approved through the Office of Marketing and Communications.

Fliers and Posters

- Fliers or posters posted on campus must be approved by the Center for Student Engagement. To be approved for posting, submit your designed flier or poster in an editable format to the director of the Center for Student Engagement via e-mail at ge21@evansville.edu. An approved banner will be attached to the design and sent back to the requester as a pdf for printing and copying.

- Posters can be no larger than ½ poster board size – 22" x 14".
- Fliers will only be approved for posting a maximum of two weeks before the date of event.
- The name of the sponsoring student organization must be clearly stated on all publicity materials.
- Organizations are responsible for distributing fliers and posters. Posting of materials is only allowed on designated tack strips and bulletin boards. Posting on windows, walls, doors, trees, sidewalks, or other unapproved structures is not permitted. The organization may be disciplined for posting violations.
- Organizations are encouraged to use courtesy when posting materials. Please respect other organizations by not covering or removing their postings.
- Organizations are expected to remove all outdated materials within two days of the event.
- Please use only pushpins or thumbtacks. No staples or tape are permitted.
- No posting on bathroom stall doors. This area is reserved exclusively for the Flush Flash.
- Handbills are not permitted on campus.
- No placing fliers on car windshields.

Chalking

- Organizations may use chalk to advertise approved events. Chalking is permitted as text only on concrete sidewalks. Chalking is not permitted on other surfaces such as bricks and stones, or on buildings or benches.
- Chalking is not permitted on the walkways in front of Neu Chapel, on Memorial Plaza, on the Sesquicentennial Oval, or on the East Terrace plaza.
- Upon approval of the event, chalking should occur no more than five days prior to the event.
- Organizations failing to follow proper guidelines for chalking will be requested to clean the chalked areas immediately. Failure of an organization to comply with this request could result in additional sanctions from the Center for Student Engagement.
- Chalking is the only approved publicity for fraternity open or closed parties.

Digital Promotion Screens

Events can be advertised on the digital promotion screens on campus. An e-mail with event information and any appropriate graphics should be sent to the director of the Center for Student Engagement at ge21@evansville.edu. The request will be double-checked to ensure proper registration and scheduled to run on appropriate campus locations.

Mail

There are a limited number of mailboxes available to organizations through the Center for Student Engagement. Organizations must request these mailboxes upon registering their

organization. If the mailboxes are not checked regularly, the Center for Student Engagement reserves the right to reassign the box to another organization.

Funding and University Accounts

Student organizations may obtain funding through the following means.

- Academic or professional development funding needs are available through the Student Government Association's Academic Fund Board. Organizations can request funding through a stated resolution submitted to the chief operating officer of Student Congress. Additionally, a limited amount of funds are available through the Academic Fund Board for individuals or non SGA-recognized Student Organizations. The Academic Fund Board resolutions are due by the last Wednesday of every month and the board meets the first Wednesday of each month to review resolutions and hear presentations.
- Non-academic funding requests can also be funded through Student Congress. A resolution must be submitted to the chief operating officer of Congress a minimum of a week prior to the desired time for the request to be presented to Congress. All monetary requests to Student Congress that exceed \$1,000 must be discussed and tabled for consideration for two weeks after it has been presented to Congress.
- Organizations may charge dues if the process is clearly outlined in the approved constitution or bylaws.
- Organizations are allowed to host fundraisers (see section on fundraising activities).
- Student organizations may open a University account through the Office of Accounting and Audit. The advisor must be involved with this, as students graduate and officers change. A University account is advisable for organizations who wish to use copy and mail services, purchasing, computer services, or other administrative services.
- Organizations may open a bank account off campus. However, the University is not responsible for any action referring to the account. Debt collection, overdrafts, etc., will be the sole responsibility of the individual name(s) on the account. It is a wise decision to have the advisor as a cosigner of the accounts.

Fundraising Activity

Recognized student organizations may engage in fundraising activities under the following criteria:

- Fundraising activities must be registered and approved by the Center for Student Engagement using the Activity Registration Form.
- Solicitation or fundraising off campus is also regulated. To solicit businesses or individuals for donations, prizes, gifts, and advertisements, or for any fundraising efforts, approval must be received from the Office of Corporate and Foundation Relations. Forms are available in the Center for Student Engagement.

- Solicitation for philanthropic causes may be permitted pending approval by the Center for Student Engagement.
- Solicitation or door-to-door sales on the University campus is prohibited.
- Organizations are discouraged from competing with another club by offering a similar fund-raiser during the same period of time and may not be approved by the Center for Student Engagement.

Campus Accounts

All student organizations must have an on-campus account in order to receive funding from the University or from the Student Government Association. Off-campus accounts are highly discouraged due to the turnover of student leaders and the management and charges that may come from operating an off-campus account through a local bank. The Center for Student Engagement and the Office of Accounting and Audit cannot assist students with off-campus account information. This is the responsibility of the student leadership and organization advisor.

University Disciplinary Action and Appeal

All University-approved student organizations are governed by the policies set forth by the Center for Student Engagement regarding the scheduling of activities, the production of programs, publicity, fund-raising, and overall purpose. Organizations in violation of University policy are subject to penalties imposed by the Center for Student Engagement. Individual violators within the organizations are subject to the University Policy and Procedure for Non-academic Student Discipline (see "Students' Rights and Responsibilities" in the Student Handbook). Organizations have the right to appeal to the dean of students.

The Interfraternity Council (IFC) and Panhellenic Council exercise jurisdiction only over their own established policies. Fraternities and sororities are subject to the regulations of the IFC and the Panhellenic Council, as well as the regulations and policies established for University-recognized organizations. These governing bodies, however, do not override the jurisdiction of the University in terms of granting charters, discipline, policies, etc.



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