



OHIO
UNIVERSITY

Student Organization Advisor Manual

Campus Involvement Center
Created: July 2022

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Welcome from the Campus Involvement Center

Dear Student Organization Advisors,

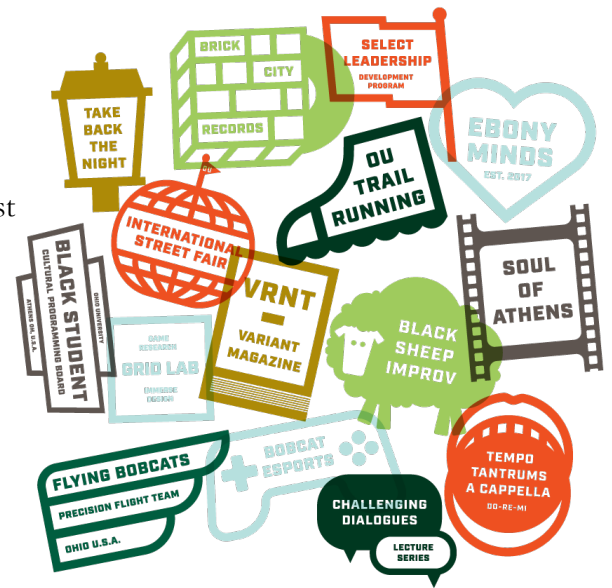
The Campus Involvement Center (CIC) provides an environment where students develop a sense of belonging and leadership skills through engagement opportunities in student organizations and campus programming. We are pleased to offer a centralized source of information to assist student organization advisors in their roles at Ohio University.

While one manual cannot comprehensively capture the challenges and complex dynamics that an advisor may encounter, it can serve as a guide for matters relating to policy, programming, and implementing best practices.

Advisors provide their expertise, time, and care to both support and productively challenge members of student organizations. Oftentimes, this labor goes without recognition or praise, but it is not lost on us. Individually, student organizations offer rich, interdisciplinary opportunities for experiential learning and leadership development outside-of-the-classroom. Collectively, student organizations enrich campus life by enhancing the cultural, social, and intellectual life of the University. In granting recognition to student organizations, the University and Campus Involvement Center hope to provide support to students aiming to pursue their various interests, talents, and strengths that are separate from formal curricular experiences. This could not happen without our student organization advisors.

Thank you for serving as an advisor. You are helping to enrich the Bobcat Community.

Go Bobcats!
Campus Involvement Center



Ohio University's Mission and Vision

Mission: Ohio University holds as its central purpose the intellectual and personal development of its students. Distinguished by its rich history, diverse campus, international community, and beautiful Appalachian setting, Ohio University is known as well for its outstanding faculty of accomplished teachers whose research and creative activity advance knowledge across many disciplines.

Ohio University Vision: Ohio University will be the nation's best transformative learning community where students realize their promise, faculty advance knowledge, staff achieve excellence, and alumni become global leaders.

Section I: Student Organization Resources

Campus Involvement Center Contact Information

Mailing Address

355 Baker University Center
1 Park Place
Athens, Ohio 45701

Campus Involvement Center

Main Email

involvement@ohio.edu

Campus Involvement Center

Main Phone Number

(740) 593-4025

Campus Involvement Center

Website

ohio.edu/involvement

Campus Involvement Center

Fax Number

(740) 593-4068

Operating Hours

(Fall and Spring Semester)

8:00 AM - 5:00 PM

(Summer and Winter)

9:00 AM - 4:00 PM

Student Organization Generalist Team		
Name & Title	Contact for:	Contact Information
<p>Josh Gruenke Associate Director for Student Activities <i>Campus Involvement Center</i></p>	<ul style="list-style-type: none"> • Contracts • Policy questions • Conduct concerns • Financial audits • Student organization establishment and re-registration process 	<p>gruenke@ohio.edu (740) 593-1761 Baker 355</p> <p>Or book an appointment here</p>
<p>Mak Olaker Assistant Director for Student Engagement <i>Campus Involvement Center</i></p>	<ul style="list-style-type: none"> • General student organization matters • Policy questions • Financial audits • Student organization establishment and re-registration process • Leadership Development 	<p>olaker@ohio.edu (740) 593-4742 Baker 355</p> <p>Or book an appointment here</p>
Club Sports		
<p>Role in Transition Assistant Director of Competitive Sports and Community Programming <i>Campus Recreation</i></p>	<ul style="list-style-type: none"> • All club sport matters 	<p>clubsports@ohio.edu (740) 593-9913 Ping 140</p>

Sorority and Fraternity Life Team		
Christianne Medrano Graham Director of Sorority and Fraternity Life <i>Office of Sorority and Fraternity Life</i>	<ul style="list-style-type: none"> • Sorority and Fraternity life matters 	cmedranog@ohio.edu (740) 593-4065 Baker 330
Student Organization Finance		
Adam Grimm Student Organization Finances <i>Campus Involvement Center</i>	<ul style="list-style-type: none"> • Financial information requests • Disbursement vouchers • Checks • Making purchases on University Purchasing Card (PCard/credit card) 	Grimma@ohio.edu (740) 593-4127 Baker 355 Or book an appointment here
Senate Appropriations Commission (SAC) <i>Student Senate</i>	<ul style="list-style-type: none"> • All SAC funding related manners 	sac@ohio.edu Baker 305
Student Representation and/or Advocacy		
Student Senate	<ul style="list-style-type: none"> • Campus/Student representation 	senate@ohio.edu Baker 305

Section II: General Requirements and Expectations

Advisor Manual Disclaimer

All policies and procedures described in this manual are subject to change throughout the academic year. Updates will be sent via email and posted on [Bobcat Connect](#), the OHIO student organization website. Certain organizations, such as social fraternities and sororities and club sports, may have additional advisor requirements. Student organizations must operate in accordance with Ohio University policies and procedures and the Student Code of Conduct, which can be reviewed at www.ohio.edu/policy and www.ohio.edu/student-affairs/community-standards. Further, recognition of student organizations does not imply that the University assumes liability or legal responsibility for the actions of any organizations. For questions not answered in this manual, please email involvement@ohio.edu or drop-in to the Campus Involvement Center at Baker 355.

General Student Organization Requirements

Definition

A registered student organization (RSO) is defined as a group of five or more currently enrolled OHIO students and a faculty/staff advisor whose primary goal is to advance a common purpose, mission, goal, or interest. Registered organizations maintain their registration status with the Campus Involvement Center.

Name of Organization

All registered organizations must have a name. The name cannot duplicate that of an existing registered student organization or a University department. It cannot serve to misrepresent the nature or purpose of the organization. “Ohio University” or “OHIO” may be used as part of the name, but this does not imply an endorsement by the University. Ohio University is not responsible for an organization’s liabilities, including unpaid bills, contractual obligations, or other business transactions.

Officers

Each registered student organization is required to have a president, vice president, and treasurer. Creating other officer positions is encouraged but not required. All officers must be currently enrolled students with good standing at Ohio University.

Advisor

All registered student organizations are required to have an advisor. The responsibilities of the advisor are designated by the Campus Involvement Center and the respective student organization constitution. Duties often take the form of attending meetings, events, providing information on policies and procedures, co-signing all financial transactions, and providing guidance/ideas. An advisor must be a full-time member of the faculty, administration, or staff of Ohio University. A graduate student may advise a student organization only if done so as an assigned University job responsibility. There are two allowable exceptions to the policy: 1) alumni/ae members of social Fraternities and Sororities may serve as advisors to these groups at the discretion of the Campus Involvement Center and 2) local clergy and/or religious leaders may serve as advisors to religious/spiritual groups at the discretion of the Campus Involvement Center. Other exceptions to this policy must be approved in advance by the Campus Involvement Center.

Constitution and Bylaws

The constitution is the basic framework of any organization. An organization’s constitution and bylaws must include the purpose, requirements for membership, non-discrimination clause, officer duties, election processes, decision-making principles, and other general operating procedures. Specific organization rules and detailed procedures should go in the bylaws. When writing the constitution, consider the organization’s current needs and its future goals; simplicity, clarity, and flexibility are best practice in official documents. An organization’s constitution and bylaws should be regularly reviewed and updated. Please see Appendix A for a sample constitution and bylaws.

Organizations with inter/national affiliation must submit a copy of the inter/national constitution or statement of purpose. Organizations may amend their constitution as deemed appropriate by their bylaws. If amendments take place outside of the Campus Involvement Center’s annual registration window, documents may be emailed to involvement@ohio.edu for review, approval, and upload to BobcatConnect.

Membership

Student organization members must be currently enrolled Ohio University students (undergraduate and graduate). Exceptions to this rule may be made for students who take leave for medical reasons, study abroad, or other temporary absences. No Ohio University student may be denied membership into a student organization on the basis of race, national origin, color, religion, gender, age, veteran

status, sexual orientation, and/or ability status unless exempt under Title IX. Those organizations must also be entitled to single-sex membership under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972. Certain exemptions may be granted for groups such as intercollegiate and intramural athletics, social fraternities and sororities, and girl and boy scouts. If your organization does not adhere to the above policies, the organization will be asked to submit evidence that action has been or is being taken to remove restrictive membership provisions. During this period, the CIC reserves the right to put an organization on hold, freezing the benefits of RSO status. Continued restriction of membership by constitutional requirements or other binding enactments contrary to University policy will result in the withdrawal of University registration of the organization. Members may disassociate from an organization at any time.

Maintaining Registered Status

Re-Registering Your Organization

To maintain an active registration status, student organizations must re-register each spring semester. All current officers and advisors of registered student organizations will receive an email from the Campus Involvement Center with instructions to re-register via BobcatConnect. Re-registration dates are listed online at ohio.edu/involvement. Any changes of officers, organization constitution and bylaws, and other updates may be changed at this time. Organizations that fail to re-register will be disabled, meaning they are no longer recognized and lose their benefits. After three years of dormancy, the Campus Involvement Center reserves the right to audit any organization assets.

Mandatory Trainings

The Campus Involvement Center hosts one mandatory training per year that must be attended by the president and/or treasurer. Other members are encouraged to attend but are not required. Times and dates will be communicated via email, BobcatConnect, and the [CIC website](#). Any organization that does not attend the training will be disabled by the Campus Involvement Center.

Registering Events and Travel

Any organization that receives Senate Appropriations Funding (SAC) funding for an event and/or travel is **required** to register the event and/or travel on [BobcatConnect](#). The Campus Involvement Center strongly encourages organizations with non-SAC funded events and/or travel to also register. Please register **at least one week in advance** of your event or travel. The Associate Director of Student Activities and any appropriate stakeholders (i.e. Major Events Committee, Risk Management and Insurance, etc.) review all event submissions. If there are further questions or actions needed to ensure safety and/or compliance with University and community policies, the committee will notify the organization. Once approved, the event will populate on the Campus Involvement Center [website calendar](#) and events page on BobcatConnect, which serves as an excellent marketing tool.

To register an event, complete the following steps:

1. Go to <http://www.oho.campuslabs.com/engage/> and log in with your campus ID.
2. Go to the “Manage” feature → Click your organization under “My Memberships” → Click the edit toolbar → “Events” → “Create event”

3. Fill out the form.
4. Your submission will be reviewed by the Campus Involvement Center. You will be contacted if your organization is approved or further information is needed.

Advisor Roles and Expectations

Definition of Advisor

An advisor must be a faculty or staff member employed by Ohio University. Graduate students may advise student organizations only if done so as an assigned University job responsibility. There are two allowable exceptions to the policy: 1) alumni/ae members of social Fraternities and Sororities may serve as advisors to these groups at the discretion of the Campus Involvement Center and 2) local clergy and/or religious leaders may serve as advisors to religious/spiritual groups at the discretion of the Campus Involvement Center. Other exceptions to this policy must be approved in advance by the Campus Involvement Center.

Role of Student Organization Advisors

Advisors play a critical role in the development of student organizations. The role and depth of advisor involvement varies across organizations, but common duties include offering institutional wisdom, resource connection, financial oversight, and individual and group coaching. At the end of this manual, you will find the advisor agreement form that you can use to help establish clear role expectations with your organization's officer team each year. Some organizations function well with little input from their student organization advisors while others rely on a high-touch structure. Regardless of what works for you and your organization, we encourage you to communicate regularly with organization members, challenge the group when needed, and celebrate their contributions to the OHIO community!

Common elements of the advisor role include, but are not limited to, the following duties:

- Attending general student organization meetings (frequency set by advisor and group)
- Encouraging strategic planning and goal setting among organization leaders
- Reviewing financial transactions
- Helping facilitate student organization officer elections
- Ensuring appropriate [officer transitions](#) take place
- Providing conflict resolution guidance

Hazing Prevention and Mandatory Training

Ohio university is further committed to educating all OHIO students, faculty, staff, and volunteers, about what hazing is, how to recognize it and steps to address it. All students, employees, and volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students. Lastly, all advisors have a duty to report any alleged violation of hazing.

Read the full policy here: <https://www.ohio.edu/policy/23-010>. The policy is summarized below.

Mandatory hazing prevention training: All advisors are required to complete Ohio University's Hazing Prevention Training, [linked here](#). If training is not completed, the student organization will be placed on hold.

Definition of hazing: "[...] doing any act or coercing another, including the victim, to do any act or initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section [3719.011](#) of the Revised Code." Hazing includes the following:

- a. Any action or situation which recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any student organization or group regardless of the person's consent to participate.
- a. Brutality of a physical nature including but not limited to paddling, whipping, beating, branding, forced calisthenics, or exposure to the elements.
- b. Coerced consumption, including but not limited to any food, alcoholic beverage, liquid, drug, or any other substance that subjects the student to an unreasonable risk of harm.
- c. Acts intended to cause mental stress, including but not limited to sleep deprivation, transportation or abandonment, confinement to a small space, forced exclusion from social contact, forced conduct which could result in embarrassment, any forced activity that is designed to shame or humiliate, or any action of harassment (as defined in the "Student Code of Conduct").
- d. Coerced activities, including but not limited to violation of local, state, or federal laws, violation of university policies, rules, or regulations, and personal servitude.
- e. Acts of sexual harassment and other sexual misconduct as defined by Ohio university policy [03.004](#).

Reporting Hazing: Hazing must be [reported via this link](#). If you need to report an emergency, please dial 911 or call the Ohio University Police Department at 740-593-1911.

Who responds to hazing? The department of Community Standards and Student Responsibility (CSSR) serves as the recipient for any complaint or report of hazing. If the report involves criminal conduct, CSSR shall notify law enforcement. If the report involves allegations of sexual misconduct, the provisions of Ohio university policy [03.004](#): "Sexual harassment and other sexual misconduct" applies. If the reporting party has not already notified the office of equity and civil rights compliance ("ECRC"), as required by policy [03.004](#), CSSR will notify ECRC.

Advisor Replacement and Removal

Serving as a student organization advisor is a voluntary responsibility. Additionally, the student organization members, along with the CIC, grant the authority for a university employee to serve as an advisor. There may be times when an advisor needs to step down from their role. In this case, the advisor must notify the student organization. If the step down occurs mid academic year, the

organization should also notify the CIC to be granted a temporary grace period for securing a new advisor. If possible, the advisor stepping down should help the organization strategize about how to find a new advisor.

There may be times when the organization or CIC removes an advisor from their role. The CIC is responsible for the continued interest and operation of student organizations, and we may find that an advisor is unwilling or unable to meet the expectations outlined in the organization's constitution, is infringing on the autonomy of the organization, and/or the advisor is exhibiting inappropriate or questionable behavior in their role. When appropriate, the CIC will work in tandem with the advisor and student organization members to find a possible solution. However, the CIC has the right and responsibility to remove an advisor in any instance where an advisor's relationship with the organization or its members infringes on the students' ability to lead autonomously, make decisions democratically, or to manage their own finances and business as club.

The Campus Involvement Center recommends establishing clear advisor expectations to ensure successful organization operation. Having a conversation annually with student organization leaders (use the Advisor Agreement form at the end of this manual as a guide) and outlining the role in the Constitution is best practice.

Being an Effective Advisor

Advising Styles*

Advising is not a one-size-fits-all method. As you work with your student organization, you may need to adjust your style to meet the evolving needs and development of the group.

Educator:

- Adaptable: advising approaches shift in response to situation/contexts
- Prioritizes learning over outcomes: allows organization to make mistakes and take guarded risks that have been discussed by the group
- Very responsive and non-assertive

Referee:

- Attempts to educate/oversee, but handles the groups disputes
- Needs to expose group to training and team-building exercises to empower group transformation
- Works best with groups in turmoil

Overseer:

- Stays at a distance, serves when called upon
- Helpful when group seeks out advice or expertise
- Can be effective for groups with minimal needs or established leader; can be problematic if the group expects more interaction or guidance

Boss:

- Very authoritative and supplies the answers
- Expects the group to take orders
- Highly responsive and assertive

- Can be a good advisor if motivational, persuasive, and educational. However, this style can be problematic if student leaders use the same style or if used in a threatening way

**This section of the handbook has been adapted from Xavier University's Advisor's Manual, 2019.*

Situational Leadership Theory*

This theory was developed by Paul Hersey and Ken Blanchard. Oftentimes, advisors will need to collaborate on tasks with student organization members. The situational leadership theory breaks down four basic styles of working with members, each rated high or low on directive (task) behavior and supportive (relationship) behavior.

Telling (high task, low relationship): This type of advising is very hands-on in defining the roles of the individual or group and providing the what, how, why, when, and where to do the task—very specific. A “do this” personality, advisors with a Telling style are very effective with getting the job done but not taking into account the relational needs of a group’s members. They often find that group members may question or even resent how much the advisor directs versus coaches the group.

Selling (high relationship, high task): While the advisor is still providing the direction, he/she is also using two-way communication and providing support in order to “sell” their message and get people on board. In a perfect world, advisors could balance a constant, steady, high performance of both relationship and task but this style often becomes exhausting for an advisor to maintain. It is important to note that there are times when advisors make a healthy, concerted effort to be more or less of one style or another.

Participating (high relationship, low task): The advisor shares in the decision-making process, provides less task oriented behaviors while maintaining high relationship behavior. This style of advisor is often seen as very effective by members of the organization. It is the advisor who cares, not about the productivity of the organization, but about how the members are doing and their personal investment in the group. This advisor style may be questioned on effectiveness in how much the organization is producing in terms of creating events, accomplishing goals and completing tasks, versus just having a great time being together.

Delegating (low supporting, low directive): This type of advisor is involved in decisions, but the responsibility has been passed off to another person or the group as a whole. The advisor with a Delegating style mostly monitors the process from afar. This is the least hands-on approach to advising and often is found in advisors who are mostly just signatures for the group. While many advisors may have this relationship now with their organizations, we strongly encourage that advisors aim higher to both challenge and support the organization by both accomplishing tasks and maintaining relationships better.

**Adapted from Isabel Moreno's Leadership Theories I: Situational Leadership*

Team Development

Teamwork: The Association of American Colleges and Universities* refers to teamwork as the behaviors under the control of individual team members, effort they put into team tasks, their

manner of interacting with others on team, and the quantity and quality of contributions they make to team discussions.

**Association of American Colleges and Universities (AAC&U). (2009). VALUE rubrics. Retrieved from <https://www.aacu.org/value/rubrics/>*

Team Development Outcomes: Through participating in a student organization, the Campus Involvement Center has developed the below set of outcomes for student organization members. Advisors play an integral role in achieving these goals!

1. Student organization members will be able to understand their shared purpose.
2. Student organization members will be able to achieve common goals.
3. Student organization members will be able to engage other team members constructively and respectfully. This includes the following:
 1. Understanding roles, responsibilities, and organization processes.
 2. Fostering a collaborative team climate and managing team conflict.
4. Student organizations members will be able to provide meaningful contributions to the team that advance the work of the organization. This includes the following:
 1. Understanding and effectively navigating Ohio University student organization-based processes
 2. Awareness of Ohio University student support resources
 3. Equitably allocating work among organization members

Tuckman's Theory of Team Development*: Bruce Tuckman's Theory of Team Development shares that teams go through five stages: (1) forming, (2) storming, (3) norming, (4) performing, and (5) adjourning.

Stage One: Forming

Behaviors:

- Purpose and goal are unclear
- Members feel varying degrees of commitment
- Members are cautious with initiating
- Members Avoid Responsibility
- Communication is low and a couple members usually dominate

Tasks:

- Build a common purpose and clear expectations with accountability, recognition, and rewards
- Assess resources, see who can contribute what
- Find a leader and advisor to provide direction

Stage Two: Storming

Behaviors:

- Differences and confusion arise over goals and roles
- Struggles erupt over approaches, direction, and who is in control
- Team members react toward leadership with counterproductive behaviors
- Team is uncertain how to deal with communication and solve conflict

Tasks:

- Involve everyone in discussion

- Include all ideas and opinions
- Seek further clarity about purpose and develop e a common approach to meeting objectives
- Define norms
- Leaders raise difficult issues and coach team through struggles

Stage Three: Norming

Behaviors:

- Team gains confidence and momentum
- What, How, Who, When has been clarified
- Agreements on goals, communication, leadership roles, and approaches
- Team builds relationships with each other and external people and groups

Tasks:

- Develop processes for information sharing and feedback
- Have open forums on tasks and relationships
- Build appropriate feedback loops
- Work toward consensus on overarching issues
- Leaders use a facilitative style to create the opportunity for others to lead

Stage Four: Performing

Behaviors:

- Members take full responsibility for tasks and relationships
- Team achieves effective and satisfying results
- Team facilitates itself easily
- Members work proactively for the benefit of the team

Tasks:

- Continuously seek to improve
- Continuously try out new and better methods
- Put practice into action

Stage Five: Adjourning

Behaviors:

- Grieving and/or celebrating an end

Tasks:

- Celebrate success
- Transition duties to future team using the [CIC Transition Guide](#)

**Tuckman, B. W. (1965). Developmental sequence in small groups. Psychological Bulletin, 63(6), 384–399. <https://doi.org/10.1037/b0022100>*

Section III: Guidelines and Policies

All student organizations must abide by the [Ohio University Student Code of Conduct](#), [Ohio University Policies](#), and other guidelines set forth in this manual. See below for policies and guidelines that most commonly relate to student organizations. Questions should be directed to involvement@ohio.edu.

Anti-Hazing

Ohio University permits the autonomy of campus organizations within the constructs of the established rules and regulations as outlined in the Student Code of Conduct and the Student Handbook. Initiation into campus organizations and other activities undertaken by such organizations or individuals must be consistent with the stated purpose of the organization and the educational mission of Ohio University. Any activities that may be construed as hazing are specifically and unequivocally prohibited.

Ohio University [Policy 23.010](#) and the [Student Code of Conduct D.8](#) define hazing to include, but not limited to, any action or situation which recklessly or intentionally endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any student organization or group regardless of the person's consent to participate. This includes brutality, coerced consumption and activities, acts intended to cause mental stress, stalking, and acts of sexual misconduct. Hazing is a serious offense of the Student Code of Conduct and, therefore, is subject to the full range of sanctions (reprimands, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved, or their governing bodies. The university has the right to take action regardless of the actions of a governing body.

Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person who inflicts or intends to cause mental or bodily harm or anxieties; or which may demean, degrade, or disgrace any person. If you have to ask if a particular activity or action is hazing, then it probably is. Incidents or potential incidents of hazing are to be reported immediately to the Office of Community Standards and Student Responsibility (CSSR). Forms for reporting can be found on the [CSSR website](#).

Catering

[Policy 47.015](#) states that the catering policy must be followed for all events in dining halls, Baker University Center, and other campus locations in which the cost of catering/food exceeds \$250. All food and beverages served on the Ohio University campus or at University-sponsored events will be provided by Ohio University Catering Services, unless an exemption has been granted. [Catering exemption requests](#) must be submitted at least 21 days prior to the date of your event. If you receive a catering exemption, your organization must have a “[Permit to Sell/Serve Food on Campus](#)” approved by Environmental Health and Safety.

Chalking

As defined by [Policy 23.055](#), chalking, as a form of promotion and expression, is allowed on the Ohio University campus for registered student organizations. The following guidelines must be followed:

1. Only water-soluble stick type chalk (sidewalk chalk) is allowed. Absolutely no spray chalk, markers, paints (latex or oil-based), or similar products may be used.
2. Chalking is allowed only on horizontal surfaces (e.g., sidewalks, streets, etc.):
 - a. That are in open areas;
 - b. That are not covered by an overhang; and
 - c. That can reasonably be expected to be reached by rain.

3. **No** chalking is allowed on vertical surfaces. This includes buildings, walls, benches, picnic tables, signs, poles, the monument on college green, newspaper boxes, columns, mailboxes, light poles, trees, etc.
4. Chalking is allowed only on concrete or asphalt ("black-top"). With the exception of Morton hill, absolutely **no** chalking is allowed on bricks (e.g., sidewalk, street, patio, etc.) or stone.
5. This policy provides permission for chalking on university property only.

Individuals or organizations violating this policy will be held financially liable for the cost of clean-up; may be referred to the Office of Community Standards and Student Responsibility or the Ohio University Police Department; and may be subject to civil or criminal charges (e.g., vandalism), in addition to discipline under the student or employee disciplinary process appropriate to the nature of their relationship to the university.

Contracts

A contract is a legally binding agreement between two or more parties. Students are prohibited to sign contracts on behalf of their organization. Student organizations should contact the Associate Director of Student Activities in the Campus Involvement Center if a contract is involved in the execution of activities. Contracts are processed in Bobcat Buy, one of the University's finance platforms. Contracts may take up to 30 days for review, so organizations should plan their timelines accordingly.

Damage to Property

As defined by [Student Code of Conduct D.10](#), damage to property includes the destruction of, or damage to public or private property or reckless but not accidental action that poses a reasonable risk of damage or destruction of public or private property. Damage to property may be handled by the community standards process, fines charged by the Campus Involvement Center, or other remedial procedures deemed appropriate by the Campus Involvement Center.

Disruptive Conduct

As defined by the [Student Code of Conduct D.5](#), disruptive conduct includes the following:

- A. Disrupting and/or interfering with university operations including but not limited to obstruction of teaching, research and/or administrative activities which occur on or off campus.
- B. Causing, inciting, or participating in any disturbance that presents a clear and present danger to others, causes physical harm to others, or damage and/or destruction of property, including but not limited to participating in or inciting a riot.
- C. Failure to comply with lawful orders of university officials or law enforcement officers acting within the scope of their job duties
- D. An act which deliberately interferes with the freedom of speech of any member or guest of the university community
- E. Misuse and/or tampering with any university safety equipment including but not limited to firefighting equipment, fire alarms, smoke detectors, blue light phones, etc.
- F. Public urination
- G. Election Tampering: tampering with the election of any Ohio university recognized student organization, including the Student Senate

Registered student organizations who disrupt conduct may be subject to the community standards discipline procedure or Campus Involvement Center disciplinary action.

Freedom of Expression

Freedom of inquiry and expression is the foundation of an Ohio University education and is essential to the University's shared mission of discovery and dissemination of knowledge. To read OHIO's Statement of Commitment to Free Expression, see [Policy 01.040](#), [Policies 01.042](#) and [01.044](#) outline the use of indoor and outdoor spaces.

Indoor spaces: Users wishing to secure reserved use of an indoor space should contact the unit responsible for managing the facility. Determinations regarding reservations are made without reference to the content of expression associated with the activity. Amplified sound devices such as microphones, speakers, and bullhorns may be used in indoor spaces only with the advance permission of the unit responsible for managing the facility. Indoor demonstrations are permitted, which includes but are not limited to creative activity, public-speech making, picketing, protests, rallies, and similar assemblies in indoor spaces. Demonstrations are permitted in all reservable indoor spaces by users who have reserved them in advance according to the applicable building or other established reservation procedure. Demonstrations that do not conflict with an existing reservation or are otherwise not in use may occur without reservation in the following areas only:

- A. Baker Center: in the rectangular atrium spaces located on the south end of the third, fourth, and fifth floors, and in the lounge area overlooking the rotunda on the north end of the fifth floor.
- B. Baker Center: in publicly reservable conference rooms and meeting rooms in Baker center.
- C. Classrooms that are otherwise empty
- D. As noted above, many of these spaces may also be reserved in advance for the purpose of demonstration according to the applicable building or other established reservation procedure.

Indoor demonstrations are permitted only during normal building operating hours, must adhere to the occupancy limits, and may not take place in hallways, individual offices, office suites, lobbies, or other areas not safe for assembly. Use of indoor spaces may not include disruptive policy as defined in item (C)(6) of the policy. Disruption is dependent on context and includes the following:

- A. Substantial and material interference with the ability of students, faculty, and staff to engage in university activities and operations, including teaching, learning, studying, research, academic, extracurricular and student life, administrative, and other supporting activities;
- B. Substantial hindering or impeding of pedestrian traffic, including by blocking building doors, hallways, stairs, escalators, and lobbies.
- C. Substantial and material interference with a scheduled event or activity conducted in university spaces, including expressive activities permitted under this policy.

Outdoor spaces: Several outdoor spaces are available for advance reservation through Event Services. To reserve a space and make a reservation, contact event services at least twenty-four hours in advance of the planned event. Other event services reservation requirements and fees may apply. The reservable outdoor spaces are described on the event services website, along with corresponding boundaries and specific usage rules. Amplified sound devices such as microphones,

speakers, and bullhorns may be used in outdoor spaces only with the advance permission of the office of event services (“event services”), which will evaluate such requests based on the nature of the university space and other university activities and events that may be occurring at the time. Outdoor spaces are generally available to the university community and the public for a variety of activities, including marches, demonstrations, rallies, public speech-making, picketing, protests, and similar assemblies. These events may be in spaces reserved in advance or spontaneous, and they may be loud and involve crowds of various sizes. Activities in outdoor spaces that substantially and materially disrupt or interfere with university activities and operations are not permitted. In general, disruption is defined as conduct that results in, or imminently threatens, the following:

- A. Substantial and material interference with the ability of students, faculty, and staff to engage in university activities and operations, including teaching, learning, studying, research, academic, extracurricular and student life, administrative, and other supporting activities;
- B. Substantial hindering or impeding of pedestrian or vehicular traffic, including by blocking building doors; and
- C. Substantial and material interference with an authorized event or activity conducted in university spaces, including expressive activities permitted under this policy.

Insurance

Registered student organizations (RSO) and student members have general liability insurance coverage provided by Ohio University. For this coverage, registered student organizations include academic fraternities and sororities, but does **not** include social or charitable fraternities and sororities. Protected members include student members who are enrolled university students at the time of an injury, damage, offense, or event and who participate in an RSO. No student member of an RSO should qualify as a protected person for the following activities related to, arising out of, based upon or in any way involving the following:

Amusement or mechanical rides	Luging
Athletic/sport camps or clinics	Managing/oversight of daycare/preschool
Aviation	Motorsports
Boating	Parachuting
Boxing	Parasailing
Bungee jumping	Rodeos
Demolition derbies	Snowmobiling
Hang gliding	Firearms and edged weapons
Hazing	Watersports
Hot air balloon rides	Intentional acts, or acts taken outside of the
Illegal web-based activities	customary course and scope RSO activities
Alcohol	

A student member can request approval for an activity listed above pursuant to the Inter-University Council-Insurance Consortium exception process and, if approval is granted, coverage will be evidenced via an endorsement document.

All major events/events with more than standard risk should be registered on [BobcatConnect](#) for review and approval. The Associate Director for Student Activities will review the activity and send

it to insurance and the major events committee if need be. For questions related to insurance or exceptions, please email Enterprise Risk Management and Insurance at insurance@ohio.edu.

Major Events

As defined in [Policy 01.030](#), a major event is defined as any planned gathering expected to attract 200 or more persons. Ohio University may allow the production of events and activities (including popular concerts) by University departments, student organizations, and non-University affiliated users of University property, so long as these events meet the requirements described in related University policies and have been reviewed and approved by the Major Events Committee. By registering your event on BobcatConnect, your organization is taking all the necessary steps to have your event approved by the committee if needed.

Posting of Material for Advertisement or Notification

As defined by [Policy 23.050](#), registered student organizations may post printed materials for advertisement and notification purposes on general bulletin boards. General bulletin boards are those on campus that are not for limited use of a particular department. Materials may not be posted to walls, doors, lamp posts, utility poles, building exteriors, windows, or walkways. Materials for posting must be posted in such a way that they do not obstruct viewing of previously posted materials.

Programming with Alcohol

As defined in [Policy 24.001](#), registered student organizations may serve or sell alcoholic beverages on university property subject to compliance with this policy. University funds, also known as 10 funds for student organizations, may not be used to purchase alcoholic beverages. Funds collected through an organization's voluntary dues, donations, or fundraising may be used to purchase alcoholic beverages. These funds are known as a student organization's 80 funds.

Registered student organizations sponsoring an event at which alcoholic beverages will be used or sold must submit an [Application to Sell or Use Alcoholic Beverages](#) to the Ohio University Chief of Police and to the Executive Director of Baker University Center, ("the Director"). If alcoholic beverages will be used or sold, the application should be submitted no later than 30 days prior to the event in question.

- A. Prior to submission to the Director, all applications must be approved and signed by the university official responsible for supervising the facility or outside area in which the event will be held.
- B. An application submitted by a registered student organization must be approved and signed by the organization's university advisor prior to submission to the Director.
- C. The application must identify an individual affiliated with the applicant who will be responsible for supervising the event and ensuring compliance with this policy and any relevant state and local laws. This individual must be present at the event and may not consume alcoholic beverages during that time.
- D. An event at which alcoholic beverages will be used or sold may not be held unless written approval of the Application to Sell or Use Alcoholic Beverages is granted by the Director.
- E. Departments, registered campus organizations, and approved users sponsoring events at which alcoholic beverages will be sold are responsible for submitting the necessary application forms to the Division of Liquor Control and for paying the required fees.

Division of Liquor Control applications must include the signatures of the Director and the Chief of the Ohio University Police Department.

- F. The sale of alcoholic beverages at events held in Baker University Center and Memorial Auditorium must be conducted under the Division of Liquor control permits held by the university.
- G. Consistent with Ohio University's position of not promoting the use or abuse of alcoholic beverages, the university will neither solicit nor accept any form of alcoholic beverage advertising or sponsorship for any university-controlled publication or in or on any university owned or operated facility or property.
- H. Under special circumstances an Ohio University department or student organization may accept sponsorship by an alcoholic beverage manufacturer (in its own name or in the name of one of its products), of an event, held on university-owned property, lasting no more than one day, which has demonstrated cultural, educational, or entertainment value to the university, and results in no direct financial gain, from the alcoholic beverage manufacturer, of any kind, to the university, department, or student organization. For specific procedure regarding this, please visit the policy.

Travel Guidelines

Student organizations traveling to and from events off-campus are required to register the travel via the event registration process on [BobcatConnect](#) if 1) the travel distance is over 30 miles one way for day trips or 2) the travel requires more than one day of travel and overnight accommodations, regardless of the distance traveled. The form requires that travel itinerary, mode of transportation, and a roster of attendees and emergency contact information is submitted within 24 hours of the travel date or by the Friday prior to weekend travel. The Campus Involvement Center does not intend to prohibit any organizations who wish to travel; we collect the information for safety and emergency purposes. If a trip is reoccurring or your organization travels regularly, please email involvement@ohio.edu to set up an appointment so that details can be gathered efficiently. Club sports and sorority and fraternity organizations who file travel forms with their respective University offices are exempt from this requirement.

Use of Ohio University Mark and Logo

The University controls the use of the official Ohio University mark and other related marks including the Attack Cat and the Paw. Use of these marks by student organizations is prohibited except with express written approval from University Communications and Marketing. Student organizations can create their own logos or identifying marks for their organizations. Student organizations are allowed to use the words "Ohio University," "OU," or "OHIO" as part of their organization's name. In some cases, outside vendors are able to utilize these marks to sell products, but the University reserves the right to manage this usage and approves all usage in advance. In addition, all vendors pay a royalty to the University for this use. Student organizations wishing to create and/or sell a product utilizing one of the identifying marks of the University can be exempted from the expectation to pay a royalty but must still request permission in advance from the University. If your organization is interested in pursuing permission to utilize one of the identifying marks, please contact the University Communications and Marketing at ucm@ohio.edu.

Section IV: Student Organization Conduct

The Office of Community Standards and Student Responsibility (CSSR) is responsible for conducting investigative and disciplinary action for students. In addition, the Campus Involvement Center may partner with student organizations undergoing conduct review. Incidents can be reported on the Office of Community Standards and Student Responsibility's [website](#). There are three available forms on the CSSR website for filing an incident report:

1. [Community Standards Incident Report](#)
2. [Sexual Misconduct, Relationship, Violence, and Stalking Incident Report](#)
3. [Academic Misconduct Incident Report](#)

For incidents that require immediate action, dial 911 or call the Ohio University Police Department at 740-593-1911.

If you are unsure of the disciplinary process or need help filing the form, please email communitystandards@ohio.edu or involvement@ohio.edu.

Section V: Finances

For full explanation of Treasurer duties and resources, the [Treasurer's Manual](#) should be reviewed. This manual provides general guidelines and resources.

- A. Student organizations must remain in good standing with Ohio University. Breach of Campus Involvement Center and/or Ohio University policies or federal, state, and local laws will result in loss of recognition as an Ohio University Student Organization. This loss in recognition includes the freezing of an organization's financial account. Failure of the President and/or Treasurer to attend mandatory student organization training in the fall and spring semesters will also result in the organization's loss of recognition.
- B. All registered student organizations **must** maintain their financial account with the Campus Involvement Center. **External bank accounts are strictly prohibited.**
 - i. An organization's 4-digit account number is viewable on their BobcatConnect page
 - ii. If your organization does not have a University financial account set up, please email involvement@ohio.edu for establishment.
 - iii. Organizations **may not** use external applications (Venmo, square card readers, etc.)
- C. It is the responsibility of the treasurer to provide documentation of receipts, invoices, deposit slips, or other financial documents if requested by Ohio University or affiliates. Treasurers should maintain a record of transactions throughout the year.
- D. Organization funds cannot be used for the personal benefit of any organization members or the Advisor.
- E. Petty cash funds are prohibited.
- F. Alcohol and other intoxicants are prohibited uses of organization funds.

- G. Necessary forms (vouchers, deposit slips, W-9, Supplier Information Forms, etc.) can be picked up at the Campus Involvement Center in Baker 339. The use of other forms is prohibited unless the Campus Involvement Center grants permission.

Income

Collecting Monies

Registered student organizations may collect cash for deposit, but they **may not** use credit card readers or other applications, such as Venmo, for collection. Any monies collected by a student organization should be deposited into the student organization's financial account within 24 hours of collection. Deposits can be made at the Bursar's Office located on the ground floor of Chubb Hall. Any checks for deposit should be made out to the student organization and include the 4-digit account number (e.g. Rufus Fan Club 0001).

Fundraisers

Student organizations are permitted to host fundraising activities. Only registered student organizations may host a fundraiser on campus and/or use university resources. The organization assumes all responsibility and liability for the event. Fundraising must comply with the policies of Ohio University and all local, state, and federal laws and ordinances. Ohio University's definition of an income-producing project (fundraiser) is as follows: "any project which produces income, including that which involves the sale of tickets; any article of voluntary contribution." Income-producing projects may include, but are not limited to, bake sales, movies, dances, contributions, and sale of foods, beverages, or snacks.

Senate Appropriations Commission Funding

Student organizations are eligible to apply for funding through the Senate Appropriations Commission (SAC), a commission of Student Senate. SAC is "the subdivision of senate responsible for accepting funding requests, evaluating funding requests, and allocating funds for programs & events to registered student organizations at Ohio University" (7.02). Student organizations can apply for the following for new organization grants, bi-weekly funding, and semesterly funding. Any program or event that receives SAC funding must register their event on BobcatConnect. For more information, see the [Treasurer's Manual](#), visit [SAC's BobcatConnect page](#), or email sac@ohio.edu.

Expenditures

Disbursement Vouchers

Disbursement vouchers can also be completed using the BobcatConnect [Student Organization Disbursement Voucher](#) form. Do not under any circumstance pay bills directly with cash collected for dues, social assessments, fundraisers, etc. If the payee has direct deposit set up with the university, the funds will be directly deposited into that account; otherwise, the check will be mailed to the payee.

University Purchasing Card (Pcard)

In most cases, The Campus Involvement Center can provide advance payment using a University Purchasing Card (Pcard), a University credit card, for large organization expenditures. This advance payment option is typically available for the following expenditures:

- a. Conference registrations
- b. Transportation reservations

- c. Certain group travel arrangements (e.g. team travel, field trips, etc.)
- d. Magazine subscriptions
- e. Facility deposits
- f. Large online purchases

[Book an appointment to use the CIC credit card here.](#)

Section VI: Event and Program Planning

Reserving space

All registered student organizations have the ability to reserve space in available campus facilities. OHIO has two reservation platforms for requesting space.

Baker University Center, Galbreath Chapel, Memorial Auditorium, Walter Rotunda: [Virtual EMS](#) is managed by Event Services and spaces in Baker University Center (including outdoor Baker tables), Galbreath Chapel, Memorial Auditorium, and Walter Hall Rotunda can be reserved on this platform. Student organization members must fill out the [Event Services User Agreement](#) Form on BobcatConnect before they have access to Virtual EMS. Once an approved user, organization members can login to the site and click “Create a Reservation” to book space. The “User ID” is your Ohio ID, but you do not need to include “@ohio.edu.” Spaces such as conference rooms are free for registered organizations, but larger spaces such as Baker Theater are offered at a discounted fee for registered student organizations. View the fee schedule and other policies [here](#). For inquiry, email eventservices@ohio.edu.

Classrooms: [Astra](#) is managed by the University Registrar and registered student organizations may reserve classrooms for free using this platform. To reserve a classroom, submit a request online at astra.ohio.edu, by choosing the "Request an Event" link in the center of the page and use the Student Organization Room Request Form. You will be notified via email once your room reservation is confirmed or additional information is required. For more detailed information, view the [Room Reservation Instructions](#) (PDF) document.

Student organizations may request classroom space in advance of the semester starting, however, requests will not be reviewed and confirmed until the week prior to the start of the semester. Once a semester has started, room requests for that semester will be reviewed on a rolling basis. Same day requests, next day requests made after 4:30 p.m., and weekend requests made after 4:30 p.m. on Friday may **not** be submitted online. This type of reservation must be made in person at the Registrar's Office, Chubb Hall 112, between the hours of 8:00 a.m. and 5:00 p.m. Reservations needed during finals week may be made by in person. For inquiry, email scheduling@ohio.edu.

Hosting Performers, Speakers and Other External Guests without Contracts

Student organizations may host performers, speakers, or external guests to campus. If paying an honorarium, a [W-9](#), [Supplier Information Form](#), [Honorarium Agreement Form](#), and proof of declared honorarium amount (e.g. an invoice or email agreement) must be uploaded when completing the disbursement voucher. Advance payment options are prohibited for these types of services. It may take up to 30 days after disbursement vouchers are processed to pay external payees.

Hosting Events with Contracts

A contract is a legally binding agreement between two or more parties. Students are prohibited to

sign contracts on behalf of their organization. Student organizations should contact the Associate Director of Student Activities in the Campus Involvement Center (Baker 355) if a contract is involved in the execution of activities. Contracts are processed in Bobcat Buy, one of the University's finance platforms. Contracts may take up to 30 days for review, so organizations should plan their timelines accordingly.

Event Planning Assistance and Resources

OHIO has a number of resources available to help you and your organization plan your event.

Offices available to help assist are as follows:

- [Campus Involvement Center](mailto:involvement@ohio.edu): involvement@ohio.edu
- [Culinary Services](mailto:dining@ohio.edu): dining@ohio.edu
- [Environmental Health and Safety](mailto:ehs@ohio.edu): ehs@ohio.edu
- [Event Services](mailto:eventservices@ohio.edu): eventservices@ohio.edu
- [Facilities Management](mailto:facilities@ohio.edu): facilities@ohio.edu
- [Risk Management and Insurance](mailto:insruance@ohio.edu): insruance@ohio.edu
- [Ohio University Police Department](mailto:police@ohio.edu): police@ohio.edu
- [Office of Sustainability](mailto:sustainability@ohio.edu): sustainability@ohio.edu
- [Student Accessibility Services](mailto:disability@ohio.edu): disability@ohio.edu
- [Transportation and Parking Services](mailto:tps@ohio.edu): tps@ohio.edu

Event Planning Checklist

Please see Appendix B for a student organization planning checklist.

Appendix A: Sample Club Constitution and By-Laws

All student organizations must create and submit a constitution as part of the recognition process. Below, we've provided a rubric that groups may want to use while creating their constitution. We show suggested language as well as notes that may help you think through what information you should include. Your organization may deviate from this sample, provided that Article I is included as well as Article II, Section A, Item 1 (marked with an *) are included, word-for-word. You may wish to elaborate on this template or customize this document for your particular organization. Each year, student organizations must submit their constitution to the Student Organization Portal in electronic form as a part of the annual re-registration process.

ARTICLE I: ORGANIZATION NAME & PURPOSE

Section A: Name – The name of this organization shall be [name].

Section B: National Affiliation – If the club 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 this document: “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of CSM.”

Section C: Purpose – The purpose of this club shall be:

1. *[List in detail the purposes and objectives of the clubs.]*
- 2.
- 3.

ARTICLE II: MEMBERSHIP & DUES

Section A: Membership

1. Membership in this organization shall be open to all students in good standing currently enrolled at Ohio University, regardless of race, creed, color, sex, gender identity, sexual orientation, or physical disability.*
- 2.

Section B: Dues – 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 general officers, add officers specific to the needs of the club, if necessary.]

Section B: Eligibility – Officers must be _____ [full-time students, carrying at least 1 credit, etc.]

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 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:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Appoint committee chairpersons subject to the approval of the Executive Committee
- Serve as an ex-officio member of all committees except the nominating committee
- 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
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club

Section D: Treasurer – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Executive Committee.

Section C: Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]

Section D: Parliamentary Authority – Robert’s Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: EXECUTIVE COMMITTEE

Section A: Responsibility – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III and the faculty advisor.

Section C: Meetings – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]

Appendix B: Student Organization Event Planning Checklist

Name of event: _____

Date(s): _____

Responsible organization(s): _____

Person in charge and cell phone: _____

Estimated number of participants: _____

Registration:

Registered event on Bobcat Connect: _____

Facilities:

Location(s) reserved: _____

Rain location reserved: _____

Set up confirmed (i.e. tables, chairs, recycling and trash, stage, etc.): _____

Set up date/time: _____

Permits, work orders, or any other approvals obtained: _____

Audio/Visual/Lighting:

Equipment ordered (microphone, speakers, etc.): _____

Computer and projector (is it provided?): _____

Auxiliary/HDMI cord: _____

Test sound in location: _____

Set up date/time: _____

Publicity:

Invitations (number) _____ (Date sent): _____

Flyers created and distributed (when and where): _____

Banners hung (when and where): _____

Digital signs posted (when and where): _____

Emails sent (date): _____

Other: _____

Food:

Menu selected (consider allergies): _____

Drinks selected (menu): _____

Ordered through OU catering if more than \$250 (Y/N): _____

Set up time: _____

Compliance with alcohol policies: _____

Utensils secured: _____

Speaker/Band/DJ/Honorarium:

Entertainer/performer confirmed (date): _____

Any contracts reviewed by Associate Director of Student Activities (Y/N): _____

Contract approved (if applicable): _____

If honorarium, proper forms and disbursement voucher turned in: _____

Logistics for guest established (arrival time, flights, transportation, hotels): _____

Decorations:

Decorations: _____

Accessibility:

Arrangements made for any special needs (interpreter, etc.): _____

Risk Management and Insurance:

Major event registered and approved with the Major Events committee: _____

Events with higher risk than standard approved by Risk Management and Insurance: _____

Participant waivers obtained (if applicable): _____

Funding:

Created event budget: _____

Checked Oracle Business Intelligence for organization fund balances: _____

Applied for SAC funding: _____

Co-sponsorships confirmed: _____

Other Supplies Needed:

- Paper and pens: _____
- Tablecloths: _____
- Tape, staples: _____
- Sign-in/interest sheet: _____
- Cash box/change: _____
- Trash bags, rolling carts, etc.: _____
- Water for guests: _____

After the Event:

- Returned rented items: _____
- Sent thank you notes: _____
- Paid all bills: _____
- Participants completed evaluation: _____
- Organizers/volunteers/organization completed evaluation: _____
- Created recommendation list for next time: _____

Appendix C: Student Organization Advisor Expectations Worksheet

This document is meant to be used to help create mutual expectations between the organization members and the advisor. It is best practice to have an initial meeting with new officers when they begin their term. Below are questions to consider:

Answered by the Advisor:

1. In your own words, what is the role of the advisor within the organization:

2. Why do I advise this organization? What knowledge, skills, and perspectives do I add to the organization?

3. Review the different advising styles below. Which style most-closely matches how you advise? Ask the organization officers if they think this style will match what they need. If it does not, are there other resources you may be able to connect them to?

Educator:

- a. Adaptable: advising approaches shift in response to situation/contexts
- b. Prioritizes learning over outcomes: allows organization to make mistakes and take guarded risks that have been discussed by the group
- c. Very responsive and non-assertive

Referee:

- a. Attempts to educate/oversee, but handles the groups disputes
- b. Needs to expose group to training and team-building exercises to empower group transformation
- c. Works best with groups in turmoil

Overseer:

- a. Stays at a distance, serves when called upon
- b. Helpful when group seeks out advice or expertise
- c. Can be effective for groups with minimal needs or established leader; can be problematic if the group expects more interaction or guidance

Boss:

- a. Very authoritative and supplies the answers
- b. Expects the group to take orders

- c. Highly responsive and assertive
- d. Can be a good advisor if motivational, persuasive, and educational. However, this style can be problematic if student leaders use the same style or if used in a threatening way

4. I prefer to communicate via the following method(s) (circle all that apply):

- Email
- Text message
- Phone Call
- In person meeting
- Other: _____

5. You can contact me (circle all that apply):

- During work hours
- After work hours, but I may not respond!
- Anytime, and I am likely to respond!

6. I will come to _____ of the student organization meetings. **If you plan to go infrequently, the beginning of the semester is ideal to introduce yourself and during new officer elections to help facilitate the process equitably.*

- All
- Some. Define what that means here: _____
- One. When will that be? _____
- None

7. I would like to receive the following information regularly:

- Meeting minutes
- Being cc'd on organization emails
- Event promotion materials
- I would only like a semesterly update
- Contact me only as needed

Answered by the Students (most-likely the officers):

For the student organization leaders to answer:

1. In your own words, what is the role of the advisor within the organization:

2. As a new officer team, what are you most nervous about? As you go through this list with your advisor, ask for their advice or if there are resources of which they are aware.

3. Our vision for the organization is the following: _____. Do you (advisor) have any additions we should focus on?

4. Based on your advisors answers above, who will ensure there is proper communication with the advisor?

5. Are there any events or meetings that you imagine the advisor attending? See if they are able to!

6. Anything else you think is important for the advisor to know?