



# Council of Clubs

## HANDBOOK

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## **DO YOU WANT YOUR CLUB/ORGANIZATION TO BE RECOGNIZED BY THE UNIVERSITY?**

In order to have your club/organization recognized by the University, the following information must be present and current in the club/organization file in the Office of Student Activities and Leadership Development.

### **NEW Clubs or Organizations**

1. Set up a meeting with the current Graduate Assistant for Clubs and Organizations
  - a. In this meeting they will discuss with you the paperwork that needs to be filled out, the expectations of the new organization, and how to attain your student organization vision!
    - i. Make sure your organization does not already exist!
    - ii. Make sure your organization aligns with the values and goals of Marywood!
    - iii. Make sure your organization has an advisor!
  
2. Start your constitution!
  - a. Each organization must have a current constitution on file in the Office of Student Activities. The Graduate Assistant will be able to provide you with a sample constitution that you will be able to edit to fit your organization.
  
3. Fill out the forms
  - a. After finishing your constitution, you will need to fill out the New Student Organization Recognition Form.  
[https://docs.google.com/a/maryu.marywood.edu/forms/d/1zxGUhoshhB\\_PLxZhvaIrOvPjT6k8CvQUekg9z9GPEGw/viewform](https://docs.google.com/a/maryu.marywood.edu/forms/d/1zxGUhoshhB_PLxZhvaIrOvPjT6k8CvQUekg9z9GPEGw/viewform).
  
4. Choose Your Organization Type
  - a. In the online recognition form, you will be asked to choose "Organization Type." Your organization has two options:
    - i. Option # 1 (Recognized Funded Organization)**  
Your organization chooses the ability to request funding from the Student Government Association (SGA). With this ability to request funding also comes responsibility. Organizations in this category must attend the Organization Workshop, monthly Council of Clubs meetings, complete community service hours, and compile an end of the year activity report to maintain their funding status.
  
    - ii. Option # 2 (Recognized Non-Funded Organization)**  
Your organization chooses not to be funded by the Student Government Association (SGA). Organizations in this category are not required to complete community service work, or attend the Council of Clubs Meetings. Choosing this option you will not be allowed to ask or request any additional funding from the Student Government Association. However, your organization still must comply with all university standards set forth for organizations such as keeping updated records, constitutions, having an advisor, and complying with the university's Mission and Vision.
  
5. Submit your forms
  - a. Be sure that the following three documents are complete: (1) Officer and Member List, (2) Constitution, (3) Recognition Form (to choose funded or non-funded).
  - b. After review of the information, you will receive formal confirmation recognition and your student organization can officially start holding meetings!
  
6. Agency Account
  - a. When your organization has money to deposit, please bring in the cash/check, and an Agency Account will be created for your club. This will serve as the "bank account" for your club. The funds within this account will roll over from semester to semester, and year to year.

- b. The advisor of the organization and Student Activities Office will be the only two constituents to have direct access to the account. If funding is requested to be taken from the account, members must ask the respective authorization.

## **Re-Recognition: Existing Clubs or Organizations**

Pre-existing clubs and organizations are required to re-recognize their student group every academic year. Student organizations have the first three weeks of the academic year to submit online re-recognition materials. Any club that does not submit paperwork for the academic year will not be eligible for Student Government Association funding.

### **How to Re-Recognize your Organization:**

1. WAIT until the start of the academic year. Current organizations are only allowed this window of time to re-recognize and all paperwork must be submitted during these dates. Any organization that does not re-recognize will be ineligible for Student Government Association funding or rights associated with recognized student organizations.
2. Fill out the Re-Recognition Materials: Forms are online, within google drive (access granted to club president and advisor. For help, please contact [marywoodclubs@marywood.edu](mailto:marywoodclubs@marywood.edu)).
  - a. **Online Club Folder:**
    - i Updated Officer and Member List
    - ii Updated Constitution
  - b. **Re-Recognition Form** (link found on the Clubs and Organizations webpage)
3. Choose your organization type (Funded or Non-Funded):
  - a. On the re-recognition form you will be asked to choose an “Organization Type.” Your organization has two options.
    - i. Option # 1 (Recognized Funded Organization)**

Your organization chooses the ability to request funding from the Student Government Association (SGA), but with this ability also comes responsibility. Organizations in this category must attend the Organization Workshop, monthly Council of Clubs meetings, complete community service hours, and compile an End of Semester Report to maintain their funding status.
    - ii. Option # 2 (Recognized Non-Funded Organization)**

Your organization chooses not to be funded by the Student Government Association (SGA). Organizations in this category are NOT required to complete community service work, attend the Council of Clubs meetings, or submit an End of Semester Report. They must attend ONE start-of-semester non-funded organizations workshop. By choosing this option you will not be allowed to ask or request any additional funding from the Student Government Association. However, your organization still must comply with all university standards set forth for organizations such keeping updated records, constitutions, having an advisor, and complying with the university’s mission and vision.
4. Update your Constitution:
  - a. In your club’s online folder, you will find a “Sample Constitution” to be edited according to your particular organization. Please ensure that this constitution is up to date.
5. Attend Fall Student Organization Workshop:
  - a. Each **RECOGNIZED FUNDED** student organization is responsible for having two of their current listed members attend the annual Student Organization Workshop. The workshop is held at 3pm the WEDNESDAY after final Re-Recognition deadline. At this workshop, student organizations will receive information on funding their group, community service expectations, and additional paperwork that will need to be received throughout the year from their officers.



## ON CAMPUS/AGENCY ACCOUNTS

Agency Accounts accommodate various organizations on campus. Collection and disbursement of funds through the Marywood University Business Office is similar to that of a bank account. *Therefore, the use of the Marywood University Federal ID number or Tax Exemption does not apply to Agency Accounts.* If your organization has a tax exemption number please submit a copy of your tax exemption certificate to the Fiscal Affairs Office.

New accounts, changes to existing accounts and account authorizations will be maintained in the Fiscal Affairs Office only when instructed by the Office of Student Activities and Leadership Development.

### Deposits

- *All deposits* must be made by the Office of Student Activities & Leadership Development. Funds to be deposited must be dropped off in an envelope to the SALD Office and will be deposited in organizations account
- *All deposits* slips must be signed by the Assistant Director of Student Activities.

### Checks

- *All checks* are to be made payable to Marywood University. On the "Notes" or "Memo" section, put the club's name.

### Cash Requests

These must be filled out by the club and signed by the Assistant Director. The maximum amount that can be taken out at a time is \$100.00 and require four days' notice. For example, a request on Monday will be available on Thursday. Receipts and the remaining amount of cash must be returned to the Student Activities Office within one week. If you do not retain the receipts, the person who originally sought the request will be responsible for paying back the cash.

**Examples:** Start up cash for ticket sales, store/supply purchases under \$100, etc.

### Check Requisitions

In order to pay a guest speaker or to pay for an event, a check is needed. These requests are to be done by the Office of Student Activities only. Check requests need at least a two week notice to process. In order to process any check, the office needs ORIGINAL receipts or invoices for each of the transactions that you wish to have a check made out for. Please contact the Assistant Director or SALD Graduate Assistant and they will assist you.

*All deposits, petty cash requests, and check requisitions must be signed and approved by the Assistant Director of SALD. The Graduate Assistant will fill out this paperwork for you.*

## Student Officer & Advisor Relationship

ALL CLUBS MUST HAVE AN ADVISOR. THIS ADVISOR MUST BE A FACULTY OR STAFF MEMBER, OR A GRADUATE ASSISTANT WHO WORKS FOR MARYWOOD.

The advisor should assist the officers formulate long-range goals and steps to achieve them, and with planning and initiating short-term projects.

1. The advisor should assist the officers with university procedural matters.
2. Respect each other. It is important to develop a trusting relationship with the organization officers.
3. The advisor should point out factors bearing on the ideas presented by the officers without imposing his/her own bias. If an idea is inappropriate, the advisor should encourage the officers to consider alternatives.
4. Open communication is critical for a successful advisor/officer relationship.

5. The officer should find the advisor able to assist with evaluation of projects, performance and progress.
6. The advisor should suggest ways in which meetings can be run effectively.
7. The advisor and the officers should discuss expectations of each other. This understanding and agreement is helpful as an accountability tool.
8. The president of the club must set up a monthly meeting with the advisor to discuss the progress of the club and issues relating to the club. This meeting can include other members of the club, such as the executive board.

## **Professionalism**

**Expectation Reminder:** Act professional when dealing with performers and agencies. Remember you are representing Marywood University at all times.

It is not appropriate to swear at the event, no matter what.

It is not appropriate to act unprofessionally with other students attending the event.

What do I do if something inappropriate happens at an event?

You have a responsibility to act as a student leader when you are at an event.

This means that if someone is fighting you call security.

This means that if someone is drinking or has brought alcohol to an event you call security. Call the Assistant Director if necessary.

NOTE: If alcohol is involved the Assistant Director will assist you in filing a report. The incident will go through the Student Conduct process. This is not an option if alcohol is involved it must be reported.

If someone is becoming aggressive or extremely inappropriate you can ask them to leave and if need be call security.

## Recruiting Members

Two of the most valuable skills for any organization are the ability to recruit new members and retain current ones. Maintaining a solid group is important for a club to be successful.

### Recruiting:

When brainstorming ideas to recruit new members, keep these questions in mind:

*\*\* Here are some recruiting ideas that appeal to peoples' interests*

<b>Personal</b>	<p>People become involved with organizations that affect them, so listen to your current and potential members to find out what is important to them.</p> <p><b>Example:</b> Hold an open forum that invites students to come and discuss their opinions about a topic of interest involving your organization.</p>
<b>Social</b>	<p>People become involved to meet people and make friends. So have some fun!</p> <p><b>Examples:</b> Hold a party at the beginning of the semester with free food to welcome new members. You can have an ice cream social during one of your meetings or offer coffee and donuts.</p>
<b>Professional</b>	<p>People become involved to develop skills or leadership qualities. Try to connect your organization's work to career development.</p> <p><b>Examples:</b> Have someone from career services serve as guest speaker. You can also take a trip to a business establishment within your field of interest.</p>
<b>Moral</b>	<p>People become involved to sustain commitment to a cause or because they hold similar values. Highlight how your organization makes a difference to the university and the community.</p> <p><b>Examples:</b> Hold community service events that represent the values of your club.</p>

<b>Watch Your Lingo/Educate</b>	Remember that a newcomer might not know the lingo or the issues of the organization. It can feel like joining the middle of a conversation. Be sure to explain and clarify anything you feel someone new may not understand.
<b>Involve</b>	It is critical to involve new members, so never hesitate to give a newcomer a job of importance.
<b>Introduce</b>	Be sure to introduce veteran members to all newcomers so they can begin to be acquainted with one another.
<b>Watch Inside Jokes</b>	Avoid inside jokes. They can make a newcomer feel uncomfortable and out of the loop. Make them feel as welcome as possible.



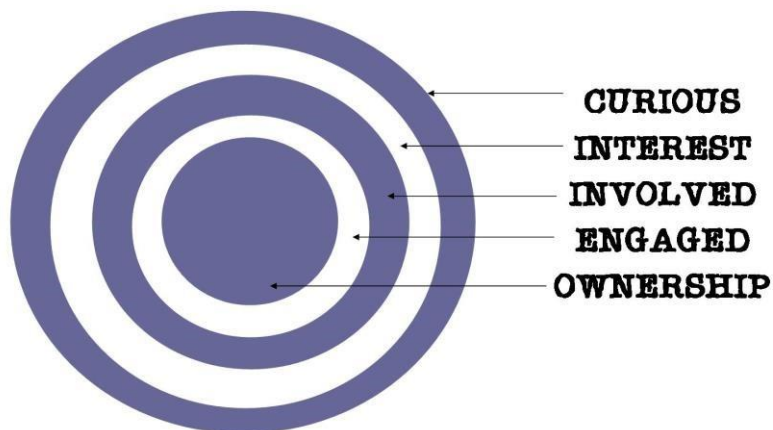
## Retaining Your Members

Keep in mind that prospective members need to feel valued, engaged, and passionate about their work. If they do not feel these things there is no motivation to stay with the organization!

### Focus on their GPA!

- **G** Genius
  - Give members of your organization tasks that they are good at! Members are a lot more likely to stay with your organization if they feel value in the work they are doing!
  - If members are not good at the tasks you are giving them, they probably don't like doing them either!
  - You lose members when they don't enjoy what they are doing for the organization!
  
- **P** Passion
  - Members join your organization because they are interested in what your organization stands for!
  - Everyone has different areas of passion for an organization – if a member shows great interest in a particular area assign them tasks in that area!
  - The more passionate your members are about the tasks the more likely they are going to want to see the project through to the end!
  
- **A** Achievable
  - No one likes to be given daunting tasks that they feel are impossible to complete. Don't give these tasks to your members either!
  - Only give achievable tasks to your members. People are a lot more likely to leave your organization if the work they are given seems overwhelming and unattainable.
  - It is much easier to motivate students to continue when the tasks and goals are within reach!

## **ORGANIZATIONAL INVESTMENT**



*As student leaders, you show ENGAGEMENT and OWNERSHIP. When students show interest in your organization they are CURIOUS! Overwhelming them and expecting them to become immediately INVOLVED and ENGAGED can turn off potential members and keep them from being a part of your organization!*

## Group and Organization Formation

Every group of people that comes together for a common purpose goes through natural stages of forming the group. Being aware of these stages and what you as an organization leader can do to help your group transition through them is vital to your success.

### STAGE 1: Forming

- This is where the group first comes together to meet for their common goal
- Most everyone is very polite, politically correct, and cautious of others that they are unfamiliar with.
- This is the “Pretty Face” stage of the organization

### STAGE 2: Norming

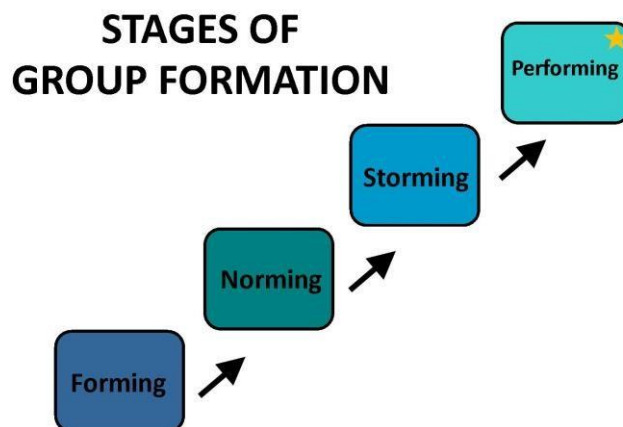
- After you have met a few times and are becoming a bit more familiar with each other you will enter this stage.
- At this point no one still wants to ruffle any feathers by being negative or saying something against the majority of the group.
- Small things might start to appear to be bothersome to members but not strong enough to voice.

### STAGE 3: Storming

- You are more familiar with the group and have become invested enough to want to voice your opinion, even if it is not what others want to hear.
- This is the stage where the most “finger pointing” happens, members are frustrated with particular aspects of the group and just now are starting to feel comfortable voicing their opinions.
- Pent up group frustration appears in this stage.

### STAGE 4: Performing

- After storming for a while there is not much more to complain about without working together to fix the situation.
- Groups start to talk about best ways to communicate and reach their goal.
- They are comfortable with other group members and know their opinions and pet peeves. With this knowledge they are able to work affectively together.



*Being aware of what stage your organization or group is in can help you greatly with your goals and achievement!  
On the next page you will find additional resources to help you through these stages.*

## **Additional Recruiting & Retaining Information**

### **Suggestions and Requests**

- Make your wishes known by suggestions or requests
- When you make a request or suggestions, be sure to tell the reasons for it
- When you are wrong or have made a mistake, admit it

### **Give Praise**

- Give credit where credit is due
- Praise in Public
- Criticize constructively in private

### **Attitude**

- Be positive & encourage your team members
- Be consistent
- Be careful what you say and how you say it
- Don't be upset by little hassles

### **Transparency**

- Let members in on your plans and programs even when they are in the early stages
- Ask members for advice
- Be a good listener to others' ideas
- Use every opportunity to build up members and their sense of importance
- Keep your members informed

## **Common Issues You May Encounter**

### **ATTENDANCE**

Sometimes attendance falls. Reasons for this maybe that the organization members don't feel needed. It is important for the officers to make sure all members have an active part in developing the goals and influencing the activities of the organization. Another way to get students involved is to invite their opinions in meetings. Ask them what they think, or if they have any ideas. Another important step is for the executive members to hold the attention of the general members at meetings. If the meetings are too long or are unorganized, member attendance will decline quickly.

### **MORALE**

If morale seems low try lifting the spirits of the organization by turning a meeting into a pizza party or social event. Plan a program that won't just benefit the organization, but the whole campus community. Have a retreat with the executive officers to find out their thoughts and opinions on the morale problem.

### **LACK OF FOLLOW THROUGH**

What do you do if students don't follow through with ideas and plans? It is important to make sure responsibilities are being delegated. Sometimes when students are overwhelmed they are unable to finish tasks. It is important for the advisor to talk to the student or students involved to get to the bottom of the problem.

### **ABUNDANCE OF COMMITTEE WORK**

What do you do when everything gets referred to a committee? Are too many committees being formed and no work or planning being accomplished? If so, make sure that committees are only formed for big projects. Make sure there is enough work involved so that all members have a task to perform.

## DOMINATION AT MEETINGS

Meetings dominated by one student or a group of students often are ineffective. It is important that the group benefit from all of the members' ideas. It is important to single out individuals who look like they might want to participate.

## Planning and Running an Effective Club Meeting

### *SOME THINGS TO REMEMBER FOR A GOOD MEETING*

- ❖ Announce and advertise meeting schedules widely.
- ❖ Develop an agenda and review it with your advisor prior to the meeting.
- ❖ Publish the agenda in advance.
- ❖ Start meetings on time.
- ❖ Conduct one item of business at a time.
- ❖ Remember that participation is both a right and a responsibility.
- ❖ Encourage discussion and initiate ideas.
- ❖ Assign follow up actions and responsibilities during each meeting if the instructions are short.
- ❖ Summarize accomplishments.
- ❖ Try to limit meetings to one hour.

### Sample Agenda for Meetings

[Organization Name] Agenda:  
Date, Time, Location

- **Welcome**
  - Attendance/roll call
  - Pass out copies of the agenda
- **Event Recap:**
  - Thank you's:
    - Be sure to praise and thank your members for their hard work and dedication. Be specific... if someone really stepped up to the plate, acknowledge it.
  - Other things to include:
    - Attendance at last event
    - Money earned/fundraised
    - Comments: Did you receive positive feedback? Things to improve upon next time? (Write down these suggestions and keep them for future reference.)
- **Officers Updates:**
  - Allow time for each officer to provide a quick update about what they have been working on since the last meeting
    - President
    - Vice President
    - Secretary
    - Treasurer
- **Club Updates/New Business:**
  - Any new information from your advisor?
  - Do you need volunteers for upcoming events, service projects, etc.?  
*If so, have a signup sheet with date, time, location, and shifts for members to sign up for.*
  - Advertisements needed?
- **Open forum:** Comments, questions, concerns?
  - Don't let this get out of hand. Keep the conversation on topic and move on what there's been adequate discussion.
- **Conclusion:**
  - Recap what you discussed throughout the meeting
  - Be clear as to what needs to be accomplished by next meeting, and who is responsible for completing the task(s).
  - Decide on your next meeting time.

## Meeting Minutes

### 1. The use of minutes

- Minutes are an official record of business for an organization.
- Minutes give continuity to procedures, traditional activities, etc.
- Minutes inform those members who weren't in attendance.
- Minutes assist in the follow up of assignments & decisions.

### 2. What should be in the minutes

- Name of the organization, type of meeting, date of meeting, place of meeting
- Name of the presiding officer & secretary (secretary would sign the minutes)
- Acknowledgment of the approval or disapproval of the minutes from the last meeting
- All major motions or decisions
- Names of committee members and any reports
- List of all in attendance
- Any announcements
- Next meeting date, time, location

## GROUP FACILITATION SKILLS:

### ROLES OF A FACILITATOR: PAY ATTENTION TO BOTH THE VERBAL & NON VERBALS

- \* Tone Setting: Energy, seriousness, sensitivity. Pay attention to both verbals and non-verbals!
  - When leading a group discussion, you must attend to much more than just the verbal exchange that happens between members.
  - Passive/active listening
  - Handling the group dynamics
  - Increasing group participation
  - Level of trust among group members
  - Handling someone who dominates a group
  - Level of commitment of group members
  - Conflicts between group members
  - Protecting partial or badly stated ideas
  - Strong alliances between group members
  - Redirecting a group question
  - Attention-seeking behaviors
  - Who talks to whom
  - Preventing put downs
  - How often each group member speaks
  - Preventing ignored statements
  - Members who dominate the discussion
  - Members who are silent
  - Information giving: Fill the group in on what you know.
  - Modeling and self-disclosure

## Facilitating Group Conversation

*Your role during a group discussion is to facilitate the flow of comments from participants. Although it is not necessary to interject your comments after each participant speaks, periodically assisting the group with their contributions can be helpful. Here is a facilitation menu to use as you lead group discussions.*

1. <b>Paraphrase</b>	Validate the speaker by summarizing what has been said.
2. <b>Check for Meaning</b>	Check for understanding of a participant's statement or ask the participant to clarify what he/she is saying. (Ex: I'm not sure that I understand exactly what you meant. Could you run it by us again?)
3. <b>Give Positive Feedback</b>	Compliment an interesting or insightful comment. (Ex: That's a good point. I'm glad that you brought that to our attention.)
4. <b>Expand</b>	Elaborate on a participant's contribution to the discussion with examples, or suggest a new way to view the problem. (Ex: I see where you were coming from. Here is my take on the situation.)
5. <b>Increase the Pace</b>	Energize a discussion by quickening the pace, using humor, or, if necessary, prodding the group for more contributions.
6. <b>Devil's Advocate</b>	Disagree (gently) with a participant's comments to stimulate further discussion. (Ex: I can see where you are coming from, but I'm not sure that what you are describing is always the case. Has anyone else had an experience that is different from Jim's?)
7. <b>Relieve Tension</b>	Mediate differences of opinion between participants and relieve any tensions that may be brewing. (Ex: I think that Susan and Mary are not really disagreeing with each other but are just bringing out two different sides of this issue.)
8. <b>Consolidate</b>	Pull ideas together by showing their relationship to each other. (Ex: Our discussion seems to focus around this theme.)
9. <b>Change the Group Process</b>	Alter the method for obtaining participation. (Ex: Break into smaller groups.)

## Helpful Hints for Facilitators

<i>If this Happens:</i>	<i>Facilitator Reactions</i>
Interrupting/Jumping In	<input type="checkbox"/> Politely tell the person that you would like to finish what is being discussed. Inform him/her that you will get to back to them.
Two people talking at once	<input type="checkbox"/> Ask to hear from one person first and get to the other person second. Ex: "Can we hear from Mary, then John?"
No response to idea offered	<input type="checkbox"/> Ask if anyone has anything to add or has an opinion about the idea. If there is still no response, share some of your thoughts and then ask again.
Person being too judgmental on others' ideas/Too negative	<input type="checkbox"/> Kindly ask the person to be more respectful of others' ideas. Ask him/her to point out the pros and cons to help the group see his/her side.
Member remains silent throughout meeting	<input type="checkbox"/> Ask the member if they have any thoughts or ideas regarding the discussion.
Repetition of same ideas	<input type="checkbox"/> Summarize the main points expressed from the person and then ask to hear from someone else.
Several different opinions being expressed	<input type="checkbox"/> Point out that there are different opinions being expressed and summarize them for the group.
Wandering from topic	<input type="checkbox"/> Tell the group you would like to get back onto the topic and remind them what was discussed.
One dominant person	<input type="checkbox"/> Thank the person for offering ideas and opinions. Then ask to hear from others.

## Things to Consider When Looking At Events

### REMINDER:

You can call and INQUIRE about cost and availability but CAN NOT REQUEST THE CONTRACT → STUDENT ACTIVITIES MUST do this for insurance purposes!

### *Things to consider when looking into acts/events:*

- Does the entertainer require a hotel? Is the cost inclusive or extra?
- Does the entertainer or agency require student helpers? -TIME IS A FACTOR!!!
- Is the event Marywood appropriate? Remember the values of the school, remember your audience – this includes staff, faculty, and administration.
- Where will the event be held?
- Weather? Do you need an indoor location as well?
- Timing of the event.
- What are their rider needs? Actually, what is a rider?!
- Info-tech request.
- Work request.
- Prizes.
- Hospitality – food, room, water during event, etc.
- Are the agencies aware that it is a dry and drug free campus?
- Do we need to provide bracelets or tickets? (Necessary for outside guests attending the event for some entertainers, a band, or homecoming for example.)
- How will you publicize?
- Have we worked with the agency/entertainer in the past? Do they seem pleasant to deal with?

## Locations on Campus to Host Events

*When planning an event, remember the locations that we have to offer on campus.*

- Latour Room:
  - Multipurpose Room
    - Holds 400 students maximum
    - Has built in surround sound PA system
    - Capable of putting risers (small stage) inside
- Fireplace Lounge:
  - Main student lounge on campus
    - Good for make-your-own events, small sized guest speakers, craft days Open Mic, etc.
- Upper Level Nazareth Dining Area
  - Holds approx. 300 students
  - Can be divided into 2 separate planning areas
  - Each area has built in stereo/PA system and projector and screen
- Insalaco Arena at Mellow Center (Gym)
  - Good for large events
  - Bad acoustics (not great for bands)
- Art Field
  - Great for outdoor events
- The Learning Commons
  - Great for tabling in the corridor area



# Marywood University

## Event Approval Form Part # 1

### ORGANIZATION DETAILS

Club/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number/Email \_\_\_\_\_

Today's Date: \_\_\_\_\_ (MUST BE AT LEAST 3 weeks from event date!!)

### EVENT DETAILS

Date for the Program: \_\_\_\_\_

Event Title: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Attendance Expected: \_\_\_\_\_

**\*\* Do you have enough money in your account for this event? If you need Additional Funding you MUST Request and have approval for the funding BEFORE you fill out this form!**

Description of the Event (Be as detailed as possible, Who, What, When, Where):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Types of Publicity (Attach examples if possible, Flyers, Digital Media, T-Shirts, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COST BREAKDOWN

Performer/ Contact \$ \_\_\_\_\_

(Magicians, DJ's, Singers, Comedians, etc)

Prizes \$ \_\_\_\_\_

(Prizes for Attending the Event, Larger Giveaways,)

Public Safety \$ \_\_\_\_\_

(Depending on Your Event You May Need Officers Present)

Performance Services \$ \_\_\_\_\_

(Sound, Lighting, Microphones, Amps, Projectors, etc)

Facilities \$ \_\_\_\_\_

(Stage, Chairs, Garbage Cans, Custodial Staff, Tear Down)

Promotions \$ \_\_\_\_\_

(Give Always, Hand Outs, Fun Advertisements, Candy, etc)

Dining Services \$ \_\_\_\_\_

(Food, Drinks, Plates, Napkins, etc)

Misc \$ \_\_\_\_\_

(Paper Flyers, Decorations, Supplies, etc)

# Marywood University

## Event Approval Form Part # 2 FACILITY RESERVATION

Club/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number/Email \_\_\_\_\_

Event Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ (MUST BE AT LEAST 3 weeks from event date!!)

**WHERE:** (Please indicate building (s), respective room (s) and/or area (s) requested)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHEN:**

Day & Date _____	FROM _____	TO _____
Day & Date _____	FROM _____	TO _____
Day & Date _____	FROM _____	TO _____
Day & Date _____	FROM _____	TO _____
Day & Date _____	FROM _____	TO _____
Day & Date _____	FROM _____	TO _____

**EQUIPMENT/OTHER SERVICES:** AV EQUIPMENT NEEDS MUST BE MADE THROUGH SALD, WHO WILL PLACE THE REQUEST WITH THE HELP DESK

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SET-UP INSTRUCTIONS** (You must provide an electronic layout)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(DATE OF REQUEST)

\_\_\_\_\_  
(Signature of Organization Representative)

## Programming Checklist

*\*\* Although NOT required for student organizations, the following form can help in planning events*

Event Name \_\_\_\_\_  
Time of Event/ Date of Event/ School Week # \_\_\_\_\_  
Location of Event \_\_\_\_\_  
Intern/ Shadow \_\_\_\_\_

### **Budget Breakdown**

Performer/ Contact \$ \_\_\_\_\_  
(Magicians, DJ's, Singers, Comedians, etc.)

Public Safety \$ \_\_\_\_\_

Technology Requested? (Depending on your event you may need officers present)

Facilities \$ \_\_\_\_\_  
(Stage, chairs, garbage cans, custodial staff, tear down, set up, etc.)

Dining Services \$ \_\_\_\_\_

Liability Waivers? Promotions \$ \_\_\_\_\_  
(Giveaways, handouts, fun advertisements, candy, etc.)

Prizes \$ \_\_\_\_\_  
(Prizes for attending the event, larger giveaways, etc.)

Performance Services \$ \_\_\_\_\_  
(Sound, lighting, microphones, amps, projectors, etc.)

Miscellaneous Supplies \$ \_\_\_\_\_  
(Paper flyers, banners, decorations, candy, etc.)

TOTAL COST OF EXPENDITURES \_\_\_\_\_  
(MUST NOT EXCEED \$ \_\_\_\_\_)

### **Logistics**

Room Reservations?

Facilities Layouts?

Petty Cash Requested?

W9 Forms? (If prizes)

Bus Reserved? (If trip) (Food, drinks, plates, napkins, etc.)

Pick up petty cash?

Pick up check?

### **Promotional Time Line**

#### **3 Weeks before Your Event**

Advertisement # 1 \_\_\_\_\_

Additional Advertising \_\_\_\_\_

Face Book Page  Campus TV

How Many Members to Assist You? \_\_\_\_\_ All Reservations Made? \_\_\_\_\_

#### **2 Weeks before Your Event**

Advertisement # 2 \_\_\_\_\_

Additional Advertising \_\_\_\_\_

Facebook Page

How Many Members to Assist You? \_\_\_\_\_ All Reservations Made? \_\_\_\_\_

## **Week of Your Event**

Advertisement # 3 \_\_\_\_\_

Additional Advertising \_\_\_\_\_

All Campus Email  E2 Campus

How Many Members to Assist You? \_\_\_\_\_ All Reservations Made? \_\_\_\_\_

## **Standard Event Timeline**

### **6 weeks before your event:**

1. Make sure ALL of your promotions are ordered!
2. Confirm any contracts of performers or businesses with Assistant Director of SALD
3. Discuss with the student graphic designer your needs (if applicable). Begin constructing advertisements.
4. Contact facilities to make sure all of your location and event needs are secured. The Student Activities Office will do this for you.

### **5 weeks before your event:**

1. Plan out logistics of your promotional timeline
2. Contact dining (be sure to check your budget with the Graduate Assistant first)
3. Secure volunteers for your promotional needs
4. Secure day of event volunteers

### **4 weeks before your event:**

1. Have all prizes and decorations purchased for your event
2. Have your final needs meeting with Graduate Assistant or advisor about logistics
3. Have event timeline secured in regards to setup, event, and take-down including all performer arrivals and volunteers

### **3 weeks before your event:**

1. Paint window
2. First big advertisement

### **2 weeks before your event:**

1. Second big advertisement push

### **Week of Event:**

1. Last big advertisement push
2. Make a Day of Show Agenda
3. Any last minute details (advisor or GA)

## SAMPLE DAY OF SHOW AGENDA

\* Day of show agenda's should be clear and detailed enough so that someone who is not in charge could pick it up and run the event. \*

*Event: 50's Roller Rink*

*Location/Time: Latour Room, 12pm-4pm*

*Date: 1/21/15*

9:45am Arrive in SAC Office (Maria and Lauren). Check if Latour Room is unlocked.  
10:00am Roller State rental company arrives (Mark 203-798-7281; Maria as SAC contact)  
11:00am Rachel, Andrew, Mike, and Tiffany arrive to set up decorations and projector.  
Be sure to bring: tape, scissors, ice for ice cream bucket, 4 tablecloths, costumes for photo booth, liability forms, pens, check in signs, etc.  
11:45am Sound check; start music  
12pm Event begins!  
SAC stationed at (1) check in, (2) liability station, (3) food table, (4) photo booth  
3:45pm Stop food, announce return of skates  
4pm Tear down: Clean up volunteers (Dana, Nate, Josh)

## Advertising

### POSTER-PUBLICITY REGULATIONS

#### Posting Policy for Nazareth Hall, Marywood University

- All signs, notices, flyers, banners and table tents must be approved and stamped by the Student Activities and Leadership Development (SALD) Office before any materials can be posted. If individual departments have approval stamps, they may use them to approve their own advertisements (but not other department advertisements). All other departments and individuals without stamp access must have their flyers and advertisements approved by SALD prior to posting in Nazareth.
- It is suggested that all items be submitted for approval before photocopies are made.
- If posters are professionally made and printed by the Marketing and Communications Department, they do not need prior approval before hanging on campus.
- All signs must contain the name of the sponsoring organization, contact information, the date, time and location of the event.
- Materials must not violate University policy or federal, state, or local laws.
- No sign, notice, flyer or poster, which advertises an event, may be posted for a period longer than two weeks with the exception of rental properties which may be advertised for a maximum of two months.
- Fliers may not be placed on any surface, besides corkboards, in the Nazareth Student Center. Posters and banners may be placed in specified areas within the Nazareth Student Center. Please consult the Office of Student Activities and Leadership Development for specified locations. **Any material found in violation of this policy will be immediately removed and recycled.**
- Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
- Materials may not be placed excessively in one area and may not cover other posters or signs.
- The use of duct tape, glue or paste is strictly prohibited. Painter's tape (blue tape) is the only material allowed to attach signs on painted surfaces. Students should use push-pins to post on appropriate bulletin boards.
- Chalk, paints and markers may not be used on any building surface without permission from the SALD Office.

- Materials hung in violation of any above policies will be removed and recycled.
- It is the responsibility of the sponsoring organization to remove outdated materials. Recycling is strongly encouraged.
- Malicious destroying/defacing others' publicity will result in administrative or disciplinary punishment.
- Failure to comply with these guidelines by students or student organizations will result in either administrative or disciplinary action.

### **How can the SALD Office help you Advertise?**

- Flyers:
  - Copies of flyers can be made for your club. Bring a flyer to the office, have it stamped. You are allowed to print either 30 black & white copies or 15 color copies per flyer.
- Posters:
  - We have large rolls of colored paper. You are free to use the blank rolls of paper to create your own homemade posters as advertisements. We will supply you the paint and/or markers that you'll need.
- Weekly Announcements E-mail:
  - You may e-mail the Graduate Assistant, at [marywoodclubs@marywood.edu](mailto:marywoodclubs@marywood.edu) to get things electronically sent to the student body through the Student Life Weekly Announcements. These announcements take place every Thursday, so please submit your entries by Tuesday each week.
- Window Painting:
  - You can reserve a window to paint as a way to advertise in the Fireplace Lounge. You may also use the paint that we have. Please keep in mind that the window must be cleaned two days after your event takes place.
- Creative Advertisements:
  - Stickers/Labels on Candy
  - Stakes in the ground with a poster
  - Be creative!
- Sidewalk Chalk:
  - You may decorate the area outside Nazareth with sidewalk chalk. Please inquire within the office for supplies.
- Facebook:
  - If you are using one for your club, please make sure it is appropriate and only available to Marywood students.
- Other ideas are welcome. Please just run them by the Graduate Assistant.

## Program Evaluation

1. Event Name:
2. Location:
3. Date:
4. Total cost of event: \$\_\_\_\_\_
5. Program Attendance: Anticipated \_\_\_\_\_ Actual \_\_\_\_\_
6. Cost per person for event: \$\_\_\_\_\_
7. Describe the program and its goals:
  
8. List all forms of advertisement (Flyers, Posters, Social Media, etc.)
  
9. What were some of the challenges of planning this event? How can we improve this event?
  
10. What worked well for this event?

### Rate the Event

*Rating System: 5: Excellent 4: Very good 3: Good 2: Fair 1: Poor*

	5	4	3	2	1	n/a
Originality of Event						
Promotional Material Provided						
Audience Enjoyment						
Worth/Value						
Ease to organize						
Ease of setup & clean up						
Effectiveness of event promotion						

Additional Comments:

# FUNDRAISING

Fundraising is the key to maintaining an organization. Without money it is almost impossible to write letters, publicize events and sponsor programs. However, successful fundraising does not have to be difficult or boring. Be creative and make it a group effort.

## Student Government Guidelines for Successful Fundraising

1. Fundraising is not required, but recommended, of student organizations.
2. Fundraising activities on campus must be done under university auspices.
3. The SALD Office must approve all fundraising activities before they begin.
4. The Development Office must approve any solicitation of any off-campus business.

## Approving your Fundraiser

All student organization fundraisers **MUST** be approved by the Student Activities Graduate Assistant at least 14 days before the fundraiser is to take place.

Fundraising Request Forms can be found on the Student Activities website under “Useful Forms” or hard copies can be picked up in the Student Activities Office (Nazareth 107).

Student Activities and Leadership Development  
Marwood University

**FUNDRAISING REQUEST FORM**

Today's Date \_\_\_\_\_ Requested By \_\_\_\_\_  
Name of Organization \_\_\_\_\_ Position in Organization \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Fundraiser \_\_\_\_\_  
Start Time/ End Time/ Date of Event \_\_\_\_\_  
Location/ Room Requesting \_\_\_\_\_  
Attendance Expected: \_\_\_\_\_

Name of Fundraiser \_\_\_\_\_  
Reason for Fundraising: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost to Organization**  
Please List All foreseeable Expenses  
(Money You Need To Take From Your Account to Start Sales)  
(Specify Purchase of Goods You Plan to Sell, Advertising, Etc.)

\_\_\_\_\_

Amount of Money Needed From Your Account \$ \_\_\_\_\_

**Cost to Buyer**  
Cost of Product \$ \_\_\_\_\_  
(Please Check Item Being Sold)

**Projected Profit**  
(Cost of Product) \$ 4.00 per 2.50oz = \$ 10.00 (Amount of Product) = \$ 200.00 (Total Product Amount)  
(Total Product Amount) \$ 200.00 - (Cost to Organization) = \$ 190.00 (Projected Profit)

-----

(Cost of Product) \$ \_\_\_\_\_ X \$ \_\_\_\_\_ (Amount of Product) = \$ \_\_\_\_\_ (Total Product Amount)  
(Total Product Amount) \$ \_\_\_\_\_ - \$ \_\_\_\_\_ (Cost to Organization) = \$ \_\_\_\_\_ (Projected Profit)

Organization Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SALD Graduate Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
Submit to [marwood@marwood.edu](mailto:marwood@marwood.edu) or SALD office at least 14 days prior to the event.  
Fundraising concepts are approved on a 20% basis, first-come, first-served basis.  
Requests will not be approved during the same semester.  
This form must be received prior to the Event Registration Form

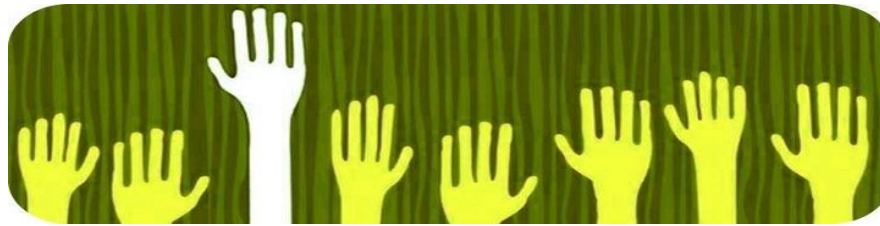
## Planning Your Fundraiser

1. Plan in advance. Develop a strategic plan for the group, including fundraising activities and target dates for fundraisers.
2. When deciding on a fundraiser keep the following in mind:  
Is there interest? What is the time commitment? What resources do we have? What would this cost?
3. Delegate responsibility to all members so that everyone can be involved.
4. Publicize! There is no easier way to **not** make money at a fundraiser than to hold one that no one knows about. Be visible and let people know for what, when and where you will be fundraising.
5. Evaluate with your group! What worked? What didn't? How could it have been better? Make sure to keep a record of all suggestions, so that next year you don't have to reinvent the wheel.



# **SERVICE REQUIREMENTS**

## SERVICE REQUIREMENT FOR FUNDED ORGANIZATIONS



**“Our undergraduate and graduate programs promote academic excellence, advance innovative scholarship, and foster *leadership in service to others*.” -Marywood University  
Mission Statement**

*As leaders among the student body, members of Marywood University clubs and organizations have a responsibility to represent the Marywood Mission and Core Values in all sponsored activities and programs. Service is a Core Value that also develops leadership and leads to a greater awareness of self and the world around us.*

**Recognized student organizations that receive funding from the Student Government Association must complete one service project each semester.**

**The most successful service projects are usually in one of the categories below:**

- Hands-on activity - actively serving on-site of the agency or with people ○ Club Discovery, Thanksgiving Adopt-A-Family, Habitat for Humanity, St. Francis Kitchen, Ronald McDonald House, St. Joseph’s Center Baby Pantry, city/park clean-ups, etc.
- Fundraiser - proceeds of sales or paying to participate in a community benefit event ○ Signing up for a walk or 5K, wheelchair basketball, candy bar sales, donation drives, etc.
- Awareness Campaign - public education about an important issue ○ Environmental, autism awareness, pro-life, drug & alcohol abuse, etc.
- Service Trip - traveling out of the Scranton area or staying somewhere overnight ○ Habitat for Humanity, overnight trip to serve in Philadelphia or NY, etc., fall or spring break trip to Appalachia, river clean-ups, etc.

# 3 STEPS FOR SUCCESSFUL SERVICE

## 1. **Brainstorm and choose your service activity**

- Consider the purpose of your club/organization...how can you use your common interest to fill a need in the community? Do something you care about!
- The activity and community agency must be consistent with the mission and values of Marywood University.
- Choose a project that will involve as many members of your group as possible. Consider the best dates and times that your members are available.
- Visit the **Service & Social Justice** page of Campus Ministry's webpage
- Attend a Volunteers in Action (VIA) Club meeting (every other Monday night at 9PM in The Fireplace Lounge) for the latest opportunities for service or to announce your service project for more support.
- For more advice or direction, discuss ideas with your club advisor or ask the **Office of Service-Learning & Community Service**.

## 2. **Complete and submit the online Approval Form** at least two weeks prior to the proposed service activity. *The Approval Form can be found under the "Useful Forms" tab on the clubs page of the Student Activities website.* The Office of Service-Learning and Community Service receives and reviews the submitted ideas. It may take one week to receive a response. Generally, projects are approved if they:

- Meet a real need in the community
- Are financially feasible (low up-front costs)
- Fit with the mission and values of the university
- Don't duplicate a project already being done by another group on campus - Are safe and involve minimal risk to participants
- Build or strengthen relationships between MU & community groups

If the activity is not approved, the Office of Service-Learning and Community Service will provide assistance in revising your original idea if necessary.

## 3. **Complete and submit the online Community Service Completion Form**, available under the "Useful Forms" tab on the Club page of the Student Activities webpage. This is the only means of verification to the Student Government Association regarding completion of the service requirement. If a Service Completion Form is not submitted, the club will face potential ramifications to future funding and re-recognition.



### Office of Service-Learning & Community Service

Swartz Center, Room 132570-961-4723

Email: [communityservice@m.marywood.edu](mailto:communityservice@m.marywood.edu)

Website:

<http://www.marywood.edu/campmin/communityservice/>



# Marywood University

## END OF SEMESTER REPORTS

End of semester reports are required for all funded clubs and organizations.

Due date: The last day of final's week each semester

**Each report should be submitted electronically.  
Please see "Council of Clubs" website with the End of Semester  
Report link. This will also be emailed to all club presidents.**

Below is a list of items that must be included in your End of the Semester Report in order for you to maintain active **Recognized Funded** status as a club on Marywood University's campus. Please complete the End of Semester Report by the last day of finals week each semester.

- ACTIVITIES/PROGRAMS/EVENTS THAT THE CLUB HOSTED
- SERVICE WORK ACCOMPLISHED
- HOURS OF COMMUNITY SERVICE HOURS COMPLETED
- MONEY RAISED TO PHILANTHROPIC CAUSES
- CLUB FUNDRAISERS
- ACCOMPLISHMENTS
- STRUGGLES OR CHALLENGES
- CHANGES IN ADVISORS/OFFICERS/PRESIDENTS/ETC.
- GOALS FOR UPCOMING SEMESTER
- CHANGES IN OFFICERS OR ADVISOR

## **Club and Organization Advisor Duties**

- Be well informed about all plans and activities of the student organization.
  - Regularly attend club meetings
  - Schedule weekly or bi-weekly 1-on-1 meetings with the president or Executive Board
  - Discuss club goals, programs, events, financial status, and interpersonal issues.
- Serve students by providing opportunities for the club members to be self-directed and exercise their own judgement. Encourage members and the organization's Executive Board to operate the organization on their own, while providing support along the way.
- Facilitate personal growth for the students.
- Be familiar with the mission and core values of Marywood University, and ensure that the organization's actions align with these values.
- Know the policies and procedures listed in the Clubs and Organizations Handbook and communicate this to students.
- Support the organization through attending club events. Have a thorough knowledge about club events prior to their event date. Troubleshoot potential problems or liability concerns with the students, and contact the Office of Student Activities and Leadership Development if necessary.
- Ensure that the organization submits ALL club initiatives for prior approval through the Office of Student Activities in the appropriate timeframe. This includes all fundraisers, meetings, on and off-campus events, community service, and funding requests.
- Encourage the group to complete an evaluation after each program and activity. See page 23 for sample.
- Reach out the Assistant Director of SALD in case or inquiries or problems.

## **Guidelines for Off Campus Student Organization Sponsored Events with Alcohol Service**

- Only a third party vendor must provide the alcohol.
  - They venue must have a minimum of \$1 million in liability insurance and possess a liquor license;
  - Cash bar only, no open bar, no BYOB;
  - Only the bartender may serve the alcohol
- Student event planners must hire someone else (i.e. 3rd party vendor, security company) who is qualified to check IDs at entry and maintain a system to indicate those over 21 (i.e. bracelets);
- Transportation plan in place (i.e. designated drivers, buses, cabs, etc.) and made known to event participants;
- Non-salty food, soda, and water must be served and featured prominently;
- Advisor(s) and/or faculty/staff chaperones must be present at a ratio of 1 faculty/staff per 50-60 students attending the event and are required to stay for the entirety of the event. They should arrive a minimum of 30 minutes prior to guest arrival.
- Student event planners must be TIPS trained;
- Security present at the event; fire marshals must be present as appropriate to venue;
- Any ads for the event must not feature the presence of alcohol;
- There must be an emergency plan in place to prepare for overly intoxicated individuals;
- At the event or prior to the event there must be made available:
  - Safe and healthy drinking education
  - A reference to the local laws
  - Transportation information
  - Contact information for the sponsoring organization

Please refer to Alcohol and Controlled Substances Policy in the *Calendar and Student Handbook*  
Updated by Dean of Students 8/09

## **Guidelines for Political Activities**

### **Introduction**

Marywood University encourages students, faculty and staff to be politically active, recognizing that political activity is an important expression of citizenship. The University supports and encourages the free exchange of ideas related to all issues and individuals' decisions to support causes and candidates of their choosing.

As a tax-exempt, charitable institution, however, the University is subject to the relevant rules and regulations of the Internal Revenue Code that prohibit universities from participating in any political campaign or partisan political activity. Related Federal Election Commission regulations also place other limitations on political activity at educational institutions.

### **Political Candidates and Campaigns**

Students, faculty and staff are free to express their individual and collective political views, so long as it is clear they do not speak or write for or in the name of Marywood University. A registered student organization may not endorse a particular candidate and neither the University's name nor logo may appear on any materials used for or intended to support a particular candidate or campaign.

Political programs on campus may be sponsored only by an individual, organization or department from the University community. Any campus appearance of a candidate for political office must be only for an educational or informational purpose. The event must not be conducted as a campaign rally and the moderator should indicate clearly that neither the sponsoring University entity nor the University supports or opposes the candidate(s). During such programs, representatives of political parties may distribute materials directly related to the issues being discussed, but

individual political candidates may not be promoted. Program planners must ensure that all sides of a dialog have equal opportunity for presentation and discussion during the same event.

Campaign solicitations and campaign fundraising activities may not be held on University property. This prohibition extends to the posting or transmission of campaign materials by or through any University communication network. Funds for political candidates or campaigns may not be solicited in the name of the University or on the campus.

Members of the community are encouraged to participate in programs that enable students to register to vote. The Dean of Students provides information on voter registration and the process to conduct such drives.

#### **Use of University Facilities and Resources**

University facilities and resources may not be used by or on behalf of an outside organization or individual whose purpose is to further the cause of a particular candidate or political party.

University communications systems, including but not limited to phone, internet, e-mail and campus mail, may not be used to support or oppose a particular political candidate and no University funds may be used to support any politically partisan activity, including services or materials.

If a program will include candidates for public office and/or current or former political office holders, the program organizers should notify the Marketing and Communications Office well in advance of the program.

#### **Related Policies**

All activities and events which meet the above criteria also are subject to the policies and regulations related to hosting speakers, scheduling events, posting materials and other event logistics.

Advertisements for such educational, political programs on campus must comply with the posters/fliers/signage policy published in the student clubs/organizations handbook. The Director of Student Activities and Leadership Development or his/her designee must review and approve such materials prior to posting.

Promotional materials must include a program description and contact information of the sponsoring individual or group; materials that support a particular candidate or a single side of an issue are not permissible and may not be posted.

# MASTER SALD CONSTITUTION

\*\*\*In the case that a club or organization does not have specifications listed in their constitution, this document will act as the “master” Student Activities and Leadership Development constitution and will serve as the “final ruling” if necessary.

**Red = Information you must edit to fit your specific club/organization**

**Green = Information you may edit if you deem necessary**

**Black = Information that must remain the same**

## [SAMPLE CONSTITUTION FORMAT]

### Constitution of [Insert Club/Organization Name Here]

#### ARTICLE I: Organization Name

The name of this Club/Organization is [insert name here].

#### ARTICLE II: Purpose

The purpose of this club/organization is to provide an opportunity for students of Marywood University... [list reason for existence, goals of the Club/Organization. Examples may include: Provide a sense of community; maintain academic freedom; promote leadership skills; etc.]

#### ARTICLE III: Membership

Section 1: The club/organization is open to all students Marywood University.

Section 2: The club/organization shall not discriminate against any student on the basis of race, color, religion, sex, national origin, creed, age, disability, marital status, major and/or degree program, political opinions or affiliations, or veteran status.

Section 3: Membership allows one to vote and join a committee. Membership will be renewed by registration at the beginning of each academic year.

Section 4: [Insert any additional requirement to be a member here]

#### ARTICLE IV: Officers & Officer Duties

The officers of this club/organization are: [insert officer positions here].

Section 1: Duties and responsibilities of the President

- a. Act as the chief executive of the club/organization
- b. Preside over club/organization meetings
- c. Serve as the liaison between the club/organization and administrative offices
- d. Appoint the presidential cabinet, as well as committees or commissions that are deemed necessary e. Call special meetings of the club/organization
- f. Meet [weekly/bi-weekly] with advisor
- g. Take care that this constitution and the laws of the student body are faithfully executed
- h. Perform any administrative power or duty not accounted for in this constitution

Section 2: Duties and responsibilities of the Vice President

- a. Exercise presidential duties in absence of the president
- b. Assume presidential office upon vacancy
- c. Appoint staff aids as deemed necessary
- d. Ensure event registration and event evaluation forms are completed
- e. Meet [monthly] with advisor

Section 3: Duties and Responsibilities of the Treasurer

- a. Maintain complete and accurate account of the club/organization’s funds
- b. Sign requisitions for club/organization funds
- c. Prepare the annual budget request packet with the president (if applicable - i.e. members pay dues) d. Report to the president

Section 4: Duties and Responsibilities of the Secretary

- a. Take minutes at club/organization meetings
- b. Maintain complete and accurate records of all club/organization meetings c. Report to the president

Section 5: Duties and Responsibilities of the [insert any additional club/organization officers]

## **ARTICLE V: Community Responsibilities**

All members recognize that they are part of the Marywood University community and the communities of Lackawanna and Dunmore counties and that as such, they are subject to the rules and regulations set forth in the District Board of Trustees Policy Manual, current student handbook, as well as national, state and city laws. As students, members realize that they represent the universities they are involved in official club/organization functions on or off campus, and agree to do so in a responsible manner.

### **ARTICLE VI: Funding**

*(Recognized FUNDED organizations use this...)*

The club/organization will have a treasurer designated as the party responsible for finances. All monies raised through club/organization dues, donations, or fundraisers are acknowledged as Marywood University's funds and will be maintained in a Marywood University agency account (in which the club's funds will roll over from semester-to-semester, and year-to-year). Further, all monies allocated to the club by the Student Government Association will be maintained in the same university account and should also be the responsibility of the club treasurer. No monies associated with this club/organization will be held in accounts outside the university.

Please note: In return for funding, your organization complete the following requirements.

1. A minimum of two representatives must attend the fall semester organization workshop
2. A minimum of two representatives must attend the monthly Council of Clubs meetings
3. The organization must complete at least one community service project each semester
4. The organization must compile and submit end-of-year report

\*\*\* IF THESE REQUIREMENTS ARE NOT COMPLETED, the organization will be unable to request funding for one entire semester (from the time that the requirements are completed).

*(Recognized UNFUNDED organizations use this...)*

The club/organization will have a treasurer designated as the party responsible for finances. All monies raised through club/organization dues, donations, or fundraisers are acknowledged as Marywood University's funds and will be maintained in a Marywood University agency account (in which the club's funds will roll over from semester-to-semester, and year-to-year). No monies associated with this club/organization will be held in accounts outside the college.

Please note: Unfunded organizations are exempt from the above requirements, but are NOT able to ask for funding.

### **ARTICLE VII: Elections**

Section 1: Members in good standing shall comprise the electorate. Each member of the electorate shall be entitled to vote.

Section 2: Elections shall be held *[insert semester/date/time]*.

Section 3: Qualifications for Office

All officers must be registered, enrolled full-time students with a GPA of 2.0 or above during the entire term of office and at time of election. Incoming freshmen (those who not have previously attended a postsecondary institution or have no existing Marywood University GPA) shall be exempt from the following qualification requirements during the first academic semester in office or until a cumulative Marywood University GPA has been established.

## **ARTICLE VIII: Vacancy of Office**

Section 1: President- In the event that the president position becomes vacant, such vacancy shall be filled by *[insert position here]*.

Section 2: In the event that the positions of the Vice President, Secretary, Treasurer, Advisor, or *[insert any additional club/organization officers]* become vacant *[chose one of the following options: a or b]*.

- a. The members elect a new officer/advisor within two weeks, with a 2/3 majority vote.
- b. The president seeks out and appoints the officer/advisor and the members will need to approve.
- c. The newly appointed member must notify the Student Activities Office of the change in officer position immediately.



## **ARTICLE IX: Removal of Officers**

Section 1: Grounds for removal of an officer include...

- a. Violation of Marywood University District Board of Trustees Policy Manual
- b. Violation of rules and regulations set forth in the current student handbook
- c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the club/organization.
- d. Failure to uphold the provisions of this constitution and bylaws.

An officer may be removed by the following process:

- a. A petition to remove the officer in question must be submitted to another executive officer. Such a petition must contain the signature of at least 20% of the voting members of the club/organization.
- b. If there is concern about an executive member and removal is in question, a face-to-face meeting must take place between the advisor, student in question, Student Activities staff representative, and a minimum of one other Executive Board member.
- c. Based on the findings, the student in question will then have two weeks to remedy the situation.
- d. After two weeks of failed remedy, the grounds for removal are to be presented in writing to the club's members (at a regular or special meeting).
- e. The officer in question shall be provided one week to present a defense (in person or in writing).
- f. When such a petition is received, the officers shall call a meeting of the club/organization to decide upon removal. There must be a quorum ( $\frac{2}{3}$  members) for the vote of removal.
- g. Follow Article VIII to fill a position after removal.

## **ARTICLE X: Advisor**

Section 1: This club/organization will have at least one member of Marywood University faculty or administration serve as an advisor.

Section 2: Duties and responsibilities of the advisor(s)...

- a. Be available to all members for consultation for advice, counsel, and as a resource.
- b. Meet [weekly/bi-weekly] with president.
- c. Sign appropriate budget and event paperwork.
- d. Be familiar with university rules and Office of Student Life policies pertaining to student club/organizations.
- e. Attend club/organization's meetings and activities
- f. Perform eligibility checks on all officers and members, and inform ineligible members of their status.
- g. Remove ineligible officers and members from their position.
- h. Keep open lines of communication with the Office of Student Activities and Leadership Development on matters of concern regarding the club/organization.

Section 3: Advisor Selection

- a. The executive board will meet with prospective advisors and make a recommendation to the general membership.
- b. The general membership will confirm the advisor(s) by a  $\frac{2}{3}$  majority vote.

Section 4: Advisor Removal

- a. A petition to remove the advisor must be submitted to another executive officer. Such a petition must contain the signature of at least 20% of the voting members of the club/organization.
- b. If there is concern about an advisor and removal is in question, a face-to-face meeting must take place between the advisor, Student Activities staff representative, and a minimum of one other Executive Board member.
- c. Based on the findings, the advisor in question will then have two weeks to remedy the situation.
- d. After two weeks of failed remedy, the grounds for removal are to be presented in writing to the club's members (at a regular or special meeting).
- e. When such a petition is received, the officers shall call a meeting of the club/organization to decide upon removal. There must be a quorum ( $\frac{2}{3}$  members) for the vote of removal.
- f. Follow Article VIII to fill a position after removal.

## **ARTICLE XI: Amendments**