



OHIO  
UNIVERSITY

# Student Organization Handbook

Campus Involvement Center  
Modified: August 2020

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# Welcome from the Campus Involvement Center

Greeting Student Organization Members and Advisors,

The Campus Involvement Center is pleased to offer a centralized source of information to assist student organizations in their endeavors at Ohio University. While one manual cannot comprehensively capture the full student organization experience, it can serve as a guide to help your organization in matters relating to policy, programming, and implementing best practices.

The Campus Involvement Center's mission is to provide meaningful, high quality out-of-class opportunities through programs and experiences that foster the five core values of Ohio University: character, community citizenship, civility, and commitment. We hope your involvement in student organizations will lead to the advancement of these five values, making your time with OHIO meaningful and memorable.

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.

**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

<b>Student Organization Contacts</b>		
<b>Name &amp; Title</b>	<b>When to Contact</b>	<b>Contact Information</b>
<b>Adam Grimm</b> Student Organization Finances	-Financial information requests -Disbursement vouchers -Checks -Purchasing Card (PCard) use	Grimma@ohio.edu (740) 593-4127 Baker 355
<b>Ariel Tarosky</b> Director of Sorority and Fraternity Life	-Sorority and Fraternity life matters	Ariel@ohio.edu (740) 593-4065 Baker 330
<b>Josh Gruenke</b> Associate Director of Student Activities	-Contracts -Policy questions -Conduct concerns -General student organization matters -Financial audits -Establishment and re-registration process	gruenke@ohio.edu (740) 593-1761 Baker 355
<b>Senate Appropriations Commission (SAC)</b>	-All SAC funding related matters	sac@ohio.edu Baker 305
<b>Student Senate</b>	-Campus representation	senate@ohio.edu Baker 305

## Section II: General Requirements and Expectations

### **Purpose of Student Organizations**

Student organizations are an integral part of the OHIO community and offer students rich, interdisciplinary opportunities to learn outside of the classroom. The Campus Involvement Center strives to provide a structure and guidance for students to join together for a common purpose. Individually, student organizations provide a platform for students to develop leadership and organizational skills. 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.

### **Scope**

The student organization manual provides pertinent policy and procedure information specific to registered organizations. Certain organizations, such as social fraternities and sororities and club sports, may have additional 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](http://www.ohio.edu/policy) and [www.ohio.edu/student-affairs/community-standards](http://www.ohio.edu/student-affairs/community-standards). Further, recognition 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](mailto:involvement@ohio.edu) or drop-in to the Campus Involvement Center at Baker 355.

### **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.

### **Benefits of Registration**

Student organizations have many benefits when they register with the Campus Involvement Center:

- Assistance from the Campus Involvement Center for all student organization related matters
- Receive a student organization financial account
- Listing on the online [Student Organization Directory](#) and [BobcatConnect](#)
- Discounts through Catering Services, Printing Resources, Event Services, and other university entities
- Access to Ohio University facilities and spaces for student organization events and meetings
- Eligibility for funding through the Student Activity Commission (SAC) of Student Senate. For more information, please email [sac@ohio.edu](mailto:sac@ohio.edu).
- Liability student organization insurance coverage
- Permission to conduct fundraising events on campus
- Eligibility to apply for an office space in Baker University Center
- Access to free table space at the annual Student Organization Involvement Fair

## Requirements of Registration

### **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 the 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](mailto: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.

### Starting a Student Organization

New organizations have a window to register their student organization once a semester during a month-long period. Registration periods are listed on the [CIC website](#).

Before you begin the process of forming a new student organization, you must research existing organizations using the [Student Organization Directory](#). With more than 550 registered student organizations, it is likely that there are already many options that match your interests or offer opportunities to implement your ideas into existing structures. If starting an organization is still the best option, consider the following questions during the formation stage or set up an appointment with the CIC ([involvement@ohio.edu](mailto:involvement@ohio.edu)) to generate methods, ideas, and implementation strategies before registering your organization.

1. What gap on campus/the community am I trying to fill? Is the organization aiming to solve a problem, create recreational opportunities, advance a specific interest, etc.?
2. What is the ultimate impact you want the club to have?
3. What is unique about your organization?
4. Based on the gap you are aiming to fill, the impact you want to have, and uniqueness of your organization, what is the mission/purpose of the organization?
5. How might you advance the mission of your organization? List specific actions/activities your student organization can execute to advance your mission.
6. How might you garner interest in your mission to recruit others to your organization?
7. What type of commitment will members need to make to the organization?
8. Realistically, how long will it take it to form the group and gain momentum? How might the organization's structure change from year one to year two, etc.?
9. Do you know any OHIO faculty or staff members who may be interested in serving as an advisor for your organization? If not, what are strategies you can use to find an advisor?
10. Will your organization be affiliated with a department/office on campus?
11. Once your organization is started, what resources will you need?

The steps to register your organization are as follows:

1. Review the list of registered student organizations at Ohio University to ensure that your new organization will fill a gap on campus or in the community.



2. Secure a faculty or staff member to serve as your organization's advisor.
3. Host an election or appoint members to secure the required officer positions for registration (president, vice president, and treasurer). You must have 5 student members, including officers, to begin an organization.
4. Write the organization's constitution and bylaws to provide clarity, fair and equal consideration, and continuity in the regular operations of your organizations. View Appendix A for a sample constitution and bylaws. Visit BobcatConnect to download a [word document constitution copy](#) for editing.
5. Register your organization on [BobcatConnect](#), Ohio University's student organization management system.
  1. Go to <http://www.ohio.campuslabs.com/engage/> and log in with your campus ID
  2. Click "Organizations" → "Register an Organization" → "Register a New Organization"
  3. Fill out the form, upload your constitution and bylaws, and submit officer information
  4. Once the form is submitted, the required officers and advisor will receive an email from BobcatConnect. They should follow the link to review and agree to the terms and conditions of their position.
  5. Your submission will be reviewed by the Campus Involvement Center. You will be contacted if your organization is approved or further information is needed.
6. Attend new student organization training. Available dates can be viewed at [ohio.edu/involvement](http://ohio.edu/involvement).

\*When entering the advisor on the registration form on BobcatConnect, you may get a "user not found" message. If so, the advisor must log on to BobcatConnect with their campus ID before the system recognizes them/you can register.

The Assistant Director for Student Organizations is available for consultation to create an organization. Please email [involvement@ohio.edu](mailto:involvement@ohio.edu) with questions or to set up an appointment.

## 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](http://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 two mandatory trainings 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.

## Rights and Responsibilities

The University is committed to the belief that you have the right and privilege to organize and participate in groups whose purposes center around the interests and goals of the individuals involved. Though student organizations are able to function on campus and do enhance campus life, neither the Campus Involvement Center nor Ohio University assumes responsibility for your organization.

A registered student organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of the University, the Ohio University Student Code of Conduct, and all local, state, and federal laws. Registered student organizations will be held accountable for the actions and behavior of their members and guests at their functions. If your organization is suspended from Ohio University for any reason, it may not re-register under a different name with the intention of functioning in the capacity of the suspended group.

It is the responsibility of the registered student organization members to familiarize themselves with the Guidelines and Policies affecting student organizations. Officers should take responsibility to inform members of their organization about University policies affecting their group. Any change in officers, advisor, and/or constitution should be promptly submitted to the Assistant Director for Student Organizations.

## 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](mailto: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  
Alcohol

customary course and scope RSO activities

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](mailto: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](mailto: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](mailto: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](mailto:communitystandards@ohio.edu) or [involvement@ohio.edu](mailto: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](mailto: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).

#### Tax ID

Student organizations cannot use the Ohio University Tax ID number for fundraising (this is a common request for fundraisers through Chipotle, Buffalo Wild Wings, etc.). Many organizations will still work with student organizations, regardless of their inability to provide a tax ID.

Organization's may apply with the IRS for an official tax number, but they are responsible for filing required tax forms each year.

## **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](mailto:sac@ohio.edu).

## **Expenditures**

### **Disbursement Vouchers**

All payment requests must be made by submitting a completed Disbursement Voucher, which can be picked up from the Campus Involvement Center (Baker 339). 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. Once the disbursement voucher is completely filled out with both the advisor and the treasurer signatures and proper attachments, return the form to the Campus Involvement Center (Baker 355) or submit online. If the payee has direct deposit set up with the university, the funds will be directly deposited into that account; otherwise, the check must be picked up in Baker 355 when it is ready.

### **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

Contact the Associate for Student Organization Finances to set up Pcard use appointments.

## 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](mailto: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](http://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](mailto: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 attached to the disbursement voucher and turned into the Campus Involvement Center (Baker 355) for payment. 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.

## Section VII: Advisors

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. Advisors may disassociate from an organization at any time.

An advisor must be a full-time member of the faculty or staff of the 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. Any other exceptions to this policy are at the discretion of the Campus Involvement Center.

The advisor must give prior approval for all financial transactions and may be required to co-sign for financial obligations assumed by the student organization. Financial obligations are the responsibility of the individual incurring them or the student organization and are not to be considered the obligation of Ohio University. In the case of gross negligence or lack of oversight by the advisor, they may be held financially responsible if the student organization defaults on financial obligations. If the University judges that the advisor acted in good faith and within the scope of their authority, the University may represent the advisor and student organization in resolving any transaction, therefore protecting the advisor from any liability.

If the student organization, its members, or advisor are alleged to have violated a criminal law or a University policy or procedure, the Office of Community Standards and Student Responsibility, the Ohio University Police Department, and/or University Human Resources will review the incident and take appropriate action.

## Section VIII: Resources

### Academic Support Resources

#### Academic Advancement Center (AAC)

Ground Floor, Alden Library; (740-593-2644); [aac@ohio.edu](mailto:aac@ohio.edu), <https://www.ohio.edu/uc/aac/>

- Math Center & Science Center: free 30-minute individual tutoring, evening study tables with math assistance, online and telephone math help
- Supplemental Instruction (SI) study sessions for several high-risk courses
- The Learning Center Computer Lab:
  - Learn basic computer skills, complete class projects, access the internet and a variety of software
  - Trained computer tutors and professional computer instructor help available
- Tutoring Services: Assistance with individual courses (fee required unless students have some scholarships or are registered with accessibility services)
- Study skills tutoring: Help with overall study strategies and time management
- Study skills credit courses: College Reading Skills, Academic Computing Skills, Learning Strategies

#### Student Accessibility Services (SAS)

348 Baker Center; (740-593-2620); [disabilities@ohio.edu](mailto:disabilities@ohio.edu), <https://www.ohio.edu/uc/sas/>

- Support services for students with a documented need for a physical or learning accommodation. SAS ensures equal opportunity and access for members of the Ohio University community.

#### Allen Student Advising Center

417 Baker Center; (740-566-8888); [advisingcenter@ohio.edu](mailto:advisingcenter@ohio.edu), <https://www.ohio.edu/uc/advising-center/>

- Academic Coaching
- Academic Success Workshops
- Academic advising, Walk-in advising when available advising staff are available
- First Generation Student Support and OHIO First Scholars (<https://www.ohio.edu/uc/firstgen/>)
- Oversight of Turning Points program (<https://www.ohio.edu/uc/advising-center/turning-points>)

#### Career and Leadership Development Center (CLDC)

533 Baker University Center; (740-593-2909); [careerandleadership@ohio.edu](mailto:careerandleadership@ohio.edu), <https://www.ohio.edu/careerandleadership/>

- Career Coaching and career planning courses
- Leadership Coaching
- Mock Interviews
- Leadership Development workshops: Foundations (for first-year students), Professional Leadership Certificates, 21<sup>st</sup> Century Leadership Certificate
- Pepsi Scholars cohort-based scholarship and leadership development program



- Career & Internship Fair, Non-Profit and Service Work Fair. Grad School Fair, JobFest: Part-Time, On-Campus, and Seasonal Employment Fair, and Industry Panels
- Oversight of Handshake career platform  
(<https://www.ohio.edu/careerandleadership/handshake/>)

### **Ohio University Libraries**

Alden Library; (740-593-2699); <https://www.library.ohiou.edu/>

- The Library's web site is a gateway to databases, library catalogs, electronic texts, and other services.
- Consult with an informational professional whether in person, by phone, through email or through online chat interviews available up to 24 hours a day.

### **Office of Nationally Competitive Awards**

35 Park Place; (740-597-1632); <https://www.ohio.edu/honors/onca/>

Assists Ohio University's strongest and most talented students in identifying and competing nationally for awards such as the Rhodes, the Truman, the Goldwater and the British Marshall (to name just a few).

### **Pre-Professional Advising Center**

111 Irvine Hall; (740-593-2290); <https://www.ohio.edu/cas/biosci/careers/advising-center.cfm>

Offers individualized assistance and advice for Ohio University students and alumni interested in health professions including Dentistry, Medicine, Optometry, Physical Therapy, Veterinary Medicine, and other allied health professions.

### **Office for Multicultural Student Access and Retention (OMSAR)**

31 S. Court St Room 196; (740-593-9376); [diversity@ohio.edu](mailto:diversity@ohio.edu), <https://www.ohio.edu/omsar/>

- Oversees scholarship programs for students from diverse backgrounds
- One-on-one meetings with staff members to develop student plans for academic and social success
- Conduct large group informational meetings regarding scholarship requirements and support
- Leadership development education
- Develop research skills and opportunities
- Help students to grow socially and personally through service projects

### **Department of Psychology Advising and Resource Center**

206 Porter Hall; (740-597-3206); [psychadvising@ohio.edu](mailto:psychadvising@ohio.edu),

<https://www.ohio.edu/cas/psychology/careers/advising-resources/>

Academic advising, career advising, graduate school advising, and other services for undergraduate psychology majors and minors

### **Student Writing Center**

2nd Floor, Alden Library; (740-593-2646); <https://www.ohio.edu/uc/aac/swc.cfm>

- Provides free scheduled and walk-in face-to-face appointments as well as online appointments

- Assist with understanding and assignment, looking at a revised draft, developing a thesis, main idea, organizing and developing ideas, bibliography or works cited, grammatical issues, or any other concerns

### **Veterans and Military Student Services Center**

350 Baker Center; (740-566-8387); [veteranscenter@ohio.edu](mailto:veteranscenter@ohio.edu), <https://www.ohio.edu/veteranscenter/>

- Provides, facilitates, and coordinates programs and services for student veterans, military personnel and families
- Assist with all aspects of the GI Bill, VA procedures, and academic advising

## **Student Affairs Resources**

### **Campus Involvement Center (Main Office)**

355 Baker University Center; (740-593-4025); <http://www.ohio.edu/involvement/>

### **Sorority & Fraternity Life**

330 Baker University Center; (740-593-4065); <http://www.ohio.edu/involvement/greeklife/>

### **Performing Arts & Concert Series**

321 Baker University Center; <http://www.ohio.edu/performingarts/>

- Provides subscriptions and single-tickets to events such as Broadway show tours, musical performances, and comedians

### **Health Promotion**

339 Baker University Center; (740-593-4742); <http://www.ohio.edu/involvement/healthpromotion/>

- Sexual health services
- Nutrition consultations and education
- peer health education program including POWER/GAMMA and Better Bystanders
- Vanguard masculinity program
- Collegiate Recovery Community and Sober Bobcat program

### **Community Engagement**

361 Baker University Center, (740-593-4007)

<http://www.ohio.edu/involvement/communityservice/>

- Explore community service opportunities on and off campus including a Project of the Week (held on most Saturday afternoons).
- Oversees Community Ambassador program & rental guides

## **Health and Wellness Services**

### **Counseling and Psychological Services**

3rd Floor, Hudson Health Center; (740-593-1616); [www.ohio.edu/counseling/](http://www.ohio.edu/counseling/)

- Individual short-term counseling with psychologists, clinical counselors, clinical social works, and graduate students

- Group counseling including groups for female-identified sexual assault survivors, graduate / non-traditional students, and understanding self and others
- Drop-in/emergency services
- Services for eating disorders
- Couples counseling
- Therapy dogs
- Light box therapy
- Bobcats Who Care suicide gatekeeper / prevention training

### **OHIOHealth Campus Care Clinic**

1st Floor, Hudson Health Center; (740-593-1660); <https://www.ohio.edu/medicine/community-health/campus-care/>

- Comprehensive health care for students enrolled in one or more credit hours at the Athens campus
- Family practice doctors and physical exams
- Specialist care, laboratory testing, x-rays, immunizations
- STI/HIV Testing
- Physical Therapy
- Women's Health Clinic and emergency contraception
- Pharmacy
- Eating Disorder Support Team
- Allergy Injection Clinic

### **Survivor Advocacy Program**

Lindley Hall 038; (740-597-7233); <https://www.ohio.edu/survivor/>

Services: Provides free, confidential support and advocacy services to student survivors of sexual assault, dating/domestic violence, and stalking through the creation of a safe, affirming, and inclusive environment. Employs three full-time licensed social workers who oversee crisis response and intervention and a 24/7 hotline.

## **Housing and Safety**

**Environmental Health and Safety Office**, 142 University Center; (740-593-1666);

[www.ohio.edu/ehs](http://www.ohio.edu/ehs)

Services: Fire and safety inspections, hazardous waste removal and treatment, pest control, sanitation

**Housing & Residence Life**, Living Learning Center; (740-593-4090); [housing@ohio.edu](mailto:housing@ohio.edu)

[www.ohio.edu/housing](http://www.ohio.edu/housing)

**Ohio University Police Department (OUPD)**; (740-593-1911); [police@ohio.edu](mailto:police@ohio.edu)

Services: OUPD is responsible for enforcement of criminal laws, all investigations occurring on campus, and issuing timely warnings of crimes that pose a threat to students and employees.

**Equity and Civil Rights Compliance**, Lindley Hall 006; (740-593-9140);

<https://www.ohio.edu/equity-civil-rights/>

Services: Ensures that the University maintains an employment and educational environment that is free from discrimination and harassment. Houses the office of the Title IX Coordinator and sexual misconduct reporting.

### Other Campus Resources

**Dean of Students Office**, 345 Baker University Center; (740-593-1800); [deanstu@ohio.edu](mailto:deanstu@ohio.edu)  
[www.ohio.edu/deanofstudents](http://www.ohio.edu/deanofstudents)

Services: Contact and resource for parents, students, and faculty for general information as well as specialized information about crisis and risk management.

**Multicultural Programs & Multicultural Center**, 205 Baker University Center; (740-597-2110);  
[www.ohio.edu/culturalcenter/](http://www.ohio.edu/culturalcenter/)

Services: The Multicultural Center serves as a place where cultural teaching and learning are the focus of all programs and activities. Its focus is intercultural, and provides a place where members of the university community, representing a variety of backgrounds, participate in programs and activities. All programming in the Center is designed to increase human understanding through the study and expression of culture.

**Lesbian, Gay, Bisexual, and Transgender Programs Center**, 354 Baker Center; (740-593-0239);  
[lgbt@ohio.edu](mailto:lgbt@ohio.edu) <http://www.ohiou.edu/lgbt/>

Services: Educational programming such as SafeZone, outreach and resources for the campus community on LGBT issues and for LGBT students and allies at OU.

**Women's Center**, 403 Baker Center; (740-593-9574); [womenscenter@ohio.edu](mailto:womenscenter@ohio.edu)  
<https://www.ohio.edu/womenscenter/>

Services: Educational programming, mentoring program, volunteer opportunities.

## 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.

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### **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: \_\_\_\_\_