



2020 - 2021

# STUDENT ORGANIZATION HANDBOOK

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STUDENT  
ENGAGEMENT

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**Missouri  
State**<sup>™</sup>

OFFICE *of*  
STUDENT ENGAGEMENT

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Dear Student Leader:

Thank you for taking time to review the policies and procedures for student organizations at Missouri State University. The Office of Student Engagement believes that individual growth occurs while learning inside the classroom and applying those skills and knowledge to experiences outside of the classroom. There are currently over 300 student organizations on campus. These organizations play a vital role at Missouri State as the primary source of co-curricular involvement. Co-curricular involvement supplements traditional education, helping to prepare students for life after graduation. The Office of Student Engagement believes that involved students are more likely to graduate; feel more connected to the university, the campus, people and community, as well as promote a well-rounded educational experience.

The Office of Student Engagement recognizes the benefits of co-curricular involvement by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to enhance the success of each student organization. This handbook serves as a resource for students trying to start new student organizations and for already-established student organizations. It provides information on student organization recognition and funding, fiscal responsibility, and event planning. Also included are commonly-referred-to policies and commonly-used forms. The Office of Student Engagement hopes this handbook will increase your knowledge of the world of co-curricular involvement and provide tools needed for organization growth.

Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, the Office of Student Engagement is available to help student organizations achieve their goals. Best wishes to a successful year and Go Bears!



Tara E. Benson  
Associate Director Plaster Student Union and Director, Office of Student Engagement



# Starting a New Organization

Missouri State University offers students a wide variety of ways to get involved on campus. Student Organizations are a great way to make connections and find individuals who have similar ideas and goals. Not only can you learn from each other, but you have the opportunity to develop friendships and contacts. If you have an idea for an organization that is not currently developed, we'd love to help you get started.

Please be aware that this process is extensive and requires a substantial commitment from you. From start to finish, it could take several weeks or even months to get a new group officially recognized.

Students interested in starting a new organization should contact the Graduate Assistant (GA) for Co-Curricular Involvement in the Office of Student Engagement. Please review the "Starting a New Organization" flowchart for a step-by-step guide to the process.

## Minimum Standards for Recognition

- Each organization must have a minimum of four currently enrolled Missouri State student members.
- The executive office of President must be filled; all other offices are optional and left up to the individual organization's discretion.
- All officers must have and maintain at least a 2.0 cumulative GPA.
- Missouri State University students must hold all executive positions.
- Each executive position must be held by a different individual.
- A full time faculty/staff member is required to fulfill the position of advisor  
*\*Note: Graduate Assistants and/or Teaching Assistants do not meet this requirement.*
- The majority of the members must be Missouri State students.
- Each organization must develop a clearly stated lawful purpose, which must be a part of both a constitution and bylaws documents.
- An officer must attend a Student Organization Orientation meeting.
- Each organization must comply with University policies and regulations pertaining to student organizations.

## New Student Organization Process

If you are interested in starting a new organization on-campus, please follow the steps below. Please contact the Office of Student Engagement with questions.

### **Step 1: Attend a New Student Organization & SOFAC Meeting**

Contact Logan Harrod, the Graduate Assistant for Co-Curricular Involvement in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) to set up a meeting in which the registration process and student organization funding (SOFAC) will be discussed.

### **Step 2: Select an Advisor and members for student organization**

Student organizations must have one MSU full-time staff or faculty member serve as an advisor to the organization. Each organization must have a minimum of 4 MSU students as members. Together you will develop a purpose for your organization.

**Step 3: Complete and submit registration paperwork**

Students will receive 3 forms at the New Student Organization & SOFAC Meeting; the forms include: Annual Update Form, Mailbox Agreement Form, and the Faculty/Staff Agreement Form. All paperwork must be submitted to the OSE in order to progress through the recognition process.

**Step 4: Create and submit a Constitution and/or Bylaws document**

Students must create a Constitution and/or Bylaws using the template provided. Completed constitutions and bylaws should be emailed to Logan Harrod, the Graduate Assistant for Co-Curricular Involvement in the Office of Student Engagement, (StudentOrganizations@missouristate.edu) for review.

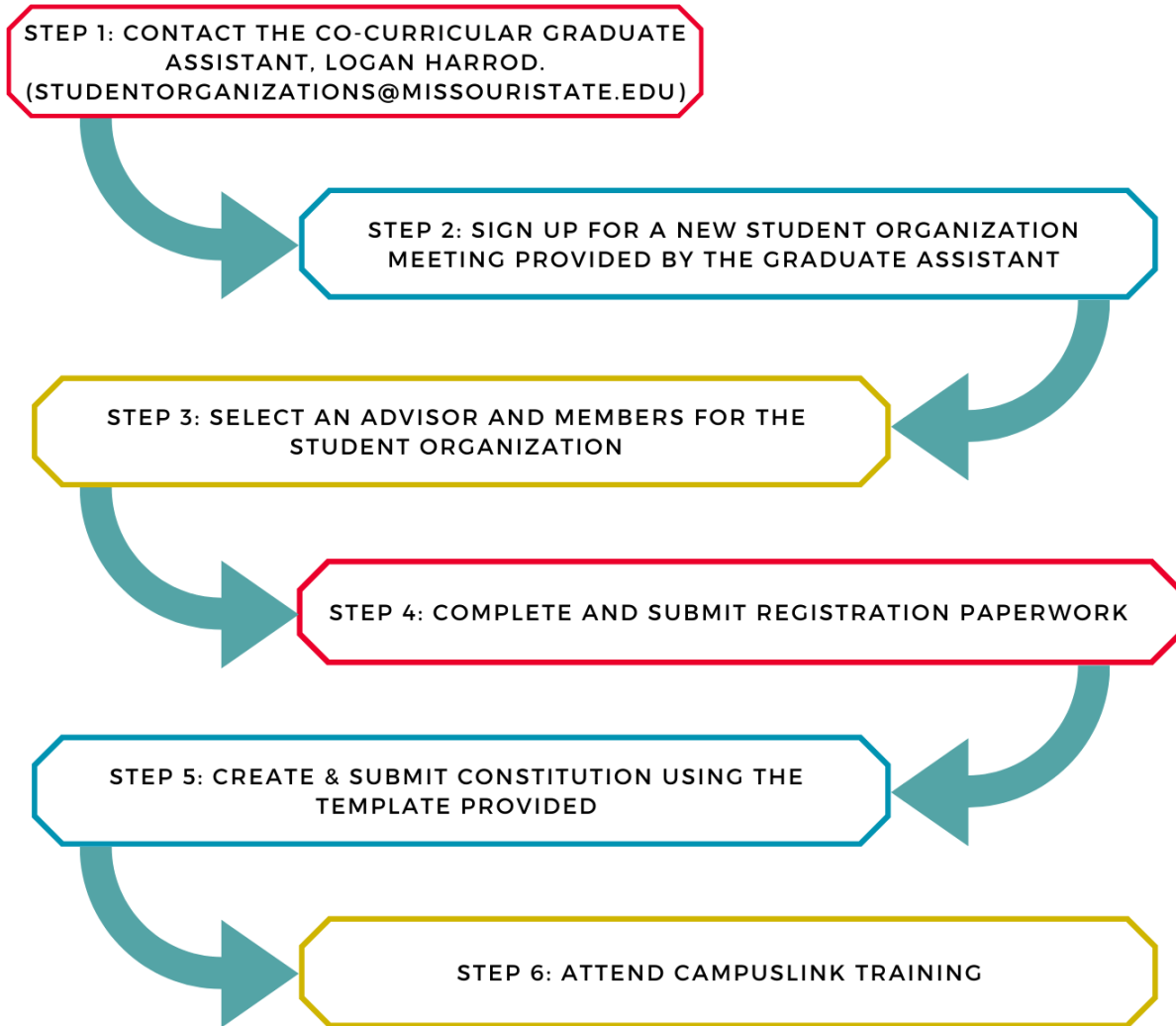
Student organization constitutions will be presented to the Missouri State University's Student Government Association (SGA) for final review and approval. SGA will look to ensure that a prospective organization does not heavily overlap with other organizations, there isn't a large amount of risk associated with the organization, and the group's proposed constitution meets University standards. SGA will then approve the student organization for recognition by Missouri State University.

**Step 5: Attend a CampusLINK Training**

When approved by SGA, you will be contacted by the Director of the Office of Student Engagement for information to set up a CampusLINK page for your student organization. CampusLINK is the online community for all registered student organizations on campus.

Only after final review and approval of the Constitution and Bylaw documents and the completed CampusLINK Training is the new organization officially recognized by the University. After completion of this process, student organizations are eligible to receive SOFAC funding and to reserve space through Event & Meeting Services.

# NEW STUDENT ORGANIZATION FLOWCHART



## Annual Registration

Existing student organizations are required to register annually with the Office of Student Engagement. The Annual Registration process allows organizations to update contact information with the OSE and on CampusLINK for students to utilize for recruitment purposes.

Student organization presidents must complete the Annual Registration process each Fall semester to activate their organization for the current academic school year.

The following steps must be completed by the Annual Registration deadline noted above in order for the organization remain an active organization on campus:

- Attend a mandatory Student Organization Training: The president of the organization is required to attend this two-hour training. In this training, you will learn about the policies/procedures which apply to student organizations, information on room reservations, and programs/services available to all registered student organizations and participate in a diversity education workshop. This training will introduce CampusLINK, the student organization management system for Missouri State University. It allows organizations the opportunity to maintain their organization records and participate in an electronic community that all students are encouraged to utilize to find out about events and organizations on campus. This training will walk you through the many capabilities of CampusLINK to best support your organization.
- Submit all required paperwork obtained at Student Organization Training. Presidents will receive information regarding registration documents at the Student Organization Training. The information and documents needed to complete can be found on CampusLINK. Further instructions to obtain those documents will be given out at the training.. The documents completed include: Advisor Agreement Form, Annual Update Form, and Mailbox Agreement Form.

Failure to complete requirements will result in organization being placed on a minimum two week probation. During the probationary time, organizations lose all privileges of registered student organizations, including, but not limited to, inability to participate in Homecoming activities. At the conclusion of the probationary period, student organizations will be allowed to become a registered organization by meeting the annual registration requirements during a limited one week time period set by the Office of Student Engagement. If the organization is still unable to meet the requirements, the organization will be frozen , meaning that they will lose all of their privileges of registered organizations for the year. The organization will have the opportunity to un-freeze themselves the following re-registration period.

# STUDENT ORGANIZATION RE-REGISTRATION FLOWCHART 2020-2021

**STEP 1: ATTEND STUDENT ORGANIZATION TRAINING  
{MUST BRING LAPTOP OR TABLET}**

**STEP 2: SUBMIT REGISTRATION FORMS ON  
CAMPUSLINK BY OCTOBER 2ND**

**RULES TO COMPLETE RE-REGISTRATION:  
PRESIDENTS CAN ONLY ATTEND  
MUST UPDATE CAMPUSLINK  
FOR MORE INFORMATION ABOUT STUDENT  
ORGANIZATION TRAININGS, CHECK OUT CAMPUSLINK**

# CampusLINK

CampusLINK is the student organization management system for Missouri State University. It allows organizations the opportunity to maintain their organization records and participate in an electronic community that all students are encouraged to utilize to find out about events and organizations on campus.

Students may utilize CampusLINK to track service hours, create events, and develop their Co-Curricular Transcript.

To find CampusLINK:

1. Log on to My.MissouriState.edu
2. Under the Home tab, scroll down to Quick Links
3. Click the CampusLINK logo

If it is your first time logging into the system, you will need to create a profile using your Missouri State email address.

There are many benefits to utilizing CampusLINK for both the individual student and student organizations.

## Individual Student Benefits

- Find out about upcoming events on campus
- Browse 300 plus organizations and university departments to find ways to get involved
- Find out about current news from campus departments and organizations in the news feed
- Track involvement in organizations and/or service hours to create a Co-Curricular Transcript

## Organization Benefits

- Track attendance of members and students at campus events
- Recruit new members through the “Recommendations” feature
- Share news and information about organizations to campus community
- Post event information and flyers to the interactive flyer board with customized settings
- Host organizational elections and votes electronically
- Customize the organization’s page to fit the needs and interests of student members
- Link the organization’s page to a Facebook, Twitter, or website
- Communicate with members and university community with the various messaging features
- Share important documents with members
- Track organization and individual member service hours
- Create organizational forms and collect electronically
- Complete required paperwork for various university departments and submit online

## CampusLINK Basics

All student organizations are required to keep their organization profile up-to-date on CampusLINK. This should be done each year by the student organization president.

Note: Only the President and Faculty/Staff Advisor have the rights to edit the CampusLINK page.

**Navigation** at the top right hand corner, click on the square boxes.

**Manage** will get you to your organization's management page.

**Explore** will bring you back to the CampusLINK homepage.

### Home

- a. The homepage includes the basic information about your organization, the Advisor email, and the officers of the organization, any upcoming events that your organization may plan, photos from recent events, and any articles you or your members upload.
- b. The Discussion wall can be very helpful in getting information out to your group. Anyone in your organization can post/comment on your organization's wall. When a Discussion post is made, an email is sent to everyone in your group.

### Roster

- a. **Add all of your members to the organization** by clicking "Invite People" and enter the email addresses of the students you would like to add for membership. Click "Send Invitations" when you are all finished.
- b. **Assign positions to members** by locating the student on the "Current" tab. Click "Edit Position" to the right of the member's name. Select the position from the menu that appear that the member should have. Click the save button when finished. If there is a position that you would like to assign a member and it does not show on the list, you can create new positions within the organization.
- c. **Delete members no longer part of the organization** by locating the member and checking the box on the far left of the member's name. Click "Delete Selected" at the top of screen.

### About

- a. **Create summary of organization.** State your function or the purpose you serve on campus. This can include a motto/slogan for your organization and any other important information.
- b. **Enter a full description for the purpose of your organization.** This can incorporate a vision statement or the history behind your organization.
- c. Make sure your Advisor and President email are up-to-date.

## Events

- a. Create an event on your organization page that is either for or hosted by your organization.
- b. Follow the steps on the “Create Event” button. You can make your event *Public* (anyone who has access to the site), *Campus* (any MSU student), *Organization Only* (only members of your organization), *Invitation Only* (only those invited to the event).

\*If you selected *Invitation Only*, identify who you would like to invite to the event by email address and send invitations.

## News

- a. **Upload News Article** by following the steps on the page. You can choose the permissions for the article by selecting: *Public*, *Campus* (any MSU student), *Organization* (only members of your organization), *Only Allow the Following Positions* (allows you to choose which officers you’d like to be able to view the article).
- b. This tab can be helpful if you would like to inform your members on a topic that relates to your organization or link articles from other clubs/organizations around the world.

## Gallery

- a. **Create an album** of photos from recent events, ceremonies, etc. Follow the easy steps by clicking the “Create Album” button.
- b. You can make your albums viewable to the *Public*, *Anyone on Campus*, *Members*, or *Specific Members in the Organization*.

## Documents

- a. Upload your approved Constitution and Bylaws.
- b. **Add any other important documents that would be useful for the entire organization.** This can be anything from Minutes from your meetings, Strategic Plan for the year, etc.

## Forms

- a. **Create a form for your members** in order to collect demographic information, t-shirt information, travel forms, etc.
- b. These forms can be created from scratch or upload a current form. Once the form has been created and sent to your members, you can review the submitted forms as they are



## Elections

1. **Create an election or a poll for your organization members.** This can range from officer elections, voting on a t-shirt design/color, or even to get their feedback on what event they are most interested in participating.
2. On this tab, click on the “Create Election” button to begin. You can set the date in which the election begins and ends as well as view the ballot results.

## Co-Curricular Transcript

1. Under your profile click on Membership History
2. Under each membership experience, create a short essay reflection of what you have learned in that role (150 word minimum)
3. Applications for recognition at graduation will be available in October (December graduates) and April (May graduates)
4. What we are looking for:
  - a. Leadership development shown through your reflections in various positions within student organization
  - b. 2+ years as president of a student organization
  - c. Attend one President Workshop
  - d. Recommendation letter from the student organization advisor
  - e. Completed transcript displaying membership in student organizations

Students who have completed all 5 steps will receive recognition at graduation from the OSE

# Student Organization Constitution & Bylaws

## Review Process

Organizations are encouraged to review their constitution and/or bylaws annually. With each update to the organization's constitution, it must be reviewed and approved by the Office of Student Engagement and the Student Government Association. Please follow the outlined steps below for ensuring a smooth review of your organization's constitution and/or bylaws:

1. Review organization's governing documents annually as directed in the most current document within your organization.
2. Submit your constitution and/or bylaws to the Office of Student Engagement via email to the Graduate Assistant for Co-Curricular Involvement.
3. The Graduate Assistant will review the documents, ensuring their contents meet all requirements for the OSE.
  - a. Once the constitution has been approved, the Graduate Assistant will forward it on to the Internal Affairs Committee of the Student Government Association. Committee members will review the document and provide any comments and suggestions for edits via email to the organization. The organization's representative will review the comments and return the document to SGA for any necessary changes.
  - b. \*Note: This process may occur multiple times until all requirements are met within the organization's constitution and the Internal Affairs Committee has approved the final document. Do not get discouraged and respond quickly when you hear from the Graduate Assistant. This will ensure the process moves as quickly and seamlessly as possible.\*
4. Once the Internal Affairs Committee has approved the constitution, they will submit a resolution for establishment to the Senate of the Student Government Association. At a weekly meeting, the Senate will vote on the resolution. If the resolution passes, the Graduate Assistant will receive notification and will be in contact with the organization with further instructions.

## Creating a Student Organization Constitution

Below you will find the Missouri State Student Organization Constitution template. Please include each Article in your constitution. If you have any questions in regards to the constitution process, please contact the Co-Curricular Graduate Assistant, Logan Harrod (StudentOrganizations@missouristate.edu).

1. Text that is in **RED** must be included in the organization's constitution **exactly as it appears in the template**. The final constitution should not contain any red text.
2. Text that is underlined must be filled in with the appropriate information per the organization.
3. Article I-V must be completed thoroughly by the organization.

Constitution of Official name of organization

Date Created: Date

Date Modified: Date

**PREAMBLE**

We, the members of this organization, do ordain this constitution of {organization name}, of Missouri State University, Springfield, Missouri, as the Constitution for the members of the {Organization name}. {Organization name} will operate within the rules and regulations of Missouri State University, the Laws of the State of Missouri, and the Laws of the United States of America.

\*The Office of Student Engagement may require you to add information about a law that applies specifically to your organization.

**ARTICLE I**

Purpose of Organization

**Section 1.** The name of the organization

**Section 2.** Purpose of the organization

**Section 3.** Affiliation with a regional or national association, if applicable

**ARTICLE II**

Membership

**Section 1.** Membership open to whom

**Section 2.** Qualifications for membership {ex: student status, GPA, attendance, etc.}

**Section 3.** Qualifications for Non-Missouri State or off campus members if applicable

**ARTICLE III**

The Executive Officers

List every officer of the organization and duties of each officer {officer positions may vary by organization, but must include a president}

**Section 1.** President

**Section 2.** Vice President

**Section 3.** Secretary

**Section 4.** Treasurer

**Section 5.** Other Officers

**Section 6.** Qualifications of Executive Officers {Must include that GPA must be at least 2.0, although individual organizations may make it higher at their discretion}

**Section 7.** All officers are required to be enrolled as Missouri State University students.

## ARTICLE IV

### Elections and Installation of Executive Officers

**Section 1.** Selection {nomination or application} process for the officers

**Section 2.** Specific date for the election of officers

Specific date can be explained in one of three ways (choose one):

1. Have a deadline that the organization must have elections by *{ex: must be held by the last meeting in the spring semester}*
2. Have a specific date the organization will hold elections on *{ex: elections will be held on the third Sunday of May each year}*
3. Have a two-week span in which elections can take place *{ex: Elections must be held between the last weekend in April to the second weekend in May}*.

**Section 3.** How officers are elected. Walk through the election process, what it looks like {Are there speeches given, is the voting by secret ballot, etc.}

1. Include the majority amount needed to win (choose one):
  - a. 2/3 vote of all members
  - b. 3/4 vote of all members
  - c. 51% vote of all members
2. Election proceedings and installation of officers must include this phrase: **Must include participation from and final approval by student members of the organization.**

**Section 4.** Term of office. Must include two points:

1. Can executive officers serve more than one term?
2. When does the term begin and end

## ARTICLE V

### Resignation of Executive Officers

**Section 1.** Process for resignation

**Section 2.** **If on academic or disciplinary probation, the officer must resign from their position**

## ARTICLE VI

### Impeachment and Removal from Office

**Section 1.** Process for impeachment

**Section 2.** **The process for the removal and/or the impeachment of officers must include participation from and final approval by student members of the organization**

## ARTICLE VII

### Filling Executive Officer Vacancies

**Section 1.** Process for filling officer vacancies. Include specific procedure for special elections. Examples:

1. Appointment by executive board with final approval by student members via vote

2. Process for how special elections are run
3. Refer back to Article IV (Elections and Installation of Executive Officers):  
Section 1 and 3

**Section 2.** The process for filling vacancies of executive officer positions must include participation from and final approval by student members of the organization

## **ARTICLE VIII**

### Meetings

**Section 1.** Frequency of meetings

**Section 2.** How to convene meetings if not regularly scheduled, who contacts members if a special meeting is called

## **ARTICLE IX**

### Amendments to the Constitution

**Section 1.** How to propose amendments Examples:

1. Member proposes amendment to Executive Officers; amendment is taken to organization at meeting
2. Member proposes amendment at meeting of organization

**Section 2.** How amendments are adopted (choose one):

1. 2/3 vote of all members
2. 3/4 vote of all members
3. 51% vote of all members

## **ARTICLE X**

### Ratification

**Section 1.** This constitution shall be fully ratified once approved by a {insert desired majority} majority vote of membership, after its submission to and approval by the Office of Student Engagement, and after its submission to and approval by the Student Government Association.

If the organization has an affiliation external to the University that requires approval of constitution, the organization may include that external affiliation in the enabling clause.

## **ARTICLE XI**

### Empowerment

**Section 1.** This constitution will take effect after it is accepted by both the Office of Student Engagement and Student Government Association of Missouri State University, and {by specific quorum vote} accepted by the members of {organization's formal name}

# Creating a Student Organization Bylaws

## (Your Org. Name Here) SAMPLE BYLAWS FOR STUDENT ORGANIZATIONS

Date Created: X Date

Last Modified: X Date

### ARTICLE I: NAME & PURPOSE

#### Section A – Name

The name of this organization shall be [name of organization].

#### Section B – National Affiliation

[If the organization is a member of a national or state organization, add the following statement and attach a copy of the national constitution as it will become part of the document.] “The rule and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Missouri State University.”

#### Section C – Purpose

The purpose of this organization shall be:

1. [list in detail the purposes and objectives of the organization]
2. [etc..]
3. –

### ARTICLE II: MEMBERSHIP & DUES

#### Section A – Eligibility

Membership shall be open to [define membership qualifications, i.e., majors in a particular academic area, GPA etc.] upon payment of the dues, as outlines in Section C.

#### Section B – Restrictions

Voting members will be students.

#### Section C – Dues (if applicable)

Dues shall be \$\_\_\_\_\_ per year. [List national and state dues separately, if applicable.]

### ARTICLE III: OFFICERS

#### Section A – Officers

The officers shall be a President, Vice President, Secretary and Treasurer. [These are the usual officers. Additional officers may be added, dependent upon the needs of the organization.]

#### Section B – Eligibility

The President shall be a full time Missouri State student. [If membership is open to persons outside the campus community, all officers and voting members must be Missouri State students. GPA requirements]

#### Section C – Election

The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

#### Section D – Term

The officers shall serve for one year and their term of office shall begin at the commencement of the [fall/spring] semester.

### **Section E – Vacancy**

If a vacancy occurs in the office of President, the Vice President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

## **ARTICLE IV: DUTIES OF OFFICERS**

### **Section A – President**

It shall be the duty of the President to:

1. Preside at meetings
2. Vote only in case of a tie
3. Represent the organization
4. Appoint committee chairpersons, subject to the approval of the Executive Committee
5. Serve as an ex-officio member of all committees except the nominating committee
6. Perform such other duties as ordinarily pertain to this office

### **Section B – Vice President**

It shall be the duty of the Vice President to preside in the absence of the President and serve as Chairman of the Program Committee.

### **Section C – Secretary**

It shall be the duty of the Secretary to:

1. Record the minutes of all meetings
2. Keep a file of the organization's records
3. Maintain a current roster of membership
4. Issue notices of meetings and conduct the general correspondence of the organization

### **Section D – Treasurer**

It shall be the duty of the Treasurer to:

1. Receive all funds and pay out by order of the Executive Committee and signed by the President and faculty/staff advisor.
2. Keep an itemized account of all receipts and expenditures and make reports, as directed
3. Make a yearly audit to the membership at the end of each school term.

## **ARTICLE V: MEETINGS**

### **Section A - Meetings**

Regular meetings shall be held [bi-monthly] during the regular school year.

### **Section B – Special Meetings**

Special meetings may be called by the President with the approval of the Executive Committee.

### **Section C – Quorum**

A quorum shall consist of [fifteen (15)] members or a majority of the voting membership. [The number required should be small enough to insure that a quorum will usually be present and large enough to protect the organization against decisions being made by a small minority.]

### **Section D – Parliamentary Authority**

Robert's Rules of Order (example only), newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

### **Section A – Responsibility**

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold these By-Laws.

### **Section B – Membership**

This committee shall consist of the officers, as listed in Article III, and the faculty advisor.

### **Section C – Meetings**

The committee shall meet at least once between regular meetings of the organization to organize and plan future activities.

### **Section D – Quorum**

A quorum of this committee shall consist of  $[\frac{2}{3}]$ [ is the usual number] members.

## **ARTICLE VII: FACULTY ADVISOR**

### **Section A – Selection**

There shall be a faculty advisor who shall be selected each year by the membership.

### **Section B – Duties**

The responsibilities of the faculty advisor shall be to:

1. Advise and stimulate interest in the organization
2. Provide guidance in the development and implementation of programs and activities
3. Serve as liaison between the University and the organization, interpreting, if necessary, university policies or philosophies
4. Attend meetings and activities regularly
5. Monitor all expenditures of the organization along with the Treasurer

## **ARTICLE VIII: COMMITTEES**

### **Section A – Vote**

These By-Laws may be amended by a two-thirds ( $\frac{2}{3}$ ) majority vote of the chapter membership.

### **Section B – Notice**

All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting.



# Organization Status

## Pending Organization

Students may start a new organization with the Office of Student Engagement. The new organizations will be considered in “Pending” status until all requirements are met to become an active registered student organization. To learn what is required to become a registered student organization, read below.

## Registered Student Organization

For a new student organization to be considered a registered organization, the following information must be made available to the Office of Student Engagement:

1. A constitution- upload to Campus LINK for approval
2. Register with Campus LINK- be completed annually starting each April
3. Have a full-time Missouri State faculty or staff member to serve as the advisor
4. Annual attendance by an officer at a Student Organization Orientation Meeting
5. Have a minimum of four Missouri State University student members Privileges:
  - Right to reserve space through Event & Meeting Services
  - Right to have a student organization mailbox located in Plaster Student Union

Assistance from the Office of Student Engagement

- Use of open bulletin board space
- Listing in University publications and /or web pages
- Right to conduct fundraisers
- Right to request funding from SOFAC
- Right to function formally as an organization, including but not limited to: holding meetings, holding events, participation in university events, etc.

If the Office of Student Engagement becomes aware that a registered student organization does not have the minimum number of Missouri State student members, then the student organization will be put on probation for one semester and will become a transitional student organization for the semester with all the rights and privileges therein. Upon meeting the minimum requirement of four Missouri State student members, the student organization’s status will be restored to “registered” student organization. If the student organization does not meet the minimum requirement within one semester, they will maintain their transitional status until such time that they can meet the minimum requirements of a “registered” student organization.

## Frozen Student Organization

All student organizations who wish to remain registered with the Office of Student Engagement must meet the minimum standards for recognition and complete the Annual Registration process each Fall. Failure of a student organization to maintain the standards or register the organization in the Fall semester will become inactive.

## Inactive Student Organization

Student organizations who remain inactive status for 2 or more years will become inactive. Once a student organization becomes inactive the organization must complete the new student organization process including approval of the constitution by the Student Government Association.

## Student Organization Leadership Development

The Office of Student Engagement provides multiple trainings and workshop opportunities for the members, officers, and advisors of Registered Student Organizations. The following is a description of the programs available and suggested for student organizations to attend.

### Annual Registration

As a requirement to completing Annual Registration, all student organization presidents wishing to register for the next academic year must attend a Student Organization Orientation. Schedules will be posted on the Office of Student Engagement website and sent to all organization presidents and advisors each May. Each Orientation will cover various areas of interest to student organization members and leaders including: resources available to organizations, Event & Meeting Services and Campus Dining information, organization specific policies, funding opportunities, leadership tips, and more.

# STUDENT ORGANIZATION RE-REGISTRATION FLOWCHART 2020-2021

**STEP 1: ATTEND STUDENT ORGANIZATION TRAINING  
{MUST BRING LAPTOP OR TABLET}**

**STEP 2: SUBMIT REGISTRATION FORMS ON  
CAMPUSLINK BY OCTOBER 2ND**

**RULES TO COMPLETE RE-REGISTRATION:  
PRESIDENTS CAN ONLY ATTEND  
MUST UPDATE CAMPUSLINK  
FOR MORE INFORMATION ABOUT STUDENT  
ORGANIZATION TRAININGS, CHECK OUT CAMPUSLINK**

## Presidents Workshop

This activity-based workshop is a great way to kick off the semester as a student organization president. Learn ways to develop and grow your student organization on campus through. Gain knowledge on topics such as marketing tools, leadership styles, and member engagement. You will not want to miss this awesome opportunity. As a participant you will:

- Participate in leadership building activities
- Network with other student organization presidents
- Discuss common issues within student organizations and how to solve them: motivating members, conflict management, transitioning leadership, marketing/advertising



## Advisor Trainings

Advisors of student organizations are worth more than their weight in gold. An advisor can provide continuity, support student organizations, guide students through tough times, and enhance the good times. This supplement provides current Missouri State University advisors with the support and information needed to find success and satisfaction in the position. It also gives potential advisors a taste of what advising entails.

One semester this year, the Office of Student Engagement will conduct an Advisor Training to inform and assist staff/faculty that advise student organizations on campus. Check the Office of Student Engagement website for the upcoming training as well as documents and a training video to stay up to date on everything student organization related.

# Leadership Opportunities

## Commerce Bank Emerging Leaders

Emerging Leaders equips students to excel in campus and community leadership roles by further understanding leadership principles.

2021 Program Dates: TBA

### Benefits of Emerging Leaders Program:

- Hands on leadership experience.
- Mentor relationships with upperclassmen facilitators.

Invaluable skills needed to be a successful campus and community leader.

- Leave a lasting impression on the MSU campus.
- All expenses paid retreat including meals, transportation and high/low ropes course.
- Lasting friendships with cohort of participants.

### How to apply

Each year over 150 students apply for the Emerging Leaders Program and approximately 100 are selected. Students will apply for acceptance into the program and will be placed into Group 1/2 that will meet on Thursdays or Group 3/4 that will meet on Mondays based on class and schedule availability. You must be available for ALL dates in requested group in order to be selected. The application process consists of a written application along with a face to face interview with facilitators and staff. Applicants will sign up for a 10 minute interview when they turn in their application to the Office of Student Engagement (PSU 101).

## Student Activities Council

[Student Activities Council \(SAC\)](#) is the student programming board on campus. We are responsible for planning social, cultural and diverse events open to the entire student body. Our activities are funded through the student involvement fee, so we program for everyone and most of our events are free. SAC consists of an All Council, executive board, and committees, so there are many levels to become involved with and a lot of leadership opportunities. The executive board members are the people who run SAC. These 13 students are the “go to” people when it comes to SAC. They do it all, from running meetings and planning events to gaining experience with budgeting and growing as student leaders. They work closely with an advisor and really take charge to make events happen and SAC a great organization. If you are interested in SAC, come to our meetings in PSU 313 on Tuesdays at 4:00, stop by our office in PSU 115, or email us at [sac@missouristate.edu](mailto:sac@missouristate.edu)

## Student Government Association

[Student Government Association](#) serves as the official voice of the student body, and offers numerous ways for students to get involved in bringing positive changes to Missouri State. Students interested in joining Senate can serve as a representative for any student organization or as a “senator at large” from their respective class. As a senator, students can become involved in

a wide range of projects, ranging anywhere from sustainability to academic affairs. SGA also offers students the opportunity to serve on one of three commissions (Sustainability, Elections, Wyrick), each of which has a large impact on the campus community each year. A final opportunity offered to students through SGA is the chance to serve as one of seven members of the Campus Judicial Board, which is the highest acting judicial board for students.

# Student Organization Recognition

## Organization Spotlight

The Office of Student Engagement supports and recognizes the efforts of student organizations by promoting Student Organization Spotlight. Every week, a different student organization will be featured on various social networking sites for one week. To sign up for spotlight, complete the submission on the homepage of CampusLINK; the organization **MUST** be an official Missouri State University student organization.

The contact person will be notified via email of the week your organization will be spotlighted. All information will be seen on the Office of Student Engagement's *Twitter, CampusLINK, Facebook group, Blog, and Missouri State's homepage*. If you have any questions please feel free to email the Co-Curricular Involvement Student Specialist.

## STAR Awards

In 1996 Missouri State University hosted the first ever **Student Talent and Recognition (STAR) Awards Ceremony**. Each year the STAR Awards ceremony honors twenty-five outstanding student leaders and student organizations which have been nominated by various organizations, students, faculty, and staff. Since its beginning, STAR Awards has recognized roughly 350 students, organizations, and advisors at Missouri State. Application/Nomination packet is available the first week of the spring semester.

### **STAR Awards 2021:**

Monday, April 26th

Ceremony- 5:30 pm, Reception- 6:30 pm

Plaster Student Union

This occasion is best described as a business formal/cocktail event which provides an appetizer buffet and surrounds its guests with elegant décor.

For more information check out the STAR Awards page on the Office of Student Engagement website.

# Student Organization Policies & Procedures

## Academic Space Audio/Visual Usage Procedures

Registered student organizations may utilize the installed audio/visual systems within academic spaces on campus for meetings and programs free of charge. Students must reserve the academic space by through the online web app [event.missouristate.edu](http://event.missouristate.edu). Once the reservation has been confirmed, a student representative from the organization may check out the AV cart key and necessary AV cabling from the Office of Student Engagement located in PSU 101 or by calling (417) 836-4386. Students must reserve the equipment 24 hours prior to the event and must return the equipment by 4pm the following business day.

### Disciplinary Process:

If issued keys and cables are not returned, or a problem with the equipment arises, Event & Meeting Services will be notified immediately. They will then work with the Office of Student Engagement, to issue a written warning to the student organization if warranted. If a student organization receives two written warnings within a semester they will lose all academic space reservation privileges for the remainder of the semester. If there is a second occurrence on or after midterm of the current semester, the organization will lose academic space privileges for the remainder of the current semester and the following semester. Additionally, appropriate fees will be assessed to the student organization for any lost or unreturned keys or cables. If a student organization does not request use of the AV equipment, but has been identified as having used the equipment without prior approval, that organization will be issued a written warning.

## Finances and Banking Procedures

**Finances.** Student organizations may receive invoices for charges accrued from the institution (i.e. AV equipment, parking permits, and catering) via email one week after the event. The invoice will be sent to the person that made the reservation. The Assistant Director of Co-Curricular Involvement will email financial statements to the primary contact and the advisor of the student organization between the first and second week of each month. Organizations have 90 days to pay the balance to the Bursar Office located on the 1<sup>st</sup> floor of Carrington Hall. (See Student Organization Account Delinquency Procedures)

**Tax Exemption.** Student organizations do not receive tax exemption status through Missouri State University. If a student organization would like to receive a tax exempt status, they must file as a [501\(c\)\(3\) Organization](#) through the IRS website. Please note that by establishing a student organization as a 501(c)(3) organization, the organization may owe annual Federal and State taxes.

**Bank Account.** Student organizations may establish a bank account for consistent budgeting and fundraising purposes. Student organizations are encouraged to use Commerce Bank located on the 2<sup>nd</sup> floor of the Plaster Student Union. For more information on establishing a bank account see [Establishing a Federal Identification Number for Bank Accounts](#).



# Commercial Advertising, Sales, and Solicitation and Facilities Usage Policy

## *Op1.01 Commercial Advertising, Sales, Solicitation and Facilities Usage Policy*

Missouri State University recognizes the importance of its campuses as locations for the advertisement of events, products, and services. In order to balance the interests of the university in maintaining a campus environment that is aesthetically pleasing, free from rampant commercial activity, and consistent with the university's public affairs mission, the university has established this policy detailing the permissible nature in which advertising, sales, solicitations and facilities may be used for commercial purposes.

Note: This policy does not apply to non-commercial expressive activity, which is instead subject to [G5.02 Expressive Activity Policy](#).

### **1. Advertising on university campus or through university owned and controlled distribution**

For the purpose of this policy, advertising is defined as the dissemination of commercial informational or promotional materials regardless of the medium or method. The university retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. The university reserves the right to prohibit or remove advertising from campus which violates university policy or the procedures adopted pursuant to this policy. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University.

### **2. Physical advertisements**

The tangible display of advertisements within university facilities or affixed to university structures shall be done in a manner consistent with this policy and the procedures set forth herein. Administrative services will coordinate with university facilities that contain bulletin boards designated for the dissemination of information to adopt procedures for the posting of material to such bulletin boards. Such procedures will be content neutral and will be limited to a time, place and manner regulation consistent with university policy and applicable law.

#### **a. Bulletin boards**

Designated bulletin boards are the primary means for displaying printed material on campus. Bulletin boards in university buildings are reserved for the purpose of notices and other materials related to the programs and goals of the university. While there are numerous open bulletin boards across campus, there are also Departmental Bulletin Boards solely for the use of the designated department. With the exception of the Plaster Student Union, commercial advertisements and publicity may not be displayed on bulletin boards. Only university departments and recognized student, faculty, and staff organizations are authorized to post materials on bulletin boards in university buildings other than the Plaster Student Union.

#### **b. Sidewalk chalking**

Chalk advertisements by members of the university community are permitted on concrete horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters,

benches, or similar locations. Only washable sidewalk chalk may be used. The university reserves the right to wash off any and all chalk advertisements and messages within six (6) hours of any event held.

### **3. Electronic advertisements**

The electronic dissemination of advertisements through the university's electronic resources (e.g. email system, network or other information services infrastructure), shall be done in a manner consistent with this policy and the procedures set forth herein.

- Use of the mainframe computer, web pages or electronic mail resources for paid consulting, for business purposes or for political gain is prohibited.
- Electronic "mass mailings" or the sending of large files through the university's network for commercial purposes is not permitted.

For additional information regarding the university's computers and networks, please read the [Computer and Information Services Policies](#).

Non-university businesses, agencies and individuals may advertise their products or events on campus through paid advertisements on *The Standard* newsstands and in student publications such as *The Standard*, athletics brochures or similar publications. Such publications have established policies for advertising standards, and inquiries should be made directly with personnel responsible for those publications.

All advertisements must be otherwise consistent with university policy.

### **4. Commercial sales and solicitations**

Except as set forth in this policy, the university prohibits all direct sales, solicitations, and distribution of commercial sales and solicitation materials in university facilities, or on university owned and/or controlled property, as well as all uses of the university for the commercial or promotional purpose of an independent third-party.

As used in this policy, solicitation means the i) attempted sale, lease or rental of any property, product, merchandise, publication, membership, or service, whether for immediate or future delivery; ii) request for any gift or contribution; or iii) the distribution of information in support of the activities described in (i) and (ii).

As used in this policy, sales means the transfer by any person of tangible goods to a purchaser for use or consumption for the exchange of payment or the promise of payment (including in-kind payment).

Except as provided below, all individuals engaged in business for any product, service, or location whatsoever are prohibited from soliciting members of the faculty, staff or student body in any premises owned or controlled by the university, or by any electronic means, except as provided herein.

Plaster Student Union provides for limited space for sales and solicitation; however, such space must be reserved through the event and meeting services office, 417-836-5653.

Events otherwise approved according to the university's policies that commonly sell

merchandise, such as BearFest Village, Tent Theater, approved fundraising activities and camps/conferences may be permitted to do so if approved according to an underlying contract or other arrangements for the event.

#### **5. No prohibition for registered student organizations and university departments**

The University's prohibition on solicitation does not apply to registered student organizations, university organization, and university colleges and departments. Registered student organizations, university organization, and university colleges and departments may solicit on campus. All solicitation activities on campus of registered student organizations, university organization, and university colleges and departments must comply with the procedures outlined in this policy. Solicitation activities on behalf of registered student organizations, university organization, and university colleges and departments are acceptable so long as the solicitation activities:

- do not violate or conflict with university policies or local, state or federal law;
- do not conflict with the educational purposes of the university;
- do not negatively impact other university development activities;
- do not infringe upon the university's trademarks or other intellectual property rights;
- do not disrupt traffic, either vehicular or pedestrian;
- do not result in a breach of university contracts or university-contracted operations;
- do not jeopardize public or individual safety;
- are conducted by members of the student organization, university organization, or university college and department;
- are approved by the Food Services Director if food products are under consideration;
- are facilitated in an approved, designated location;
- are conducted as a fundraiser and not as independent commercial activity;
- are covered by such insurance as may be deemed necessary;
- are related to official university business if facilitated through telephone or electronic communication systems; other solicitations through the university telephone or computer/electronic systems are prohibited;
- are through paid United States Postal Service and delivered to the university, if by mail; or as permitted by the campus mail system.

#### **6. Limited commercial solicitations with non-university commercial entities**

Registered student organizations, university organization, and university colleges and departments may, pursuant to a written agreement, partner with a non-university commercial entity to engage in product, promotion, advertisement, and engagement on the university campus. Such action must be consistent with this policy and cannot include any direct sales on behalf of the third-party entity.

Prior to any activity described in this section, an appropriate administrator must approve the proposed solicitation activity in writing. The appropriate administrator will vary based on the particular organization submitting the request. The appropriate administrator for a registered student organization is the faculty/staff advisor for that organization and the director of student

engagement. The appropriate administrator for a non-academic university department/organization (e.g., *The Standard*) is the vice president responsible for the department organization, or designee. The appropriate administrator for an academic department or college is the dean of the college, or designee.

If the non-university commercial entity in which the university student organization, university organization, or university college or department wants to partner with directly competes with a university commercial enterprise, or an enterprise with which the university has entered into a contractual arrangement then an additional level of approval is required. In such case, the vice president for marketing and communications and the vice president for student affairs must both approve prior to the proposed activity. For purposes of this policy, a university commercial enterprise includes, without limitation, the following activities: student housing; campus catering; textbook sales; and university licensed apparel.

The requirements of [Section 2](#) of this policy do not apply to the traditional advertising (e.g. print, radio and television) of the university's various news and/or publications outlets, including but not limited to: *The Standard*, OPT -- Ozarks Public Television, KSMU – Ozarks Public Radio and The Black Bear.

### **7. Charitable organizations**

The university retains the exclusive right to determine the appropriateness of allowing a charitable solicitation on a case-by-case basis. Inquiries for charitable solicitations can be made through the office of university advancement (417-836-6666). The office of university advancement will then collaborate with the appropriate vice president related to the proposed charitable solicitation. The university acknowledges the appropriateness of solicitations, such as the support of the annual solicitation by the United Way, sponsored by the President's Office, the frequent blood drives on campus, sponsored by the division of student affairs; the American Cancer Society Relay for Life sponsored by the Student Government Association; and the Denim Day sponsored by the staff senate.

### **8. Facilities usage**

Arrangements for the use of university facilities, including both buildings and grounds consistent with this and other university policies, must be made in advance through event and meeting services office in Plaster Student Union 302, phone 417-836-5653.

For press conferences on university-owned property contact university communications in Alumni Center 600, phone 417-836-6397.

## **Drug and Alcohol Policies**

### Op5.06 Drug and Alcohol Policies

Use, possession, or distribution of narcotic or other controlled substances, or drug paraphernalia except as expressly permitted by law.

Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and University regulations, or public intoxication.

Violations of these policies are cumulative over the duration of a student's tenure at the

University and the listed sanctions are the minimum that will be imposed.

**a. Use or Possession of Drug Paraphernalia and/or Marijuana:**

**First Violation:** Participation in the University's drug education class; fine Level Two Probation for a period of one year; Level One Probation for one year following the previous probation; assessment for chemical dependency; and parental notification, as allowed under FERPA regulations.

**Second Violation:** Suspension from the University for one semester and parental notification, as allowed under FERPA regulations.

**b. Use or Possession of a Controlled Substance Other Than Marijuana:**

**First Violation:** Participation in a four-hour drug education class; fine; residence hall suspension; assessment for chemical dependency; Level Two Probation for a period of two years; and parental notification, as allowed under FERPA regulations.

**Second Violation:** Suspension from the University for one year and parental notification, as allowed under FERPA regulations.

**c. Possession of a Controlled Substance with Intent to Sell or Distribute:**

**First Violation:** Dismissal from the University.

**d. Use, Possession, or Distribution of Alcohol or Alcohol Paraphernalia:**

**First Violation:** Fine; online alcohol education module; and 2 reflection papers.

**Second Violation:** Referral to Student Conduct for an educational conference, other discretionary consequences, and a fine. Other discretionary consequences may include 15 hours of community service; residence hall probation for a period of one year; and Level One probation for a period of one year. Parental notification, as allowed under FERPA regulations.

**Third Violation:** Parental notification, as allowed under FERPA regulations; residence hall suspension; assessment for chemical dependency; Level Two Probation for a period of one year; and a fine.

**Fourth Violation:** Suspension for one semester. Prior to readmittance, the student will be required to meet with the Dean of Students (or designee) to discuss and demonstrate readiness to be at the University. The student may be asked to submit documentation of successful substance abuse treatment.

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*Fake ID's:*

"Any person who is less than twenty-one years of age who uses a reproduced, modified license, or identification card" "for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, shall be guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense."

*Minor in Possession of Alcohol (MIP) or Minor in Possession by Consumption (MIC):*

"Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in their possession, any intoxicating liquor or who is visibly intoxicated or has a detectable blood alcohol content" is guilty of a misdemeanor. Persons found guilty "shall be subject to a fine of five hundred dollars for each separate offense".

*Supplying Alcohol to Minors (Even if you are a minor):*

"Any owner, occupant, or other person or legal entity with a lawful right of property who knowingly allows a person under the age of twenty-one to drink or possess intoxicating liquor or knowingly fails to stop a person under the age of twenty-one from drinking or possessing intoxicating liquor on such property", is guilty of a class B misdemeanor. Any second or subsequent violation of this subsection is a class A misdemeanor.

*Making a Fake ID:*

Any person who shall reproduce, alter, modify, or misrepresent any driver's license or identification card shall be deemed guilty of a misdemeanor. Upon conviction shall be subject to a fine of not more than one thousand dollars, and confinement for not more than one year, or by both such fine and imprisonment.

Questions concerning University policies and sanctions for violations should be directed to Student Conduct, PSU 405, 836-6937, [StudentConduct@MissouriState.edu](mailto:StudentConduct@MissouriState.edu). Questions concerning state laws and city ordinances should be directed to the Springfield Police Department - Missouri State University Substation, 636 E. Elm, 417-836-5327.

## Expressive Activity Policy

### G5.02 Expressive Activity Policy

Missouri State University is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the University. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily University functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of others.

All individuals may exercise the right of assembly, free speech, and expression throughout the outdoor areas of campus, when doing so does not disrupt the academic mission or daily University functions, and is consistent with University policy regarding time, place, and manner limitations. Expressive activities will not be limited to any specific outdoor areas on the University campus. However, the right of assembly and expression does not include unlawful activity that endangers the safety of the campus community or that destroys University property. Expressive activities are not to unduly disrupt traffic, either vehicular or pedestrian, or violate other time, place, and manner parameters specified in this policy.

The following three locations on campus are most appropriate for outdoor forums, rallies, demonstrations and other similar activities:

1. The Bear Paw, located in the North Mall
2. Trottier Plaza, located at the northwest entrance to Robert W. Plaster Stadium

3. Strong Hall Amphitheater, located outside the east entrance to Strong Hall

Individuals are not restricted to these outdoor locations for expressive activities. Priority to use the aforementioned locations will be as follows:

1. Members of the University community with a reservation
2. Other individuals or groups with a reservation
3. Members of the University community without a reservation on a first come, first serve basis
4. Other individuals or groups without a reservation on a first come, first serve basis

Any member of the University community may reserve one of these locations through the [Event and Meeting Services Office](#) (417-836-5653). All other individuals or groups may reserve one of these locations by registering with the [Office of Safety and Transportation](#) (417-836-5509). The University encourages everyone to coordinate with the Office of Safety and Transportation before conducting expressive activity on campus so appropriate arrangements can be made. Amplification shall be limited to activities held at the Bear Paw and will be permitted only for individuals or groups who have reserved the Bear Paw. Amplification levels must not unreasonably interfere with the University's daily operations, and shall not be permitted during the University's final examination periods.

### **Time, place and manner parameters**

This policy will be construed and applied on a content neutral basis. The following is a list of parameters for the time, place, and manner of activities that apply to all expressive activities on campus:

- The activity may not violate local ordinances or state or federal laws.
- The activity may not unduly disrupt traffic, either vehicular or pedestrian, or interfere with the ingress or egress to or from any building.
- The activity may not create unreasonable safety risks.
- Participants in the activity must not carry or bring to the activity the following items: weapons of any kind (including but not limited to those defined in Missouri Revised Statute § 571.010), ammunition, explosives, body armor, helmets, mace/pepper spray, masks, vehicles (including but not limited to motorcycles, automobiles, all-terrain vehicles, golf carts and bicycles), torches, and any other item identified by the University as increasing the risk of injury to event attendees and the campus community, including without limitation, any item identified in [Op1.01-1 University Rules for Speakers and Facilities Usage](#).
- The activity may not deface or destroy, or create an unreasonable risk of defacing or destroying, University or other property.
- Noise levels are not to interfere with classes, meetings, campus events or operations and activities on campus. Amplification equipment shall be limited to activity held at the *Bear Paw* with a reservation. Moreover, amplification shall not be permitted during the University's final examination periods.
- No event may exceed 8 hours in length in a 24 hour day.
- The location will be left in its original condition at the conclusion of the event, and reasonable charges or deposits may be imposed to enforce this requirement.
- Expression that is obscene, defamatory, or consists of fighting words, threats of physical



harm, incites imminent lawless action, or is otherwise not entitled to protection as expression is not permitted.

Generally, indoor University spaces are not appropriate for forums, rallies, demonstrations, or similar activities; however, such activities may be permitted inside University facilities (excluding University residence halls and apartments, Greenwood Laboratory School, and University's entertainment and athletic facilities) to the extent that such activities:

- Are silent demonstrations (e.g., "sit-ins")
- Do not interfere with the reasonable operations of the specific indoor space
- Comply with campus instruction
- Do not extend beyond the business hours of the university's indoor space, or
- Do not otherwise violate any policy of the University, including this Expressive Activity Policy.

### **Objections to expressive activities**

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, use of violence or violation of law or University policy is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest an event is subject to the same standards as the presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

### **Response to violations**

Violations of this policy may result in removal from campus, police arrest, and/or criminal charges. Members of the University community are subject to judicial review and disciplinary sanctions. Students will be subject to procedures established in the Code of Student Rights and Responsibilities. Faculty and staff disciplinary procedures will be processed according to guidelines established in the Faculty Handbook and the Employee Handbook. Any police arrest and criminal charges of students, faculty, or staff are separate from University judicial review or disciplinary sanction.

## **Food**

All food served in the Plaster Student Union OR at events booked through the Event & Meeting Services Office elsewhere on campus must be provided by campus dining or through a PSU vendor or affiliate. There are some exceptions: individuals may provide food for their personal consumption; university departments may sponsor "potluck" meals for their office staff in spaces controlled by their office; recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events; university departments and recognized student, faculty, and staff organizations may conduct authorized bake sales of products prepared by their members as fundraisers; any other exceptions to the policy must be requested with a "Request for Food Service Waiver" form.

Arrangements with campus dining Catering can be made through the Event & Meeting Services Office, located in PSU 302 (417.836.5653) or through the online web app, [Event.missouristate.edu](http://Event.missouristate.edu). Pick-up catering arrangements with PSU vendors must be arranged with the individual establishment.



## Fundraising

### Op5.12-2 Fundraising

Student groups wishing to sell items or promote themselves are encouraged to make use of the designated campus contact areas in the Plaster Student Union. There are several locations throughout the Union where contact tables are set up. All fundraisers must be registered with Event and Meeting Services prior to making a reservation for a table. Registering your fund will ensure that you maximize your efforts and have a successful sale. All requests for contact or fundraising tables are made through Event and Meeting Services. A fundraiser must be legal. Gambling events, including raffles, BINGO, and poker tournaments are very restricted in Missouri.

## Fundraiser Procedures

A fundraiser is defined as any activity or event where funds are received, including both sales and the acceptance of donations, regardless of where the money ultimately goes. A fundraiser must be legal. Gambling events, including raffles, BINGO, and poker tournaments are very restricted in Missouri.

Fundraisers by University departments and registered student organizations are allowed. In addition to the appropriate reservation process, a Fundraiser Form must be filled out and approved by Event & Meeting Services located in PSU 302. Fundraisers which sell items produced by the group (bake sale, pottery sale, etc.) are considered University No Fee usage. Fundraisers working with a business to market or sell a product (Avon, gift cards, etc.) are considered Organization/ Department charged events. A business on campus as part of an organization fundraiser must be accompanied AT ALL TIMES by a representative of that organization.

Student organization events which charge admission are considered fundraisers, and a room charge applies. Organizations may request a Fixed Room Fee Waiver by turning in the appropriate form within 3 business days of the event to Event & Meeting Services. The organization may then be charged 10% of the total taken in (gross) at the event, or the fixed fee, whichever is less.

## Hazing

Hazing is an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation/ admission into, affiliation with or as a condition of continued membership in, a group or organization. The express or implied consent of the student will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this policy. See [Code of Student Rights and Responsibilities, Article 4.5](#) for more information.

See [State of Missouri Anti-Hazing Law 578.360](#)

## Hazing Reporting Procedures

If you hear or know of a hazing issue on campus, report the incident to the [Office of Student Conduct](#) or make an anonymous report to the state of Missouri.

## MSU Logo Usage

To protect the image of Missouri State University, the royalty fee for use of any Missouri State and/or Bear logo is 8% of the cost of the item. However, this fee can be waived in approved circumstances. Student organizations can fill out an application with the Director of the Office of Student Engagement for **royalty fee waiver** for the use of Missouri State logos on custom-made items (shirts, hats, bags, etc.). The application must include a design displaying how the Missouri State logo will be used. The fee will be waived only if organizations are distributing and/ or selling the items internally (within the organization's membership only). Those items that are being sold to other organizations, people in the community, etc., will be charged the 8% logo usage fee.

If an organization's application is approved, the student organization must use either the Missouri State Bookstore or one of the university-approved CLC companies to produce the items. If an organization does not use the bookstore or uses a non-CLC company, the organization will be charged a \$100 fine.

## MSU Logo Usage Procedures

Student organizations must complete the Logo Royalty Waiver Form for the use of Missouri State logos on custom-made items (shirts, hats, bags, etc.). You can make an appointment to fill out that application with the Director of the Office of Student Engagement.

Before printing the items, the Logo Royalty Waiver Form and a final design from the printing company needs to be emailed to Art Haines in University Relations and the Assistant Director of Co-Curricular Involvement. Until the final approval on the company's alterations of the design and the way the Missouri State logos will appear, your items should not be printed. Once the organization receives approval, the company can print the items and the royalty fee for the use of the Missouri State logo will be waived. If the student organization is found to be selling these items to individuals outside of the organization, they will be charged a \$100 fine.

## Social Event Risk Management

### Op5.15 Social Event Risk Management Policy

This Student Organization Event Risk Management Policy applies to all Missouri State University student organizations (recognized, registered and/or university sponsored), and their events, and activities; including events at which alcohol may be present. University student organizations are expected to abide by the following list of responsibilities in connection with the scheduling of organizational activities, and specifically those activities that involve alcohol. Failure to comply could result in individuals and/or organizational conduct charges under the university's Code of Student Rights and Responsibilities (Code).

All student organization on-campus events (regardless of the presence of alcohol) must be scheduled through the university's [event and meeting services](#). Any event (on-campus and off-campus) where alcohol will be provided must be registered with the university's office of student engagement; the form may be found on CampusLINK under the Office of Student Engagement-

## Social Event Registration form.

For all events where alcohol is present, in addition to the other requirements of this policy, guests must be limited to organization members or a guest list must be maintained. "Open Parties" defined in this policy as events with unrestricted access by non-members of the organization, without specific invitations, are expressly prohibited.

1. For all events where alcohol is present, in addition to the other requirements of this policy, the organization must either i) hold the event at a third-party establishment licensed to distribute alcohol or ii) hire professional security (e.g. security firms, off-duty police officers) to monitor the entrance to the event, to assist the organization in coordinating and supervising the event and to facilitate any necessary communication with law enforcement personnel.
2. Any possession, use, and/or consumption of alcoholic beverages, during organizational events, or in any situation sponsored, endorsed, or advertised by the student organization (or its members), must be in compliance with university policy, as well as all applicable laws and ordinances of the state, county and city.
3. No student organization can use alcohol in connection with member recruitment, intake, initiation or any element of obtaining or retaining membership in the student organization.
4. Alcoholic beverages may not be purchased through the student organization treasury nor may the purchase of alcoholic beverages for members or guests be coordinated by any member in the name of or on behalf of the organization.
5. No organization member/members, collectively or individually, can purchase for, serve to, or sell alcoholic beverages to any individual under twenty-one (21) years of age.
6. No student organization (or individual member) shall permit, tolerate, encourage, or participate in drinking games, binge drinking, or drinking and driving in any activity related to the student organization.
7. No student organization (or individual member) shall permit, tolerate, encourage or participate in the use of narcotics, controlled substances or prescription medications (used outside the directions of a valid prescription as well as other substances used to gain a similar effect as illegal drugs).
8. It is the responsibility of student organization leadership to review with the faculty or staff advisor any activity or event, including events where alcoholic beverages may be/will be present. It is the responsibility of the student organization leadership to establish risk management safeguards which comply with university policy, organization policy (as described below) and to report violations of policy to the office of student engagement or to the office of student conduct.
9. Individual students whose conduct is in violation of university policy on university premises or off-campus at student organization sponsored activities, or who engage in behavior which adversely affects the university community and/or the pursuit of its objectives, are subject to university disciplinary actions. Student organizations inviting third-parties to campus including, but not limited to, guests, visitors, speakers and/or entertainers, must ensure that said third-party is aware of, and complies with, all university policy. Student organizations may be responsible for the conduct of invited third-parties. In determining whether a student organization may be held collectively responsible for the individual acts of its members, all of the factors and circumstances

surrounding the specific incident will be reviewed and evaluated by the director of student conduct and/or his/her designee.

10. Failure to comply with any similar or additional guidance of any national, regional or local affiliate of a student organization (e.g., a National Fraternity) relating to risk management practices, especially risk management practices relating to alcohol will be interpreted as a failure to abide by this policy.

Consultation and recommended social function guidelines for student organizations are available from the office of student engagement, Plaster Student Union.

This policy applies to all university student organizations. Fraternity and sorority student organizations are also subject to the Fraternity & Sorority Governance Statement of Missouri State University (Governance Statement). The Governance Statement addresses additional policies that reflect their national policies and unique characteristics such as corporate ownership of group housing for members. To the extent there is a conflict between this policy and the Governance Statement, this policy will control.

Note that the requirements set forth in Sections 1, 2, and 3 above will not apply to a student organization's registered participation in the university's BearFest Village. Failure to comply with those sections in connection with official participation in BearFest Village will not result in a violation of this policy. All other sections of this policy will apply to a student organization's participation in BearFest Village.

## Social Event Registration Procedures

Per the Social Event Risk Management Policy (Op5.15), all registered student organizations who host off-campus events where alcohol is present are required to register the event with the Office of Student Engagement.

1. The student organization president must complete the [Social Event Registration Form](#) on the Office of Student Engagement CampusLINK page under Forms.
2. Choose the type of event in which you are hosting.
  - a. Third Party Vendor Event (a closed, alcoholic event that takes place in a bar or tavern where bartenders provided by the venue are responsible for serving alcohol) **Must be submitted 10 business days prior to event.**
  - b. BYOB Event (an event where guests of legal drinking age [21 or over] are permitted to bring their own alcoholic beverages within the BYOB guidelines) **Must be submitted 21 days prior to event.**
3. Once complete, a copy of the registration form will be emailed to the on-campus faculty/staff advisor for reference.
4. Upon completion, the student will be emailed by the Co-Curricular GA or the Assistant Director of Co-Curricular Involvement to setup a Risk Management meeting.
5. On the day of the event, the student organization president must come to the OSE with the roster of names and birth dates of students attending the event. The president will be provided wristbands for students over 21 years of age.

## SOFAC Guidelines

### Op5.16 SOFAC Guidelines

The Student Organization Funding Allocation Council (SOFAC) was established to receive proposals from and allocate funding to Missouri State University *registered* student organizations. SOFAC is authorized to distribute approximately 30% of the Student Involvement Fee, as indicated in the Student Involvement Fee Memorandum of Agreement between the Student Government Association, the Student Activities Council, and SOFAC. The intent of SOFAC is to distribute available funds throughout the academic year and ensure such funds are best used by a variety of registered student organizations in accordance with SOFAC guidelines. View the [current SOFAC Guidelines](#).

## Student Organization University Account

Student organizations are granted the ability to have a university account where university charges can be applied for their events held on campus. Any student organization with a university account is required to also have a mailbox in the student organization office complex. University account invoices will be mailed to Plaster Student Union Room 101 and placed in the student organization mailbox. An organization has 90 days to pay the charges on their invoice (charges will start accruing interest immediately).

## Student Organization Account Delinquency Procedures

If charges accrued by a student organization are not paid in full within 90 days the organization will be placed on probation and the following will occur:

- The student organization's university account will be frozen until the account is paid in full -Event & Meeting Services, Missouri State Dining Services, Bookstore, SOFAC, Dean of Students, and SGA will be notified.
- President and Advisor will meet with the Assistant Director for Co-Curricular Involvement within the Office of Student Engagement to create a monthly payment plan. The length of this plan will vary based on past due amount - but cannot be longer than 18 months.
- Monthly payments need to be made by the 1st business day of the month and a copy of the bursar receipt will be turned in to the Office of Student Engagement by 5pm.
- If the student organization wants to hold an event that would incur charges while on probation those charges need to be paid in full 48 hours prior to the day of the event.
- If a student organization misses one of their monthly payments, the organization will be suspended pending their account being paid in full.
- Appeals on charges can be made to the Director of the Plaster Student Union.
- Appeals on suspension can be made to the Dean of Students

## Travel

### Op5.12-5 Travel

When a student organization travels off campus, they must follow the appropriate travel procedures to ensure the safety of all involved. A trip registration form with pertinent travel and

emergency contact information must be completed by the student organization on the OSE CampusLINK page 10 business days prior to the event. Every person traveling with the group must also complete the Organization & Trip Activity Release form on the OSE CampusLINK page 10 business days prior to the event. The forms will help the organization and the University respond in case of emergency. Of course, when student organizations travel, they always represent the University. It is expected that all University policies be followed even when traveling.

## Student Organization Travel Procedures

The university recognizes and encourages the participation of registered student organizations in off-campus activities such as conferences and team competitions. It is required that the University Trip Registration Form and Organization Trip and Activity Release Form be completed and submitted to the Office of Student Engagement 10 business days prior to all travel events. Organizations that fail to complete the required trip forms will face consequences, including a loss of SOFAC funding and/or sanctions through the Office of Student Conduct

For all student organizations traveling to an off-campus location (10 miles or more outside of the Springfield city limits), the following are required:

1. Complete the [Trip Registration Form](#) on the OSE CampusLINK page. One form is required per trip.
2. Each Missouri State University student (regardless of membership) MUST complete the [Organization Trip and Activity Release Form](#) on the OSE CampusLINK page. One form is required per student, each semester.
3. Once the forms have been completed, the OSE will email the advisor of the student organization with the completed Trip Registration Form. The advisor must approve the trip via email within 3 business days.
4. The student representative will be contacted when all forms have been completed and an approval email has been received from the advisor.

### Important Notes:

- If using a university vehicle, departmental and Motor Pool policies must be followed, including the use of authorized individuals for driving vehicles on official business.
- If renting a vehicle, student organizations are encouraged to use Enterprise Rent-A-Car. Missouri State University's contract with Enterprise Rent-A-Car is a cooperative contract through the State of Missouri that provides insurance coverage, and competitive costs for the University.
- If using a personal vehicle, insurance must have at least the minimum liability coverage required by the state of Missouri.
- All university policies and state and federal laws must be followed during the sponsored trip. University vehicles must not be driven in excess of the posted speed limit. Violations are the sole responsibility of the driver.

# Event & Meeting Planning

## Reservation Procedures & Timeline

### Union Space

All organizations may reserve meeting rooms and programming space in Plaster Student Union for up to one year in advance. Reservations will be made on a first-come, first-served basis. The Director of the Student Union must approve requests for reservations more than one year in advance. Confirmation of reservation will be sent within 48 hours of request.

Reservation requests may be initiated by visiting Event & Meeting Services, PSU (302) [or by emailing \[EventMeetingServices@MissouriState.edu\]\(mailto:EventMeetingServices@MissouriState.edu\)](#). Those events also requesting catering should fill out an Event Reservation Request Form found in the Event & Meeting Services office or online.

### Event Details Deadline

All groups requiring audio/visual equipment, outside power needs, or any special set up needs must have all final details to the Event & Meeting Services Office ten (10) days prior to their event date. Any groups that provide this information nine (9) days or less may not be guaranteed that their needs can be met.

### Other Buildings

Reservations for Academic buildings may be made one semester in advance. The Event & Meeting Services Office will schedule campus space for all events that are not directly related to academic courses. Student Organizations may initiate the reservation request via email ([EventMeetingServices@MissouriState.edu](mailto:EventMeetingServices@MissouriState.edu)) but must also complete an Academic Request form for all events in Academic building before their request can be confirmed. Departments must fill out the Academic Request form for events taking place after 5pm on weekdays or anytime on weekends.

\*Event & Meeting Services Office can accept academic space requests as follows: Fall semester: starting on April 1  
Spring semester: starting on November 1 Summer session: starting on April 1

These reservations can be confirmed only after space for classes is assigned for the semester. Confirmation of reservation will be sent within 48 hours of request.

*\*These dates are subject to change and are dependent on Academic Classes being scheduled*

### Residence Life Areas

Event & Meeting Services reserves the Kentwood Crystal Room, the Wells Courtyard/ Pavilion, and the Blair Shannon yard with the approval of the Director of Residence Life and Services and their Administrative Assistant. Once approval has been given then the space can be reserved on EMS.

**Outdoor Activities Form**

The plan for an outdoor event on the Missouri State University campus directly involves the Physical Plant Department, and can involve Campus Security, the Parking Office, and/or other departments. The Outdoor Activities form is required at least ten (10) days before a scheduled event. This form helps to ensure that all logistical arrangements are made with other University departments.



# Event & Meeting Services Policies

## Billing

Costs associated with holding an event on campus are billed to a Missouri State University Budget Number (if applicable) or are invoiced to the billing address indicated on the reservation. Invoices for campus organizations or departments with budget numbers are sent simultaneously to the client and to Financial Services; resulting in a budget transfer to immediately pay the invoice. .

## Building hours —PSU

Normal operating hours will be Monday through Friday, 7 a.m. until 11 p.m. and Saturday and Sunday, 11 a.m. until 11 p.m. During breaks, the Union is open 7am – 5pm weekdays and there are no normal operating hours for weekends. In special circumstances, groups may access the facility before or after scheduled opening or closing times but must be set up with Event and Meeting Services at least 10 working days prior. Standard labor fees will be applied for any extended time to keep the facility open. This coverage must be secured before the reservation is confirmed.

## Bulletin boards

Fliers to be hung on PSU Bulletin boards must be stamped at the PSU Information Desk. The desk will date the flier with a removal date of the day after the event advertised or 2 weeks after the current date if the flier does not promote an individual event. PSU Student Managers clear the bulletin boards of outdated or unstamped materials daily. Maximum size is 11 x 17 inches. One flier may be hung on each bulletin board – a total of 3 in the building.

## Cancellation/no show policy and associated fees

Due to the increasing demand for the limited event space in the Plaster Student Union the Event and Meeting Services Offices will be enforcing a Cancellation/No Show Policy in order to maximize space and allow more groups opportunity to have events inside the PSU.

For Registered Student Organizations if a reserved space in the Plaster Student Union is not used (no show) and was not cancelled through the Event and Meeting Services Office (through e-mail, telephone, voice-mail, or visiting the office) within 72 hours of event, the sponsoring student organization will receive a written warning. A second such occurrence will result in a second written warning. For a third occurrence, student organizations will lose Plaster Student Union reservation privileges for the remainder of the academic semester. If the third no show occurrence happens on or after midterm of the current semester, then the organization will lose reservation privileges in the Student Union for the following semester. Existing reservations will be reassigned to an academic facility where appropriate.

Additionally, if any PSU reserved event is not cancelled within 72 hours of event, all additional labor and set-up charges associated with the event will be charged to the sponsoring organization.

## Capacities — fire code

Plaster Student Union rooms and other campus locations have capacity limitations designed according to the fire code, which may limit the maximum number of people who can enter an event. Any limitations will be discussed, and alternative plans will be made when necessary and possible.

## Chalking

Chalk advertisements by members of the University community are permitted on concrete horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under building overhangs, on building surfaces, curbs, steps, brick surfaces, planters, benches, or similar locations. Only washable sidewalk chalk may be used and may not convey obscene or defamatory messages, threaten physical harm or include messages that otherwise are not entitled to the protection of free expression.

## Contact table

Information tables are only available to student organizations or departments providing information or services of interest to Missouri State University students. Information tables will only be placed in designated areas in or near the Plaster Student Union, or with the appropriate Dean's permission, in the building occupied by the department directly related to a student organization. Exceptions to these locations will be made at the discretion of the Assistant to Vice President of Student Affairs /Director of the Student Union.

## Damage policy

It is expected that all clients who use the University facilities will treat them with great care. Any damage to equipment or to the facility should be reported immediately to the Building Manager or Student Union management so that any necessary repairs can be made.

The Event and Meeting Services Office will determine the cause and seriousness of the damage, and any repair or replacement costs will be discussed and assessed accordingly.

## Decorations

Decorations for an event must not pose fire or other health & safety risks, or damage any University property. Appropriate placement is important to ensure proper facility maintenance and compliance with city codes. Decorations should be placed in designated areas only. Material cannot be suspended from the ceiling or light fixtures. Glue, thumbtacks, or adhesive cannot be used on wall surfaces. Only painters tape may be used on walls within rooms. Nothing may be affixed to walls in public areas. Exhibits that require open flame are prohibited. Failure to seek proper approval for decorations may result in their removal, and charges for any room damage they may have caused. Removal of all large decorations, props, and supplies immediately after an event is the responsibility of the client, and a storage fee will be assessed for any large decorations not completely removed. Live animals are not allowed as part of decorations.

## Equipment (audio/visual)

Event and Meeting Services has a limited amount of AV equipment available within the Union. This equipment can only be used in the PSU. There are charges for use of the PSU equipment.

Arrangements must be made 10 days in advance for AV equipment availability and for Technician Assistance. Refer to the Audio/Visual Equipment page to see a list of available equipment and pricing.

## **FCTL (Faculty Center for Teaching and Learning)**

The Classroom Instruction Technologies office, located on the 2nd floor of Meyer Library, provides support and assistance for instructional technologies in multi-campus environment. They offer free equipment lending for student organizations and departments. They do not deliver to the Plaster Student Union. To reserve equipment fill out the Faculty Equipment Lending Form or call 836-5778

## **Fees**

### **Room rental**

The PSU has a 3-tiered pricing structure

1. University No Fee Usage – No room rental is charged to a department or recognized organization sponsoring an event directly related to the mission of the department or organization.
2. Co-Sponsored or Admission Charged events – Reduced room rental fees are charged to University departments or groups who charge admission to their events, or who co- sponsor events for whom the audience is primarily non-university. This includes events where the sponsoring organization is charging specifically to recover the costs associated with an event, and events where the money raised will be given to a charity. Student Organizations are charged 10% of the total amount of money collected, or a flat fee, whichever is less. Student Organizations are required to fill out a Fixed Room Fee Waiver form within 3 business days of the event if they want to pay the 10% rate. After 3 business days the fixed rate will be billed.
3. Off-Campus Usage – Off-campus clients are charged room rental by the half-day (up to 4 hours) or full day rate. Individual students/faculty/staff members can rent space in the Union for parties, bowling, wedding receptions, etc. at a reduction of the off-campus rate.

### **After hour fees**

All groups wanting to use the Plaster Student Union outside the regular building hours will pay for a building manager to open the building and be present during the groups entire event including set up and tear down.

### **Set-up fees**

All meeting rooms in the Plaster Student Union have a standard setup. When a client uses a standard setup for their meeting, there is no charge. If a group requests a non-standard setup, labor charges will be applied. Labor charges always apply to the Ballroom, which has no standard set up.

### **Equipment fees**

University departments or organizations may use their own technical equipment in the Plaster Student Union. In those instances, the client is responsible for the delivery, setup, removal and security of the equipment.

### **Audio/visual technical fees**

Plaster Student Union technical equipment is also available to be rented at on-campus or off-campus rates. Some equipment that is more comprehensive in nature (large sound system, theatrical lights, etc.) will require a Student Union employee to operate it at an additional labor cost. Use of the PSU Theater and Ballroom always incurs a labor charge for a technician to operate its equipment.

### **Fire/open flame policy**

No candles or other open flames are allowed in the Plaster Student Union. An exception is granted for events in which candles are used as centerpieces and are contained in glassware.

### **Flier & bulletin board policy**

Fliers for display on the Union's bulletin boards must be stamped with an expiration date at the Information Desk. Any recognized University organization may leave fliers at the Information Center. Other businesses or organizations may leave fliers on the designated table on the 2nd floor. Any flier or poster must clearly state the sponsoring person or organization. Signs without approval, or fliers which do not list a sponsor, will be removed.

### **Residence Hall Flier & Bulletin Board Information**

Advertising (and publicity) shall be defined as any method or device for disseminating commercial informational/promotional materials on the campus of Missouri State University. The University retains the exclusive right for promotion of university activities through advertisement and endorsement by commercial enterprises and products. Advertisement on campus or in university publications and activity programs does not imply official endorsement by Missouri State University. The University reserves the right to prohibit or remove advertising and distribution from campus which, is obscene, defamatory, consists of fighting words, threats of physical harm, incites imminent lawless action, vulgar to the extent not entitled to protection as expression, promotes illegal use of alcohol or drugs, or is otherwise in violation of University policy.

#### **Posting on University Bulletin Boards**

- Posted materials are usually limited to a maximum size of 11" x 17", and must include the name of the responsible organization and a visible expiration date.
- Posting of materials in residence halls must be posted by Residence Life, Housing and Dining Services Staff only.

#### **Distribution of Published Materials on Campus**

All members of the University community defined as faculty, staff, students, and members of recognized student organizations may distribute written materials on campus with the understanding that they accept responsibility for the materials and information printed on them. The materials should be labeled to indicate sponsorship and are to be distributed in accordance with this policy.

Advertising or other published materials not sponsored by a member of the University community may be left with the Department of Residence Life, Housing and Dining Services—

Education and Development (Hammons House #101) for distribution. These items will be taken to the residence halls and placed in locations where students may voluntarily pick them up.

**PLEASE COUNT THE NUMBER OF COPIES NEEDED PER RESIDENCE HALL,  
BUNDLE AND LABEL THEM ACCORDINGLY**

Residence Hall	Hall Code	Male Floors	Female Floors	Coed Floors	Lobby/ies	Resident Assistants	Hall Total
Blair-Shannon House	BLSH	4	8	3	1	15	16
Freudenberger House	FRED	6	12	0	1	18	19
Hammons House	HAMH	1	1	6	1	14	9
Hutchens House	HUTC	1	1	7	1	15	10
Kentwood Hall	KENT	0	0	4	1	4	5
Monroe Apartments	MONR	0	0	0	3	2	3
Scholars House	SCHO	0	0	3	1	3	4
Sunvilla Tower	SUNV	0	0	0	5	4	5
Wells House	WELL	6	7	0	1	16	14
Woods House	WOOD	3	4	0	1	8	9
Total		21	34	23	16	99	94

## Food

All food served in the Plaster Student Union OR at events booked through the Event and Meeting Services Office elsewhere on campus must be provided by Missouri State Catering or through a PSU vendor or affiliate. There are some exceptions: Individuals may provide food for their personal consumption; University departments may sponsor “potluck” meals for their office staff in spaces controlled by their office; Recognized student organizations may provide pre-packaged foods that do not require refrigeration, heating, mixing, or other preparation for closed meetings and events; University departments and recognized student, faculty, and staff organizations may conduct authorized bake sales of products prepared by their members as fundraisers; Any other exceptions to the policy must be requested with a “Request for Food Service Waiver” form.

Arrangements with Catering can be made through the Event and Meeting Services Office.

## Fundraisers

A fundraiser is defined as any activity or event where funds are received, including both sales and the acceptance of donations, regardless of where the money ultimately goes.

Fundraisers by University departments and recognized Student organizations are allowed. In addition to the appropriate reservation form & process, a Fundraiser form must be filled out and approved. Fundraisers which sell items produced by the group (bake sale, pottery sale, etc.) are considered University No Fee usage. Fundraisers working with a business to market or sell a product (Avon, gift cards, etc.) are considered Organization/Department charged events. A business on campus as part of an organization fundraiser must be accompanied AT ALL TIMES by a representative of that organization.

Student Organization Events which charge admission are considered fundraisers, and a room charge applies. Organizations may request a Fixed Room Fee Waiver by turning in the appropriate form within 3 business days of the event. The organization then may be charge 10% of the total taken in (gross) at the event, or the fixed fee, whichever is less.

A fundraiser must be legal. Gambling events, including raffles, BINGO, and poker tournaments are very restricted in Missouri.

## Incllement weather

The Event and Meeting Services Office does not automatically cancel events should the University cancel classes due to weather. For inclement weather cancellations, groups must contact the Event and Meeting Services office at least two hours prior to the scheduled reserved time and cancel their event. Failure to cancel an event that has any charges (i.e., labor and/or audio/visual fees) associated with the event will result in those charges being assessed to the sponsoring group.

## Indoor banners

University departments and organizations can reserve space to hang a banner within the PSU. A maximum of 6 banners may be hung in the inside locations. Inside locations are indicated with a number from 1-6 to block sufficient space, but the numbers do not correspond to specific locations within the banner area. Each banner needs to specify the organization or department that has sponsored it. Banners are allowed for a one week period and can be extended up to an additional week if other requests have not been received. The size for the indoor banners is 3ft tall by 8ft long. The PSU has 1 outside banner space located over the east entrance. The maximum outside banner size is 3ft tall by 16ft long.

## Insurance

All organizations must assess liability and insurance concerns when they utilize space on the Missouri State University campus. Student organizations and University departments will work directly with the Event and Meeting Services Office to assess special insurance needs. Any non-University caterer or vendor must provide an original certificate of Comprehensive General Liability Insurance in liability limits of at least one million dollars (\$1,000,000.00) naming the Board of Governors of Missouri State University and its employees as additional insured's prior to confirmation of a reservation. Student organizations or University departments selling products they have produced themselves are not required to provide insurance unless the product is potentially hazardous in the opinion of the Event and Meeting Services Office.

## Late night/large events policy

This policy applies to events that end after 11pm and large events, especially those where admission is charged. Organizations planning these types of events need to meet with CSO staff as soon as possible in the planning process. Special forms are required for this type of event. Final details of these events must be in to the CSO more than 2 weeks before the event date. The policy requires an ID check and a pre-event meeting, and contains requirements for hiring outside security officers.

## Movies & movie ratings

An organization or department sponsoring movies in the Plaster Student Union are responsible for obtaining proper license and copyright approval before showing any movie. Groups must clearly and openly identify itself and the name of the film, if known, in its request for use of the facility, and in all of its advertisements and promotional efforts. The Motion Picture Academy's rating must be indicated both with the letter symbol and a full explanation of the rating on all promotional materials. In addition, organizations are responsible for complying with and enforcing age limit access. Any showing of a movie in the PSU is considered a "public" (i.e., not in someone's home) viewing.

## Noise policy

In order to provide usable space for all groups inside the Union, amplified sounds must be held to acceptable levels. The Plaster Student Union staff is authorized to ask any group to bring their activity to within acceptable sound levels.

## Outdoor activities form

The plan for an outdoor event on the Missouri State University campus directly involves the Physical Plant Department, and can involve Campus Security, the Parking Office, and/or other departments. The Outdoor Activities form is required at least ten(10) days before a scheduled event. This form helps to ensure that all logistical arrangements are made with other University departments.

## Parking

The Event and Meeting Services Office will work with clients to determine parking needs related to an event, and will make all arrangements with Parking Administration for space needs for those without University Parking passes. For most events in the Plaster Student Union, attendees may park in the Visitors Lot on National Avenue or park at Bear Park North on Elm Street and ride the University shuttle to the Union shuttle stop. Parking generally carries a charge for off-campus attendees.

## Payment for services

Clients are expected to pay for services promptly. University departments are required to submit an account number when confirming their reservation, and will be billed directly through Financial Services. . Student Organizations are required to either submit an account number or pay for their charges in advance. Non-university organizations will be required to pay a deposit for their scheduled event during the confirmation process, and should pay invoices after receiving a statement from the University.

## Press, media, etc.

Press conferences on University property must be arranged in advance through University Communications. If an event is full to overflow capacity, and guests are being turned away at the door, the press must still be allowed into the facility, room, etc. (per Deans meeting 9/24/02). Broadcast media may need to use a Mult Box (equipment that allows TV stations to record the sound signal directly from the sound system). A Mult Box is available through University



Communications.

## Recreational field banner

University departments and organizations can reserve the one banner space for the purpose of event promotion. Such signage is generally limited to a maximum of one (1) week and must be maintained throughout the period. The one-week limit may be extended up to an additional two (2) weeks, if other requests have not been received. Wind relief holes should be cut in banners to minimize strain on the fence. Reimbursement of costs associated with fence repairs due to banner postings will be the responsibility of the sponsoring organization or department.

## Refusal of service

The Assistant Director of Event and Meeting Services can refuse reservation requests to any individual or organization which has a history of damaging University property or not paying for services in a timely manner, as well as for events that have the potential of threatening University property or the safety of individuals. Appeals to a denial of reservation may be made, in writing, to The Assistant to Vice President of Student Affairs/Director of the Student Union.

## Reservation timeline

### Union space

All organizations may reserve meeting rooms and programming space in Plaster Student Union for up to one year in advance. Reservations will be made on a first-come, first-served basis. The Assistant to Vice President of Student Affairs/Director of the Student Union must approve requests for reservations more than one year in advance. Confirmation of reservation will be sent within 48 hours of request.

### Event details deadline

All groups requiring audio/visual equipment, outside power needs, or any special set up needs must have all final details to the Event and Meeting Services Office ten (10) days prior to their event date. Any groups that provide this information nine (9) days or less may not be guaranteed that their needs can be met.

### Residence life areas

Event and Meeting Services reserves the Kentwood Crystal Room, the Wells Courtyard/Pavilion, and the Blair Shannon yard with the approval of the Director of Residence Life and Services and their Administrative Assistant. Once approval has been given then the space can be reserved on EMS.

## Security officers

Some events held on the campus may require that the sponsoring organization hire security officers to oversee the event to ensure that a safe environment is maintained. Any organization wishing to have security at an event may do so. Requirements to provide security for a particular event will be assessed jointly by the Safety, Student Engagement and Event and Meeting Services offices. Determination of security needs will be based upon expected attendance, the history of the Sponsoring Organization, the nature of the event, the date selected, and other



factors. The Event and Meeting Services Office will help the Sponsoring Organization to hire security officers. The cost of such services will be billed by Event and Meeting Services to the Sponsoring Organization. In addition, Sponsoring Organizations are responsible for maintaining control of the entrance doors to the event, and using ushers in aisles if necessary. Crowd control should be discussed with the Event and Meeting Services Office in advance.

## Standing reservation in programming space

These events can be bumped for a date more than 4 weeks in advance only by a University event which is an open program which requires the large programming space. These reservations cannot be bumped by an off-campus request.

## Vendor/fundraising table

Vendor/fundraising tables will be placed only in designated locations in or near the Plaster Student Union. Off campus vendors or organizations must have an on-campus sponsor for such tables, and are limited to inside locations. The Union may be that sponsor – in which case a rental charge applies. Due to SGA Action in 2006, no credit card companies may exhibit. A student organization which sponsors an outside vendor as part of a fundraiser is also charged a fee; and is required to have a member at the vendor table at all times. Vendors which are competitors of businesses with exclusive University contracts may not exhibit. See information on insurance requirements and Sales, Solicitation & Information Distribution section.

Limits: Student Organizations and University Departments are permitted a maximum of ten (10) dates each semester, with a limit of two (2) tables per reservation. The Assistant to Vice President of Student Affairs /Director of the Student Union must approve exceptions to the two-table limit. Displays are limited to the top of the table(s) reserved. Organizations or vendors that cause a disturbance or fail to adhere to University policies will be asked to leave and will forfeit any further reservation with no refund.

## Video games & video game tournaments

The procedure for these events is similar to movie regulations. Permission from the makers of the games must be attained before viewing/playing in public spaces.

## Water

Outdoor events that have need to access water (for a dunk tank, fish pond game, etc.) need to check out a key from the Grounds Department.

# Audio Visual Rental Price

## Equipment Rental cost

### Computers and projectors

Computer.....	\$20.00
Projector.....	\$25.00
Computer/Projector Cart.....	\$45.00

### CDs/DVDs/TVs/VCRs

CD Player.....	\$15.00
DVD Player.....	\$15.00
DVD Cart (Player and Projector).....	\$45.00

### Marker Boards and Easels

Flipchart Pad/Markers and Stand.....	\$14.00
Prop Easel .....	No cost

### Microphones and Sound Systems

Wired Handheld Microphone.....	No cost
Wireless Handheld Microphone.....	\$2.00
Wireless Lavalier Microphone .....	\$2.00
Podium with Microphone .....	No cost
Outdoor Sound System .....	\$80.00
Lecturer's Sound Pkg.....	\$55.00

### Risers

Stage Section - Short.....	\$5.00
Stage Section - Tall .....	\$5.00

### Miscellaneous

Karaoke System .....	\$100.00
Screens .....	No cost
Piano Grand/Upright.....	No cost
Speaker Phone.....	\$5.00

### Lighting

Spot Light.....	\$10.00
Stage Lights .....	\$50.00
Stage Lights Theater .....	No cost

### Labor

Set Up Labor .....	\$20.00
Audio/Visual Tech Charges.....	\$10.50
Building Manager Charges .....	\$15.00

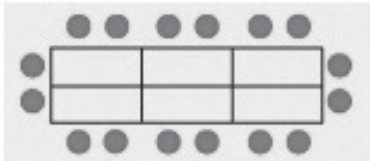
# Room Profiles & Set-up Options

There are many rooms available to student organization use in the Plaster Student Union. Additionally, there are many options for set up depending on the type of event, the number of attendees, etc. Below you will find a profile for meeting and event spaces in the PSU as well as setup options.

## Small Meeting Rooms

For small meetings, these rooms are set up with a large conference table for groups of 10 to 12.

### Seating Style

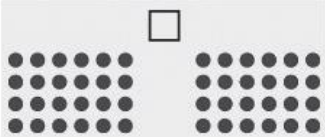


Small Conference Rooms	Seating Count
309	12
310	10
311	8

## Flexible Meeting Rooms

These rooms are utilized most for meetings of organizations. These rooms can hold between 20-100 people depending on the setup and provide almost endless possibilities for your event.

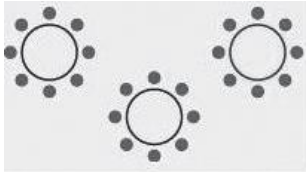
Row Style



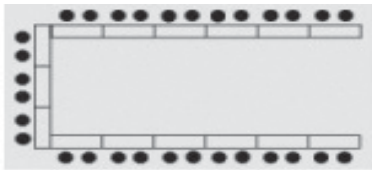
Class Room Style



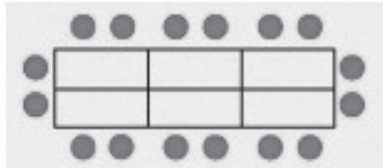
Dining Style



U-Shape Style



Conference Style



Rooms	Row	Classroom	Conference	U-Shape	Dining	Reception	Exhibit
308	75	45	40	40	64	100	--
312	60	30	36	30	48	80	20
314	60	30	36	36	48	80	20
315	75	45	40	48	64	80	20
317	60	24	30	30	40	80	20

## Special Events Space

The following rooms are considered special events space and are available to larger events.

### The Union Club

Consider the Union Club for an intimate gathering of dinner for up to 100 or a reception for up to 150 guests, located on the fourth floor of the Plaster Student union. This lovely space with oak accents and furnishings as well as a gas fireplace, has a nice view of the campus outside its many windows.

### Theater

The Theater includes a permanent 1,000-square-foot stage and has full sound and theatrical lights, and a projection system with Blu-ray, DVD, and computer input capability. The Theater seats 348 in raised seating with a capacity of 550 when chairs are added to the open floor area in front of the stage.

### The Grand Ballroom

The Grand Ballroom provides a beautiful large space that can be set for banquets, presentations, workshops, or receptions with dancing. In banquet seating with round tables, the Grand Ballroom accommodates up to 600, or divides into two sections: Ballroom East seats 150 and Ballroom West seats 400. The lighting in this space has a variety of settings to help create just the right mood for your event.

### Traywick Parliamentary Room

The Parliamentary Room features tiered seating and technical enhancements for a great presentation location. Up to 100 participants can be comfortably seated at its gently curved tables.

Rooms	Row	Classroom	Conference	U-Shape	Dining	Reception	Exhibit
Union Club	N/A	N/A	N/A	N/A	90	150	N/A
<b><u>Ballroom</u></b>							
West	600	120	80	87	400	700	46
East	250	50	40	45	200	300	40
Grand	800	150	90	--	600	1000	71
Theater	<u>Fixed</u>	<u>Mixed</u>					
	348	550	N/A	N/A	N/A	N/A	N/A
Parliamentary Room	<u>Classroom</u>	<u>Mixed</u>					
	84	120	N/A	N/A	N/A	N/A	N/A

# **Campus Dining Catering Policies and Procedures**

## **Catering Wait Staff**

All buffet and plated meals include adequate wait staff. Should you desire additional servers, or for an event that attendants are not assigned, you will be billed a \$25 per hour service fee. Bartenders are available at \$25 per hour. There is not an additional China fee for full breakfast, lunch, or dinner in the Plaster Student Union. China service is available outside the building for an additional \$2 per person for full service and \$1 per person for receptions. Disposable service is also available.

## **Confirmation / Billing**

Functions requesting tax exemption must provide your tax exempt documentation and ID number before the time of the event. A copy of the final arrangements and the necessary billing information will be sent to you. Please review all of the information for your event: date, time of delivery, set-up and food/beverage order. If we do not receive confirmation, the preparation and billing will be based on the original reservation contract. Services may be paid in cash, check or credit card (Visa, MasterCard or Discover). Payment terms are net 30 days. Non-University customers will be required to provide a 50% deposit of the guarantee and the final balance is due 2 business days prior to your scheduled event. In the event your group will be arriving later than scheduled, please notify the Catering Director as soon as possible. All cancellations of food service should be made no less than 72 hours prior to your event. Events cancelled within 1 business day of event and no shows will be charged 100% of estimated costs.

## **Custom Menus**

Please call (417) 836-4629 to customize a menu.

## **Menu Planning and Booking**

We kindly ask that you submit your catering order ten (10) business days prior to your event to assure ample time for appropriate staffing, the ordering of your linen and the highest quality of product. We will make every effort to accommodate last minute increases however: this may result in necessary menu revisions.

## **Delivery**

A charge of \$50 or 3% of the total invoice, whichever is greater, will be applied to all off campus events.

## **Floral / Décor**

We will work with our vendors to meet any request, pricing will be agreed upon prior to event.

## **Guarantees**

Please let us know your final number of participants at least 3 business days prior to your event. We will make every effort to accommodate last minute revisions. The event location and or venue should also be contacted with final numbers to ensure proper arrangements. If a final count is not received, we will consider the amount initiated on the original order as the

guarantee. The guarantee is not subject to reduction after the deadline. Your billing is based on the final guarantee, if the number served is higher, we will charge accordingly. Should Missouri State University be closed due to weather, all events are not automatically cancelled. Please contact the Catering Office at (417) 836- 4629 to confirm if your event will still be held.

## Liability

All catering equipment and supplies are the responsibility of the host/hostess for the entirety of the event. A charge of \$50 will be added to your invoice for any item(s) found missing upon pickup. Missouri State campus dining is not liable for any equipment, supplies or personal belongings left in public areas.

## Linen Service

For tables that have food for buffets there are no linen charges. Guest tables are \$3 per tablecloth and \$0.25 per napkin.

## Off Site Catering

The primary purpose of the Catering Department at Missouri State University is to provide outstanding service to the university as well as the surrounding community. We would be more than happy to work with you if you would like to hold a catered event off campus. Please contact our Catering Department at 417-836-4629 for more information. Delivery fees may apply.

## Perishable Food Policy

Food safety is a high priority for Missouri State campus dining. In adherence with the local Health Department regulations, it is our strict policy that there will be no credit given or carry out of perishable food not consumed at your event. Therefore, we reserve the right to deny the removal of leftover food by the customer. For the safety of you and your Guests, food that needs to be hot or cold, will be removed after a limit of two hours or as determined by catering staff.

## Pricing

All prices in this brochure are a guideline and are subject to change depending on raw food cost. You must contact the Catering Office for a current price quote.

## Procedures for Booking

To view available menus visit the [Catering Guide](#).

## Service Times

A service time of four hours is included in all event menu pricing; please notify the catering office if there will be a program during the meal. Events exceeding the four hour time frame will incur a \$25 per hour, per attendant service charge.

Reservations for food may be made upon request with Event & Meeting Services when reserving room location.

# Student Organization Resources

The Office of Student Engagement recognizes there are a lot of important pieces to leading a student organization successfully. In hopes of making that job a little easier, we have compiled the following resources for your reference. Whether it be leading a meeting, maintaining a budget, or further information about CampusLINK, the following resources will hopefully make the job of leading your organization a much easier and effective experience.

- **Additional Forms** - Planning a trip for your organization? Need an email address specifically for your organization? Want to apply for an office/locker space in the PSU? Find all the [Forms](#) you need right here.
- **Annual Registration Training** - Want to look back at the PowerPoint slides from the Student Organization Orientation or SOFAC Training? Check the Office of Student Engagement website.
- **Bank Account** - Do you want to open a bank account for your organization? You can setup an account right here on campus through Commerce Bank located on the 2nd Level of the Plaster Student Union. Follow these [steps](#) to set up an account.
- **Budgeting** - Do you have a budget for your organization? Check out this [general budget](#) that can be edited to fit the needs of your organization. This can also be helpful when creating your General Proposal for SOFAC funding!
- **Constitution & By-Laws** - Need help writing your organization's [Constitution and By-Laws](#)? Check out this helpful guide and sample.
- **Effective Leadership** - First time leading a student organization meeting? Check out this link for tips on [How to Lead an Effective Meeting](#). [Information adapted from Jonathan Powell- *Running an Effective Meeting*]
- **Mailing Labels** - Get [mailing labels](#) for MSU students for approved mailings.
- **Missouri State Logo Usage** - Apply for a royalty fee waiver for MSU logo usage. To access the document, reach out to the Director of the Office of Student Engagement, [tbenson@missouristate.edu](mailto:tbenson@missouristate.edu).
- **Officer Position Templates** - Do you have a new student organization? Does your organization have specific positions and responsibilities? Here is a great tool which outlines the most [standard officer roles](#) as well as their duties. [Information adapted from N.W Dunkley & J.H. Schuh- *Advising Student Groups and Organizations*]
- **Parliamentary Procedure** - Does your organization use [Robert's Rules of Order](#)? Check out this helpful tool with all of the information needed to facilitate discussion and make group decisions at your meetings. [Information adapted from University of Louisiana-Monroe, Staff Senate]

- **Room Reservations** - Would you like to reserve a room on campus for an organization meeting? Planning an annual bash? Contact [Event and Meeting Services](#) for more information.
- **Starting a New Organization** - Are you interested in starting a Student Organization? Follow these easy [steps](#). Contact the Graduate Assistant for Co-Curricular Involvement in the Office of Student Engagement, Logan Harrod: [Harrod996@live.missouristate.edu](mailto:Harrod996@live.missouristate.edu) with any questions.
- **Student Organization Email** - Get a [Missouri State email address](#) specifically for your organization
- **Student Organization Handbook** - If you have any questions about the student organization policies check out the [Student Organization Handbook](#)
- **Third Party Vendor Checklist**- If your organization is planning a closed, alcoholic event that takes place in a bar or tavern where bartenders provided by the venue are responsible for serving alcohol, you must complete this [form](#) 10 business days prior to the event. Please complete the Social Event Registration Form on the [OSE CampusLINK page](#).
- **Transitioning**- Is your organization transitioning leadership? Do you have everything in order for a smooth transition? Check out this [PowerPoint](#) for tips on a smooth transition. Download these resources for further assistance.
- **Trip Registration** - Is your student organization going on a trip 10 miles outside of Springfield? Complete the Trip Registration Form and Organization Trip Activity & Release Form on the [Office of Student Engagement CampusLINK](#) page under *Forms*. Check out these online tutorials for more information.
  - [Trip Registration Form tutorial](#)
  - [Organization Trip & Activity Release Form tutorial](#)



## Organization Finances

Finances play a major role in the life of a student organization. Therefore it is crucial for organizations to know the basics about finances in a student organization. The following sections will cover student organization banking, tax exempt status, funding resources, organization budgeting, and fundraising.

### Organization Banking

Each organization has the opportunity to receive a university budget number in order to charge university expenses to their account. For example, if an organization orders food from catering services, it can be billed to the organization account. In order to receive a budget number, the organization advisor must contact the Accounts Receivable Office at 836-5635.

### Employer Identification Number

An Employer Identification Number (EIN) is a nine-digit number that the Internal Revenue Service uses to identify those required to file various business tax returns. EINs are used by a wide variety of employers, sole proprietors and corporations, as well as non-profit organizations, as most organizations at Missouri State University are considered. For more information on establishing a bank account see [Establishing a Federal Identification Number for Bank Accounts](#).

### Tax Exempt Status

Since the clubs of Missouri State University operate with a social, recreational, charitable or educational purpose, your organization may be eligible for tax-exempt status as a 501 (c)(3) organization with the government. There are various exemption requirements based on your category of organization. You need to determine the appropriate requirements for exemption based on your own organization. All tax-exempt/nonprofit status processes are carried out through the state and federal government. Missouri State University and the Office of Student Engagement are not involved with this process.

### Organization Checking Account

The Plaster Student Union houses a Commerce Bank branch to serve the campus community. This may be a convenient bank for many student organizations to use. Feel free to stop by or contact Amy Steele, Missouri State University banking center manager, to set up your organization's account.

Student organizations are **STRONGLY** discouraged to open a checking account using an individual's social security number. The financial burden of that account then rests with that individual and they become responsible for claiming any interest on the account on their own taxes. They also become responsible if there is a problem with the account, such as extra fees or unpaid bills. With such consequences in mind, the following process is a viable alternative without the personal financial burden.

## Opening a checking account for your organization requires a two-step process:

Once you have received your organization's EIN, you will then need to do the following:

1. Update your organization's records with your financial institution [i.e. Commerce Bank located on the 2<sup>nd</sup> floor in the Plaster Student Union]. Please bring with you a copy of your EIN letter as well as your approved Constitution/Bylaws
2. Update your organization's financial information for the university with the Office of Student Engagement (PSU 101). Please bring with you a copy of your EIN letter.

## **Funding Resources**

There are a variety of funding resources at Missouri State University. Student organizations may consider partnering with organizations on campus such as Student Activities Council (SAC) and Residence Hall Association (RHA). Student organizations may also apply annually for SOFAC funding as well as the Diversity Fund on campus.

### **Student Activities Council Co-Programming Opportunities**

The Student Activities Council's (SAC) purpose is to bring educational, entertaining, cultural, and leisure opportunities via programs and events for the students of Missouri State University. Part of that purpose includes the ability for SAC to work with other student organizations to provide quality programs. A portion of each year's budget is allotted for co-programs, which means that SAC may be able to help student organizations present programs via programmatic and monetary assistance. SAC co-programs are designed to be a working partnership between SAC and other student organizations, offices and departments.

Any registered student organization or Missouri State office/department is eligible to apply to co-program. Student organizations must be currently registered with the Office of Student Engagement. Co-programming proposals are evaluated on a case-by-case basis. When evaluating proposals, SAC will strongly consider the degree to which the organization's event purpose meets the mission, goals, and objectives of SAC. Other factors SAC may consider in determining support: the organization's participating in University events, the organization's overall contribution to the University, and the organization's demonstrated willingness and ability to assist in the funding and implementation of its proposed program.

Funding for the approved event may be in any amount deemed reasonable by SAC, up to \$2000 (the maximum allowance per academic year per organization). Organizations are not eligible to receive funding from SOFAC and SAC for the same event. Furthermore, an organization may not receive funding from SAC if the organization previously violated SOFAC and/or SAC co-programming guidelines. SAC will not be the sole funding source for an organization's event. Outside funding can include organization funds or fundraising, outside contributions, departmental contributions and local business contributions. For more information contact [SACPresident@MissouriState.edu](mailto:SACPresident@MissouriState.edu).

### **Residence Hall Association**

If an organization focuses a program on residence hall students then the Residence Hall Association can help with funding. Their main focus is to develop and sponsor programming for on-campus students. For more information call 836-6880.

### **Student Organization Funding Allocation Council (SOFAC)**

The Student Organization Funding Allocation Council was established, as part of the Memorandum of Agreement, to receive proposals and allocate funding to registered student organizations at Missouri State University. SOFAC is authorized to distribute 30% of the Student Involvement Fee, as indicated in the Memorandum of Agreement. The intent of SOFAC is to

spread the available funds throughout the academic year to ensure that contingency funds are available and the funds are best used by a variety of organizations. For more information contact [SOFAC@MissouriState.edu](mailto:SOFAC@MissouriState.edu)

## Diversity Fund

Created in the 2016-2017 academic year, the Diversity Fund is an initiative between the Division of Student Affairs and the unit of Multicultural Services. The fund was created specifically to encourage and promote programming, travel, collaborations, and community work seeking to promote diversity, inclusion, and social justice at Missouri State University.

Interested parties must attend an information session for the diversity fund before applying. After the session, individuals, groups, or student organizations interested in receiving funds are required to submit a funding request, including description and a budget outline.

Examples of past funding:

- Travel costs for Spectrum and Advocates to attend the Midwest Bisexual, Lesbian, Gay, Transgender, and Ally College Conference
- Food, decorations, and room reservations for the Black History Month and Asian Heritage Month banquets
- Travel and honorarium for PanHellenic Association speakers
- Supplies and reservations for the Indian Student Association's Holi Festival Please email the Diversity Fund ([Diversitygrant@missouristate.edu](mailto:Diversitygrant@missouristate.edu)) with any questions.

# Preparing and Planning a Budget

One task registered student organizations face is the development of a plan to be fiscally responsible with funds. A budget can be a helpful method for keeping track of organization funds. Check out this [general budget](#) that can be edited to fit the needs of your organization.

## A budget is:

- A tool for planning and controlling organization funds
- A formal written guideline describing the organization's future goals expressed in financial terms within a set period of time
- A detailed statement of estimated income and expenses
- A historical record of the organization's activities during a given period

## A budget can:

- Help refine goals that reflect the realistic resource environment
- Compel organization members to use funds efficiently and appropriately
- Provide accurate information to adjust, analyze and evaluate programs and activities
- Aid in decision making
- Provide a historical reference to be used for future planning

*Adapted from Student Organization Advisor Guide, University of Nebraska*

## Developing a Budget

- Begin preparations a month or more before the close of the current year.
- Prepare an outline of the organization's planned activities for the coming year.
- Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.).
- Estimate expected income and when it is expected to be available (dues, sales, etc.).
- Get price quotations on big expenditures, delegate responsibilities to members.
- Rank order by their relative importance, which activities/programs are the greatest expenditures of funds.
- Choose programs to initiate; ask how much is available to allocate
- Negotiate as necessary; eliminate or limit less essential expenditures.
- 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.
- Vote to approve the budget.

## Managing the Budget

- Set and maintain a minimum cash balance.
- Formulate procedures and policies needed to achieve objectives.
- Keep an accurate log of financial transactions (income/expenses); maintain a record book (check and balance records regularly).
- Set up internal controls designed for safeguards and accurate accounting data.
- Assess budget regularly

*Adapted from ACPA Advisor Manual on 5/2011*

# Event Planning Timeline

## 2 months before the event

1. Get a room reserved
  - a. Email [eventsmeetingservices@missouristate.edu](mailto:eventsmeetingservices@missouristate.edu) for PSU or academic spaces
  - b. Foster Rec Center- Fill out the form at <http://www.missouristate.edu/assets/recreation/FacilityReservationFormWritabl e.pdf> and contact Campus Recreation at [CampusRecreation@missouristate.edu](mailto:CampusRecreation@missouristate.edu)
  - c. Make sure you ask for tech which will be an additional charge
2. Publicity
  - a. Contact PSU Graphic design to get publicity started.
  - b. Fill out the PSU Graphic Design Request form
  - c. Get the form at [https://www.missouristate.edu/assets/union/PSU\\_Design\\_Graphic\\_Request\\_Interactive .pdf](https://www.missouristate.edu/assets/union/PSU_Design_Graphic_Request_Interactive.pdf) and email it to [PSUGraphicDesign@missouristate.edu](mailto:PSUGraphicDesign@missouristate.edu)
  - d. Reminder: \$50 of free printing through the Office of Student Engagement.
3. Risk Management
  - a. If alcohol is present at event, the organization must complete Social Event Registration Form on OSE CampusLINK page. President will be contacted via email to setup a meeting with OSE staff prior to event.

## 1 month before the event

1. Publicity
  - a. Get the Publicity out!
  - b. Want it in the Residence Halls? Go to Hammons 101 and print off the appropriate amount for each hall in each Residence Hall.
  - c. Want it in the PSU? Go to the info desk and drop off your publicity
  - d. Want it in the academic halls? Look at page to see where all the open bulletin boards are!
2. Catering/Food
  - a. Use any of the PSU Vendors and Missouri State Catering to enhance your event. Those catering forms can be found at <https://www.missouristate.edu/conferences/FoodService.htm>.
  - b. Do you want to have food off campus, fill out a food waiver form found at [https://www.missouristate.edu/assets/conferences/Food\\_Service\\_Waiver\\_Reque st\\_form.pdf](https://www.missouristate.edu/assets/conferences/Food_Service_Waiver_Request_form.pdf)
  - c. Buy all the items that you need for your event

### **2-3 Weeks Before the Event**

1. Performers or Talent? Make sure they have rides and/or a place to stay while they are here for their event
2. Set up a marketing plan
3. Start using Social Media to promote your events. Use Facebook Events, promote your Tweets, and try to tell a story while marketing your event.
4. Double check your reservations, equipment, catering, items, etc.

### **Week of the event**

1. Start delegating roles to know who is doing what
2. Start to organize your materials
3. Set up an itinerary and notify people that are helping you.
4. Start to kill it with Social Media. Tweet once a day, send notifications on your Facebook event, etc.
5. Triple check everything!

### **Day of your event**

1. Email your volunteers remind them of the event. Do this the night before so they see it that morning.
2. Go speak with your advisor or president to make sure everything is going as planned.
3. Arrive early to set up
4. Make it welcoming and inviting.
5. Don't freak out if things don't go as planned.
6. Remember to have fun!

### **After the event**

1. Take down publicity
2. Send thank you notes to all that helped you
3. Evaluate & debrief your event with your team

# Fundraising

Many student organizations have big plans and excellent ideas for programs or services. However, few organizations have the finances to make these plans real. It is important for student organizations to have some kind of fundraising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy. Fundraising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind. Members of your organization will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

## Planning Your Fundraiser

- Set a goal.
- Ask for suggestions from your members. What do the members want to do? Brain storm for ideas.
- Find out what has been done before. What worked? What didn't? Why? How can you improve?
- Check into local and state regulations. Check University policy.
- Involve all segments of your group, not just the officers. People contribute to what they create. Get as many volunteers for your project as possible. Make sure they understand the cause and are willing to contribute their time and effort.
- Determine your market: college students, community, parents, etc.
- Know your overhead. What will be the upfront cost?
- Advertise wisely.
- Let everyone know your expectations in advance and update on progress. Using a goal poster is a great idea; make sure the poster is displayed prominently.
- Recognize everyone involved in planning and implementation of the fundraising project. Reward those who achieve. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project.
- Thank supporters. Give your big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
- Complete a written evaluation or report. Make sure you include:
  - Contact names, address, and phone numbers
  - Time lines and important dates
  - Suggestions of things to do differently

*Adapted from ACPA Advisor Manual on 5/2011*



## Finding Corporate Sponsorship

One of the best ways to increase fundraising efforts is to obtain corporate sponsorship for an event, either through underwriting or direct contributions from companies.

Corporations will help to fund an event if it is in their marketing plan. Are their customers likely to come to this event? Will sponsorship in an event help them attract new customers and get their name seen?

## How to ask for Corporate Funding

- Plan far in advance. Most corporations plan their donation budgets six to twelve months in advance. Talk to a company as early as possible. Do not expect to get donations in a month.
- Try to target a specific company who could definitely benefit from your cause rather than sending out blanket letters to everyone. By matching your cause and the company, there are better chances for a positive answer.
- Learn as much about the organization you are soliciting before you actually ask for a dime. Knowledge of the company, their products and services, and their past charitable events will help see if they are the right match for you.
- Address your pitch letter to the person in charge. Do NOT just write “To Whom it May Concern” or “Dear Sir/Madam.” Call and obtain the person’s appropriate name and title.
- Put your proposal in writing. Enlist the help of your marketing and business majors to write the proposal in marketing terms.
- State your cause in terms of benefits to the company. For example, a \$25 ad in an ad book or a \$25 poster that is going to be seen by 1,000 students at an event is inexpensive advertising for even small businesses.

## Who to Ask

Since so many organizations are in need of the same kinds of donations and will be asking the same companies, it is a good idea to think of all the different possibilities. Your best efforts will be made with those firms and companies that primarily market their products or services to college-age students. Some examples are:

- Businesses located around campus are good, but sometimes they are overused and get approached a great deal. Be creative.
- Fast food companies. You may need to ask the local manager or may need to write their district office. Many local fast food chains will provide free punch and drink cups if you are having a sporting event or project to benefit a local charity.
- Real estate companies that specialize in rentals to college students
- Beauty supply distributors. Beauty shops may get ten requests for free gift certificates, but the distributors that sell them their products may not get any requests. As for the distributor’s name and address, contact them directly.
- Soft drink companies. Look for the local distributor.
- Sportswear and clothing manufacturers.
- Health clubs.
- Cosmetic companies.

## What to Ask For

- Product: Straight-product contributions for samples to give to participants or for door prizes. Most companies have their products in trial sizes just for this purpose.
- Printing: Underwriting the cost of printing posters, flyers, or t-shirts. In return, you will put their name and logo on all printed material.
- Ads for Ad Books, Calendar or Program: Sell ad space in a campus calendar or program that is given out at the event you are sponsoring. You may want to give companies who donate products or supplies and materials free ad space.
- At an Event: Hang ads with logos on banners or posters for a fee. This is an excellent source of income at sporting events or anywhere there is a place to hang a poster during an event.

*Adapted from ACPA Advisor Manual on 5/2011*

# How to Lead a Meeting

## Meeting Planning Checklist

1. Set goals for the meeting and prepare an agenda
  - Prepare yourself – prioritize issues to be discussed, issues from previous meetings
  - Consult with other members and executive board to finalize agenda
  - Research information necessary for making important decisions
  
2. Arrange all logistics
  - Find a comfortable and convenient meeting place
  - Arrange in advance for AV equipment, dry erase markers, and other supplies
  - Arrive early to set up and greet attendees
  - Set up seating arrangement
  - Prepare directional signs and place in key places around the building
  - Provide nametags
  - Provide sign-in sheets
  
3. Send out announcements, invitations, and reminders for meeting
  - Invite guest speakers to present on special topics or issues
  - Invite all relevant constituents, target audience
  - Send general and personal invitations early, send reminders
  - Supply attendees with agenda, minutes, and background information in advance
  
4. Be courteous, respectful, and inclusive
  - Start and finish the meeting on time
  - Set a welcoming tone; consider an icebreaker activity
  - Engage all participants during the meeting
  
5. Bring closure
  - Come to resolutions
  - Prepare an action plan
  - Summarize the main points, emphasizing on follow-up tasks
  - Plan or confirm the next meeting's time, place, and location

## Being Productive

**O – Objective:** If you are having a meeting just to impart information, don't waste time with a meeting. Send them a newsletter. The objective should have an active component and if possible, a product to show for it.

**A – Agenda:** The agenda is a list of the topics you'll address to get to that objective, with a time limit to keep you on track.

**R – Roles:** Determine who is running the meeting, who is keeping notes, and who will assign "to do" items from the meeting.

## Debriefing

At the end of the meeting, discuss:

- ✓ To what degree did the meeting accomplish its desired outcomes?
- ✓ What contributed to the meeting's success?
- ✓ Does each team member have a sense of how the group is working together, and can each make ongoing improvement?
- ✓ Did all team members have an opportunity to give and/or receive feedback?

*Adapted from Jonathan Powell – Running an Effective Meeting. The Leadership Workshop Series. October 15, 2008, Via Center for Leadership and Community Engagement, University of Arkansas*

## Student Organization Officer Roles & Responsibilities

Each student organization should outline the roles of each organization office in its constitution. These roles may vary from organization to organization, but below is a list of possible responsibilities. This list includes only the most standard officer roles, President, Vice President, Treasurer, and Secretary.

Many organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks. While it does not matter who is responsible for each duty, it is important that someone be assigned the task.

Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Further, traditional titles, such as "president" or "vice president" are not required; be creative – if you have a film club, perhaps you'd like for your leadership titles to reflect your interest (i.e. Director, Producer, Editor). Another example would be a BBQ club (i.e. Grill Master in lieu of President).

Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

### **President**

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with organization adviser
- Maintains contact with organization alumni
- Maintains contact with affiliated university department or community partner
- Maintains contact with (inter)national organization
- Represents the organization to the University
- Serves as a spokesperson for the organization
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Performs other duties as directed by the President

- Provides follow-up to organizational tasks
- Organizes executive board retreats
- Coordinates executive board officer transitions
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Provides encouragement and motivation to fellow officers and organization members

### **Vice President**

- Assumes the duties of the President in his or her absence
- Serves as an ex-officio member of standing committees
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Recruits new members
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the adviser or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during

## **Treasurer**

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Pays organization bills
- Collects organization dues
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides advisor with summary of financial records at the end of the academic year
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Coordinates fundraising drive
- Coordinates solicitations
- Files reports on all stolen or lost equipment
- Maintains an inventory of all equipment and its condition
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Performs other duties as directed by the President

## **Other possible officer positions:**

- Parliamentarian
- Programming
- Recruitment/Retention Director
- Marketing/Public Relations
- Community Service Director
- Historian

*Adapted from: Dunkely, N. W. & Schuh, J. H. (1997). Advising student groups and organizations. Jossey-Bass, 53-54. University of Washington Tacoma. Student organization officer roles. Retrieved August 3, 2009, from [http://www.tacoma.washington.edu/studentaffairs/SI/documents/Officer\\_roles.pdf](http://www.tacoma.washington.edu/studentaffairs/SI/documents/Officer_roles.pdf)*

## Retaining Members

Best way to retain members is by being interactive with those new members and also with the existing members. Provide your members with opportunities to get to know one another and build relationships.

Continually recruiting and training new members takes a lot of time and energy. Set new members up for continued involvement. A “Getting to Know You Packet” gives new members information about the organization and current member’s information about the new members.

### “Getting To Know You” Packet

Interest Form – Personal data, skills, experience, expectations, class/work schedule, interest areas  
Statement of Organizational Philosophy and Goals - Copy of Constitution. Description of what your organization does, for who, and why. Providing a picture of the individual will also help members to establish names with the individual faces.

Committee and Position Description – Should be specific without limiting creativity and individuality.

Organizational Flow Chart – Shows leadership positions. Helps people understand how the organization functions.

Analyze the needs of your members. Remember why people get involved in the first place and then meet those needs. Provide your members with all opportunities to get involved within your organization and also with other organizations throughout campus.

*Adapted from Thunder Bolts, NDSU on 5/2011*

# Leadership Transition

Implementing an effective officer transition for the organization is a critical responsibility of the outgoing leadership. There are many reasons why leadership transition is important, including:

- Providing new leader with significant organizational knowledge
- Minimizing the confusion of leadership change throughout the entire organization
- Outgoing leaders gaining a sense of accomplishment and closure
- Sharing the expertise of the outgoing leaders with the incoming leadership
- Increasing the knowledge and confidence of the new leadership
- Minimizing the loss of momentum and accomplishments of the organization
- Providing a sense of continuity among the membership

There are a few things to consider when preparing a successful leadership transition program in the organization. By following some simple notes of advice, the organization can create a transition program which leaves your incoming officers feeling prepared and the outgoing officers a sense of finality.

## Start Early

- Identify potential leaders in your organization early in the year.
- Encourage these potential leadership through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leadership.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Model effective leadership styles.
- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their own team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.

## Make the Transition Smooth

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review your constitution and bylaws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the duties of each officer.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records



- Leave behind organized files that will be helpful to the new person.
- Introduce the incoming officers to advisors, Office of Student Engagement staff, other student leaders and university administrators your organization works with.
- Orient incoming officers to resources used in the past.
- Update the officer titles in the roster for the organization on CampusLINK.

### **Add Your Personal Touches**

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures, and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns or ideas never carried out.
- Have the officers go through organizational files together.
- Acquaint new officers with physical environment, supplies, and equipment.

### **Share the Organization's Structure and Documents**

- Constitution and bylaws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks and equipment

# Transition Materials

One of the easiest and most effective methods in creating a smooth transition is the use of Officer Transition Notebooks. If your organization officers do not already have a notebook, provide an inexpensive one with an outline of what they should include in the notebook they are preparing to pass on. You can add a calendar for the year, member roster, budget, and constitution & bylaws. Below are some other areas they may want to consider:

- Job Description
- Listing out specific responsibility of the position and any changes that should be considered in the job description
- Job Time-Line
- Current year calendar that indicates when the outgoing officer did each job task and recommends dates by which specific job tasks should be completed.
- Event/Project Documentation
- Records of how each project, event, or activity was implemented, including files on a disk and as hard copies. For example:
- Scholarship Program Chair: facility, facility cost, when reservation must be made; guest speaker, invitations, thank you letters; award categories and criteria; application and application timeline; gifts for award winners, vendor, address, phone cost, invoice, how far in advance to order; guest list; invitations, printer, number of copies, cost, invoice, alternative sources, production schedule, invitation distribution timetable; etc.
- Evaluation of Event/Project
- Written evaluation from participants if collected as well as the outgoing officer's feedback and recommendations
- Budget
- Account of how allocated funds were spent
- Resources
- Listing of key resource people helpful in fulfilling responsibilities and how to contact them.
- Other essentials
- Keys, account transfers, P.O. Box number, etc. information which the incoming officer would need to know

The Officer Transition Notebook can be shared during officer transitions. It should cover all aspects of the officer's responsibilities and how those tasks fit into the organization's big picture. Recommend that the new officer file "historical" documents in the notebook, such as meeting minutes, when he/she has become comfortable with the information. This way, the notebook can be used as a working tool rather than something to be completed at the end of the year.

Check out this [PowerPoint](#) for tips on a smooth transition. Download these resources for further assistance.

- [2018-2018 Transition Checklist](#)
- [Officer Transition Resources](#)

<b>□ Responsibility of the president</b>	
Purpose/Benefits	Learn about the president’s role and responsibilities within the organization.
Topics to discuss with outgoing president:	<ul style="list-style-type: none"> <li>▪ Weekly &amp; monthly tasks</li> <li>▪ Other obligations and/or meetings outside of the routine functions of the organization</li> <li>▪ Look over constitution/by-laws for changes that need to be made</li> <li>▪ Dates and times for organization meeting</li> </ul>
Advisor Meeting	Meet with the organization Advisor at the beginning of the semester to discuss the level of involvement, anticipated events/programs, and needs of the organization for the upcoming year
<b>□ Student Organization Orientation</b>	
What is it	Required training for all student organization presidents
Purpose/Benefits	In this training, you will learn about the policies which apply to student organizations, information on room reservations, and programs/services available to all registered student organizations.
Opens	Orientation sessions begin <b>Tuesday, August 27<sup>th</sup>, 2019</b>
Deadline	Paperwork due <b>Friday, September 27<sup>th</sup>, 2019</b>
Contact Information	Check CampusLINK, OSE website, and email for dates and times of sessions. For further information contact OSE (417) 836-4386
<b>□ CampusLINK Training</b>	
Purpose/Benefits	Student organization presidents must attend. This training will walk you through the many capabilities of CampusLINK to best support your organization.
Opens	Training sessions begin <b>Tuesday, August 27<sup>th</sup>, 2019</b>
Deadline	Must be complete by <b>Friday, September 27<sup>th</sup>, 2019</b>
Contact Information	Check CampusLINK, OSE website, and email for dates and times of sessions. For further information contact OSE (417) 836-4386
<b>□ Homecoming</b>	
Benefits	Markets your organization, chance to win prizes/money, and get involved with the university community
When to apply	TBA
Deadline	TBA
Contact information	Office of Student Engagement (PSU 101) (417) 836-4386 & CampusLINK homepage
<b>□ Presidents Workshop</b>	
Benefits	Network with other leaders, discuss challenges and successes, and learn more about topics including: recruitment, motivating members and finances
Dates	<b>Tuesday, October 29<sup>th</sup>, 2019</b> - Ballroom East, 5-7:30pm <b>Tuesday, January 28<sup>th</sup>, 2020</b> - Ballroom east, 5-7:30pm
When to apply	Registration will open in October (Fall) and January (Spring)
Deadline	Limited space available, open until full
Contact information	Office of Student Engagement (PSU 101) (417) 836-4386 & CampusLINK homepage

<b>□ Organization Events &amp; Trips</b>	
Purpose/Benefits	Many organizations host annual events for the campus community as well as travel outside of the Springfield area. It is important to begin planning early and seeking the proper resources.
Topics to discuss with outgoing president:	<ul style="list-style-type: none"> <li>▪ Are there any annual events, community service projects, or other commitments that your organization takes part in?</li> <li>▪ If so what are they, when do they occur, and who is the contact?</li> <li>▪ Have the spaces been reserved for your meetings and events yet?</li> <li>▪ Does the organization attend annual conference, take a group trip, or attend a group retreat?</li> </ul>
Events	Contact EMS for space reservations located in PSU 302 or reserve on the EMS Web App
Travel	Complete proper travel forms 10 business days prior to trip. Travel paperwork can be found on OSE CampusLINK page and Campus Rec CampusLINK page for Club Sports only
<b>□ Passwords &amp; Account Information</b>	
Purpose/ Benefits	Organizational email addresses and CampusLINK are a resource to be used by organizations to send out information to their members as well as serve as a contact for prospective members.
Setting them up	Complete an application form on the OSE CampusLINK page
Topics to discuss with outgoing president:	<ul style="list-style-type: none"> <li>▪ Does your organization have any social media accounts that require a username and password to login?</li> <li>▪ Does your organization have an email address? If so, what is the login information?</li> <li>▪ Does your organization have a bank account? If so, what is the EIN (Employee Identification Number)?</li> </ul>
Transitioning	Assign <i>President</i> role to incoming president on CampusLINK. To update access to organization email, call or email OSE
<b>□ Lockers and Mailbox</b>	
Benefits	Resources available to all registered students organizations, located in PSU 101.
Locker availability	Lockers available late Spring semester
Mailbox availability	Mailboxes available in Fall during annual registration
Deadline	First come, first serve basis.
Contact	Office of Student Engagement (417-836-4386)
Transitioning	Give locker key to new leadership team as well as the mailbox combination
<b>□ New Student Festival</b>	
Benefits	Helps with recruiting and marketing your organization. Held on the Sunday before classes begin in the fall. All new students are invited to attend
Opens	April – Register on CampusLINK
Deadline	August ( <b>This is first come, first serve, so you need to register ASAP to be guaranteed a spot</b> )
Contact Person	Andrea Greer (agreer@missouristate.edu)

<b>☐ SOFAC</b>	
Benefits	Provide funding for various student organizations' activities
Questions to ask former president:	<ul style="list-style-type: none"> <li>▪ Did your organization submit a budget proposal? If so, what was it for?</li> <li>▪ Was your organization awarded SOFAC funding? If so, how much?</li> <li>▪ How much of the awarded SOFAC funding has your organization used?</li> <li>▪ How much of the awarded SOFAC funding is left?</li> </ul>
When to apply	Budget proposals (for the 2020-2021 fiscal year) will be accepted on the SOFAC CampusLINK page beginning <b>February 3<sup>rd</sup>, 2020</b>
Deadline	<b>Friday, February 14<sup>th</sup>, 2020</b>
Contact Information	Located in PSU 101. SOFAC@missouristate.edu
<b>☐ SOFAC Stipulation</b>	
What is it?	A stipulation is an assigned community service project given to organizations that receive SOFAC funding. This stipulation can range from community service on and off campus.
Deadline	End of the following academic year
Contact information	sofac@missouristate.edu
<b>☐ Budget</b>	
Purpose	A budget allows your organization to plan for events, trips, and other routine functions throughout the year.
Topics to discuss with outgoing president:	<ul style="list-style-type: none"> <li>▪ Discuss organization budget including income, any outstanding balances with MSU, and regular expenses.</li> <li>▪ Have these documents been uploaded onto CampusLINK?</li> </ul>
<b>☐ STAR Awards- Monday, April 27, 2020</b>	
Benefits	Help recognize your organization's members, advisors, and programs
When to apply	Application process opens in the late January (keep notes on programs and organization involvement throughout the year to include in application)
Deadline	Nominations open January 28 <sup>th</sup> -February 25 <sup>th</sup> , 2019
Contact information	Office of Student Engagement (PSU 101) (417) 836-4386 & CampusLINK homepage