



WEST LIBERTY UNIVERSITY

Office of Housing and Student Life
208 University Dr.
CUB # 128
West Liberty, WV 26074

Student Organization Resource Manual

August 28, 2019

Dear Organization Leader,

At the beginning of each fall semester, your organization must renew your recognition with the Office of Housing and Student Life. Attached you will find the packet that must be filled out and returned to our offices in Rogers Hall or through the mailroom (CUB 128), you may also fill out these forms online. Pending review of the submitted documents to our offices, your organization will be given recognition. Please note all recognition / re-recognition paper work is due *Sept 27th*.

Attached you will also find the *Student Organization Resource Manual*. Please review the document and reach out to our offices with any questions about policies and procedures.

If you have any questions please feel free to schedule a meeting with me or contact me via e-mail at kate.billings@westliberty.edu . Thank you for taking the time to complete all forms and documents in this process

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kate Billings', with a stylized flourish at the end.

Kate Billings
Director of Student Activities

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Student Organization Registration Process

A Student Organization is defined as a group of currently enrolled WLU students who unite due to a common interest. Student Organizations are classified into categories:

- o Academic/Departmental
- o Honorary
- o Religious
- o Special Interest
- o Greek (Social)

Only currently enrolled students in good academic standing may serve as officers of an organization. WLU recognizes the vital contributions that student organizations make to campus and we strive to assist you in any way that we can.

In order to qualify for all of the benefits and resources of a student organization you must follow the registration process to be recognized by the university.

Student Organizations are required to register annually with the Office of Housing and Student Life. Registration forms are due the second week of September. Any existing student organization that does not complete the required registration paper work will be considered inactive and lose its registration status which will result in a loss of privileges which may include funding.

In order to officially register or re-register you must:

- o Attend the Fall Organization Meeting
- o Complete the Annual Registration Form
- o Complete Officer and Roster Forms
- o Complete Social Media Account Forms
- o Complete Event forms throughout the year
- o A current constitution and by law must be on file in the Office of Housing and Student Life

An updated list of registered student organizations is prepared each semester by the Office of Housing and Student Life.

Establishing a New Student Organization

Any new student group may apply to be a recognized Student Organization by completing the following process:

- Set up a meeting with the Office of Housing and Student Life
- Recruit a minimum of five students
- Secure a Faculty or Staff Advisor
- Complete the Annual registration form
- Complete Officer and Roster Forms
- Draft Constitution and By Laws

Student Organization Policies and Procedures

A. General Policy

Student Organizations are an important part of co-curricular programs and activities offered West Liberty University.

1. An active chartered student organization is a private, voluntary association and is not an official component of the University.
2. WLU in no way accepts liability for the action of such groups
3. Chartering and annual registration is simply a means by which student organizations may receive standard privileges granted when certain minimum requirements are met.
4. Chartered student organizations may establish requirements from participation that exceed minimum standards set by the Student Handbook.
5. The purpose and activities of the organization shall be lawful and not in conflict with University regulations as published by the University
6. Membership in an organization shall be open to students of WLU without regard to race, religion, sex, color, national origin, age disability, sexual orientation, marital or parental status. The only exception is in the case of fraternal organizations that are exempt from Title IX regulations concerning discrimination on the basis of sex.
7. The organization shall not duplicate the purposes and functions of a previously chartered or registered organization unless need for such duplication is substantiated.
8. All funds allocated to the organization from University controlled sources (Student Government Funding packet) must be spent in accordance with the financial policies and procedures of the University.
9. Any fundraising activity must be coordinated with and approved by the Office of Housing and Student Life through Event form approval.
10. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.

B. Standard Privileges

1. Student Organizations may use the name of the University or abbreviation as part of the name, however, the group may not advertise or promote events in a manner that falsely suggests it is sponsored by the University
2. Use of meeting and program space in the Student Union and other approved campus facilities and spaces
3. The right to engage in on-campus solicitation and fund raising activities, once proper paper work has been filed and approved
4. The option to apply for use of student fees allocated by Student Government
5. Inclusion in printed materials created by the Office of Housing and Student Life
6. An on-campus mail box located in the Student Union Mail Room if requested
7. Access to other services and materials provided by the University such as IT, University vehicles, etc.
8. Eligibility to participate in student organization membership recruitment programs, these include the fall and spring Student Organization Fair, and other events announced throughout the academic year and summer sessions.
9. Organizations may raise funds or make permissible solicitations on campus in accordance with policy
10. They may publicize their activities on campus within the guidelines of the existing posting policy

11. May have the use of University vehicles for travel purposes per the travel policy.

C. Annual Registration

1. Existing student organizations wishing to continue using privileges granted by WLU to such organizations must register annually with the Office of Housing and Student Life. Forms need to be completed with current officer and advisor information by the stated deadline in order to be considered active for the current academic year. If a change in contact information occurs during the academic year, please update your records in the Office of Housing and Student Life in Rogers Hall.
2. The organization shall conduct its affairs in a lawful manner in accordance with the constitution, by-laws it has on file and in accordance with applicable University regulations and state statutes.
3. The organization shall be responsible for the observance of all applicable University-regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

D. Faculty or Staff Advisor

Each active chartered organization shall have a University faculty or staff member serve as an advisor available to the officers and members for consultation about the organization affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization, Departmental Purchase Orders if applicable and to offer suggestions regarding the operations of the organization, and to oversee adherence to University regulations and the organization's constitution and bylaws.

E. Regulations

1. Each organization is expected to plan and conduct activities furthering the educational purpose of West Liberty University
2. Officers of student organizations must be in compliance with the Student Code of Conduct and be in good standing with the University in order to hold an office.
3. Officers are responsible for guests attending their events and for their compliance with the University regulations
4. Organizations shall inform the Office of Housing and Student Life of any officer, advisor, or constitutional changes within 10 days of the changes.
5. Officers shall keep advisors aware of all activities, programs, operations, and membership
6. All social fraternities and sororities shall maintain regular membership in Greek Council and either IFC/Panhellenic and follow the Governance of Fraternities and Sororities document in addition to this material.
7. Organizations that are under investigation as part of a University Judicial Process shall cease all meetings and events until the conclusion of the judicial.
8. Organizations shall not hold any activity in the form of lottery, raffle, or game of chance without securing permission. Internal permission is granted through the Office of Housing and Student Life.
9. The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations
10. Organizations shall observe policies and regulations governing the marketing, promotion, and sponsorship related to alcohol.

F. Denial or Loss of Recognized Status

The Campus Activities Coordinator may recommend to the Vice President of Student Affairs that the recognition of a group be denied, and organizations may lose registered status for any of the following reasons:

1. No organization may engage in any endeavor contrary to any federal, state, local law or University policy.
2. Non-compliance with University regulations
3. Failure to provide information required of recognition by deadlines
4. Providing false information in the application for recognition

5. The purpose of the organization is in conflict with University policies.
6. Misuse/abuse of University space
7. Failure to adhere by the group's constitution/bylaws
8. Failure to pay outstanding debts
9. Being under sanction or deactivation by the University or group's outside governing body.
10. Failure to attend mandatory meetings or workshops

G. Registering Events

1. An approved campus event is defined as any event held on campus that is sponsored by a recognized student organization and registered with the Office of Housing and Student Life. Any event that requires the use of certain facilities must be scheduled with that department and/or individual. Campus functions are scheduled by the Office of Housing and Student Life.
2. All reservations for facilities must be made with the appropriate individual(s) in charge of that area. A list of individuals to contact for reserving a particular facility is available in the Office of Housing and Student Life.
3. Student ID cards may be requested at any time from students attending any campus functions such as dances, lectures, concerts, athletic events, or other events that require the purchase of a ticket for admission. It is recommended that students carry their ID cards at all times.
4. Major Events on Campus- Any student sponsored event bringing in a number equal to 10% of the residential population constitutes a major event. This policy excludes sporting events organized through Intercollegiate Athletics. Any student organization sponsoring a major event must adhere to the following:
 1. Register the event with the Office of Housing and Student Life at minimum 30 days in advance. Space and/or equipment must be scheduled and reserved with 59 the appropriate individual(s)/department(s). Office of Housing and Student Life is NOT responsible for scheduling or reserving space and equipment.
 2. Have a combination of advisors and/or campus safety officers present during the event. The determination and number of advisors and/or Campus Police officers shall be determined by the Office of Housing and Student Life taking into consideration the type of activity and potential attendance. (e.g., a lecture would not have the same requirements as a concert.)

The expenses incurred in meeting the above criteria for ensuring a safe environment for all participating and attending the event shall be the responsibility of the sponsoring organization(s).

Conduct at Events - West Liberty University students are expected to show responsible and courteous conduct individually and collectively in their participation in all university functions. The officers of each organization and each member of the 55 organization are responsible for the planning and conduct at all functions held under the auspices of members of the organization. Any individual and/or group may be held judicially responsible by the University for Inappropriate Conduct at any university sponsored event. In addition, if the organization responsible for the inappropriate conduct is found at fault, the organization may lose their charter and/ or recognition for an expressed period of time or indefinitely.

H. Posting/ Publicity Procedures and Policies

All Student groups with recognized status are allowed to post publicity in approved areas. Off campus groups must receive permission from the Office of Housing and Student Life. Any group not adhering to the policies and procedures. Any group not adhering to the policies may be assessed a fee for cleaning, damages, repairs, and may lose posting privileges.

1. All posters must be posted on designated areas such as bulletin boards.
2. Posters may not cover windows, doors, hallways, walls, pillars, etc. as to not cause damage to facilities
3. Banners may be draped but the organization must have approval from the Office of Housing and Student Life.

4. Posters may not be placed more than two weeks in advance of the event and must be removed within 2 days.
5. Failure to remove materials may jeopardize future privileges and may result in judicial sanctions.
6. No posters may be stapled to trees or other natural surfaces
7. Publicity must not include alcohol or drugs unless relating to an educational program as approved by the Office of Housing and Student Life
8. Posted material may not include inappropriate or questionable behavior or indecent exposure.
9. Foul or questionable language may not be used.
10. Only one sign per bulletin board is permitted
11. All posters for residence halls must be dropped off to the Office of Housing and Student Life to be given to RAs for them to post in designated areas.
12. Please ask facility managers of any additional places you would like to post information
13. Be respectful of other flyers, do not tear down in order to place yours.
14. Chalking Policy- there will be no individual announcements such as "happy birthday"; only sidewalk chalk may be used, it may only be on the sidewalks (no columns, stairways, sides of buildings, etc.) and the use of profanity or inappropriate messages are prohibited.

CHECKLIST

BEGINNING OF THE ACADEMIC YEAR...

- Complete the Student Organization Registration Form. **Deadline: September 22**
- Return your Officer and Member Roster Forms to the Office of Housing and Student Life (**Deadline: September 22**)
- Meet with your organization's advisor and begin planning for the coming year.
- Review financial records, constitutions and by-laws, student organization policies (and other important documents). Constitutions must be updated. **Deadline: September 22**
- Read through the Student Organization Handbook
- Begin recruiting new members
- Update your student organization web page, social media, contact information, etc. and return the Social Media Information Sheet to the Office of Housing and Student Life **Deadline: September 22**

DURING THE YEAR...

- When officers are elected or officer/advisor addresses change, fill out an updated registration form to ensure proper contact information is entered into the organization computer database. Keep the Office of Housing and Student Life updated with e-mail contact information.
- Train new officers in recordkeeping, budgeting, completing forms, and event planning processes.
- Reconcile all of your student organization financial records on a regular basis
- Attend any leadership seminars or meetings as announced by the Office of Housing and Student Life
- Check your e-mail and mail regularly for updated announcements and information.
- Submit Event forms prior to all events held on or off campus hosted by your organization
- Fill out and submit Funding Request Packets by designated dates for Student Government to consider and award financing to.
- Submit nominations for student organization and leadership awards sponsored by the Office of Housing and Student Life during the Spring Semester.

END OF THE ACADEMIC YEAR...

- Reconcile all of your student organization financial records, pay all your bills, make sure you have money in your account for any bills over the summer, process all disbursements and transfers, etc.
- Organize your officer files and resources and pass information and supplies to new officers. In the event that new officers/advisors have not been selected you may bring your organization information to the Office of Housing and Student Life for summer storage.
- Recognize and reward members for their accomplishments.
- Register your organization for the Fall Student Organization and Activities Expo to be held in late August.
- Leave forwarding summer contact information with the Office of Housing and Student Life.

The Office of Housing and Student Life:
CUB 128, 304-336-8345 activities@westliberty.edu
Kate Billings, 304-336-8580 kate.billings@westliberty.edu

Effective Meetings

Meetings are essential to many organizations. The opportunity to gather and work together in planning is critical. Substantial meetings make participants feel like they are benefiting from attending.

Consider the following when you strive for effective meetings:

Consider your Space

Make sure your meeting space is comfortable to all members of the group and conducive to the work you are trying to accomplish

Have an Agenda

Add some structure to meetings, this allows participants to gauge when their comments will be most appropriate.

State Information Clearly

Make sure that decisions, assignments and delegation is clear. Use signup sheets for volunteers and duties rather than a show of hands.

Make it Concise

Your group members are probably some of the busiest people around! Communicate respect for their time by keeping meetings short and to the point whenever possible.

Use Multi- Media

If it is appropriate for your group it may assist in keeping the audience's attention and shows that you have thought the subject matter was important enough to deserve prior planning.

Have a Time for Q&A

Be sure to leave time for questions! Many participants will appreciate time to clarify thoughts and certain issues.

Encourage Input

In addition to questions, encourage participation and comments.

Listen to Everyone

Paraphrase what they have said to make sure you have understood them correctly. Make sure everyone has their opinion heard.

Take Accurate Minutes

Make sure to keep an accurate account of the meeting and forward it on to attendees, if possible within 48 hours.

Be Creative

Meeting can get dull so spice it up every once and a while.

Importance of Delegation

Trying to do it all will quickly leave you feeling as if you have a large burden on your shoulders. There are many priorities and tasks that demand attention, it can be easy to think that as a Student Organization officer that the completion of tasks rest solely on you.

Effective leaders quickly learn that delegating and involving others in the process of a project does two very important things:

1. Relieves some of the pressure of group leaders
2. Helps others feel included and more invested in the group and project

Delegation is a tool that allows leaders to assign purposeful task to emerging leaders. Consider the following things when delegating:

- Match known talent with tasks, especially the first time so group members can ease into their comfort zone
- Ask group members what they would like to do, learn and be involved in
- Don't just "dump" the unappealing projects on group members and save the good stuff for yourself
- Demonstrate that you would never ask a group member to do something you wouldn't be willing to do
- Check in with group members regularly to make sure they don't feel overworked and find out how they feel about their work

Time Management

As a student leader you have many responsibilities and it is essential that you accurately manage your time so that you can do a good job without creating additional stress in your life. Below are a few tips on how to help:

Keep Track of Your Time:

Making a list of how you spend your time each day will help you to determine where you are spending the majority of your time. Analyze different items, are you using your time wisely or spending too much time on things that are not productive?

Get Organized:

Figure out an organizational system that works for you, a day planner, sticky notes, calendar, etc. Find a way that you can track what obligations and deadlines you have.

Try To Do Lists:

As responsibilities increase, try making a list of things you have to do. Post a to do list for a week or a day and then carry it with you or post it in a place you see frequently. Check off the items you accomplish.

Use Time Between Classes and Activities Productively:

The hour or two you have between classes can be incredibly productive. Use the time for small important tasks

Be Flexible:

Don't try and set your schedule in stone, make sure to allow yourself "downtime" for rest and relaxation

Recruitment & Retention

Whether your organization is new or you have been active for years you will always need to find and keep new members. It is exciting to see new students interested in your organization and is exhilarating to have new members come in with a “spark” of excitement.

Recruiting new members can be a difficult process, consider a few things:

- Is your organization functioning well and running smoothly? No one wants to join a group that is disorganized
- Attend events sponsored by the Student Union and Activities Office and other campus departments to publicize your group
- Target your audience
- Get promotion at for all of your events early and have a consistent theme or logo so you create a “brand” recognition
- Word of mouth is likely the best recruitment tool
- Move the location or time of your meetings from time to time
- Make sure students and the campus understand the purpose of your group
- Speak to other student organizations about who you are and what you are doing

Once you have new members it can also be challenging to keep them. Here are some additional thoughts to consider:

- Use ice breakers and team builders to get new and old members interacting with one another
- Set goals and use incentives to keep members coming and being active
- Stay in close contact with members that are unable to attend meetings
- Being productive is the best way to keep your members
- Try committees as a way to get and keep students involved
- Host events to celebrate accomplishments

A great principle to Consider when thinking about Retention is the GRAPE principle:

Grape:



G is for Growth:

Does your organization provide growth opportunities for all interested members? Is there opportunity for members?

R is for Recognition

Do you recognize members when great things occur in your organization? Don't wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments

A is for Achievement

A sense of "Team" achievement is important. Healthy organizations make sure that everyone feels as if they contributed to success of the organization.

P is for Participation

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members' contributions regardless of how long they have been with the organization.

E is for Everyone

Volunteering and working hard in an organization has to be fun! If being part of a group isn't fun, why be a member? A student's time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being a part of your organization!

Motivating Members

It is important to keep members of your organization motivated, and encourage them. Below are a few simple motivation ideas

Motivation Ideas

- Develop team building exercises that encourage cohesive thinking and problem solving
- Have an open-door policy. Members should know you are receptive to their ideas and feedback
- Create a “Wall of Fame” by taking photos of members for the wall; include bios, birthdays and other fun facts.
- Promote socializing between members
- Write a mission statement as a team that clearly states your organizations goals
- Hold brainstorming sessions to generate ideas and delegate responsibility
- Put up a suggestion box
- Follow through with your commitments
- Celebrate Success!

Rewards & Recognition

Sincere recognition of member's efforts will make your organization something that students want to be a part of. When people are recognized for their work through words or other forms of praise they will feel appreciated and more invested in your organization. Below are some ideas on how you can recognize and reward the hard work of your group.

Reward and Recognition Ideas:

- Write a Thank You Note: hand write the note and be specific about what you are grateful for.
- Give out an award at your meetings for a member that went above and beyond, have their peers vote.
- Print pictures from events and give them to members as a memento
- Form a secret recognition "gang" who's purpose is to bestow thanks upon group members
- Mail them a nice card, it is nice to get real mail
- Print an inspirational quote on nice paper
- Attach candy or a food item to a short note
- Surprise members with treats at your meetings
- Just think about the person or group you want to recognize and do something that would have meaning to them.

Conflict Resolution

Dealing with conflict is always difficult but is critical in the success of your organization. The most important thing to remember when dealing with conflict is that it has to be done, do not let the disagreement fester, like a cut, if you don't tend to it right away it can get infected and take longer to heal.

Be assertive, but not aggressive when speaking with members, be an effective communicator, use "I" statements, maintain eye contact and be conscious of the tone that you are using.

Tips for Resolution:

- Listen! Hear other's feelings and opinions and don't interrupt
- Accept the right of the other person to suggest a satisfactory solution
- Do not start a conversation with your mind made up, leave room to listen and explore ideas
- Do not try to win or find a winner, find a compromise
- Show respect
- Condemn the action, not the person
- Always be sincere with your words
- Remain focused on the issue at hand
- If necessary, calm down before talking

Creating a Constitution Or By-Laws

On the following pages is a sample you may follow when writing the constitution of your organization. This document is intended to serve as a model. An official student organization may structure and govern itself in any way deemed appropriate, so long as it does not violate any criteria stated in the Student Handbook/Student Code of Conduct with regard to organization chartering and registration. For additional assistance, please contact the Office of Housing and Student Life.

Definitions

A constitution is comprised of the fundamental laws and principles that prescribe the nature, functions and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates.

By-laws are secondary laws, which rule or govern the internal affairs of an organization. Basically by-laws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

Areas to be Covered within a Constitution

PREAMBLE

An introductory statement is usually no longer than two or three sentences, stating the intent of the constitution.

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be (full name of organization), hereinafter be referred to as (shortened name of organization as will appear throughout the constitution [optional]).

Comments: One of the privileges granted with University recognition/chartering, is the option to use the name of the University in the title/name of the organization. The name of the organization will be used in a variety of University publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed.

ARTICLE II: PURPOSE OF ORGANIZATION

State the purpose of the organization.

Comments/Questions:

- What is the purpose for establishing the organization
- What is the intended impact of the organization on the University community?
- What services will be provided and for whom?

ARTICLE III: MEMBERSHIP FO THE ORGANIZATION

NOTE: Organizations must be open to all WLU students. An organization or its membership may not discriminate on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternal organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.

A. Eligibility for Membership

State membership qualifications, such as: “All students of WLU shall be eligible for membership”

Comments/Questions:

- Who is eligible for membership? (WLU students, faculty and staff members).

B. Criteria or Qualifications for Membership

Comments/Questions:

- Are there any specific qualifications needed or criteria, which need to be met for membership (i.e. minimal GPA requirements, attendance requirements, dues that need to be paid)?

C. Categories of Membership

Comments/Questions:

- Are there various categories of membership such as active, associate, inactive, alumni, honorary, auxiliary, etc.?
- What are the privileges, duties, and/or responsibilities of each type of membership?

D. Withdrawal or Removal of Members

Comments/Questions:

- What is the process for withdrawal from the organization?
- What are the grounds for removal of a member (i.e. under what circumstances would/could this occur, votes required)?
- What is the process for a removal of a member of the organization?
- Who has a right to request removal or withdrawal of a member?
- Does an appeal process exist, and what are the policies and procedures to follow for such a process?

ARTICLE IV: ELECTIONS

A. Times and Period when Elections Occur

Comments/Questions:

- How often and what time of year are elections held for the organization?
- Are there any special elections?

B. Nomination Procedure

Comments/Questions:

- How are nominations made?
- Are there self-nominations?
- Is an application process required for nomination?
- Does a nominated committee exist which monitors the nomination process?

C. Notification and Posting of Elections

Comments/Questions:

- What is the process of notifying others or posting information regarding organization elections?
- Are letters, flyers, or posters used on campus?
- Are verbal announcements made at meetings?
- How long is the notification and posting period?

D. Election Procedures

Comments/Questions:

- What is the specific procedure followed for elections?
- Is there a secret ballot taken, or is it a show of hands or verbal vote?
- What number or percentage of members or quorum is necessary for elections to be complete?
- Who is eligible to vote?

ARTICLE V: OFFICERS

A. Description of Officers

Comments/Questions:

- How many officers are there in the organization?
- List the officers' titles
- Will there be any type of executive committee including officers?

B. Duties and Responsibilities of Officers

Comments/Questions:

- List the duties and responsibilities of each officer.

C. Qualifications of becoming an Officer

Comments/Questions:

- Who is eligible for office (i.e. only WLU students, GPA or credit limit requirements, specific skills, or necessary experience, class level requirements)?

Note: Officers at WLU are required to have a minimum cumulative 2.0 GPA on a 4.0 scale in order to hold office. Organizations may set higher requirements.

D. Terms of Office

Comments/Questions:

- Specify time frame (i.e. semester, academic year, etc.)
- When do officers assume their positions?

E. Procedure for Filling Vacated Officers

Comments/Questions:

- Are special elections held?
- Is ascending order used?
- Are appointments made, or are interviews coordinated?

F. Procedure for Removal of Officers

Comments/Questions:

- Who can initiate the removal of an officer?
- What is the specific procedure to be followed for removal?
- What type of vote is required for removal?

G. Appeal Policy

Comments/Questions:

- Is there such a policy in your organization?
- Is there a set time period to carry out an appeal?
- What are the steps involved with an appeal?

ARTICLE VI: COMMITTEES

A. Standing Committees

Comments/Questions:

- State the names, purposes, and responsibilities of the various standing committees.
- These might include: executive board, publicity committee, fund-raising committee, etc.
- How are members selected for each committee-by choice or by appointment?
- What are the heads of the committees called, and how are they chosen?

B. Temporary/Special Committees

Comments/Questions:

- How and when are such committees formed?
- What are the purposes and responsibilities of special committees?
- What is the duration of a temporary or special committee?

ARTICLE VII: MEETINGS

A. Types of Meetings

Comments/Questions:

- Are there different types of meetings (i.e. business, regular, special, executive)?
- Who is required to attend each type of meeting?

B. Time and Occurrence of Meetings

Comments/Questions:

- How often are meetings held (i.e. weekly, monthly, etc.)?
- Is there a set date for each meeting (i.e. a set day of the week that does not change)?

C. Special Meetings

Comments/Questions:

- State the provisions for special meetings-how or by whom they are called, how many members must be present.
- What are the circumstances under which special meetings may be called?

D. Quorum

A quorum usually consists of the next whole number above one half of the total active membership. However, the number should be determined according to the organization's needs.

Comments/Questions:

- State the purposed for the quorum (i.e. when it is used).
- State the percentage or number of members needed for a quorum.
- What happens if quorum does not exist in a meeting?

E. Method of Conducting Meetings

Comments/Questions:

- State the rules which shall govern the conduct of business for the organization; for example, "all regular and special meetings of (name of organization) shall be conducted by Robert's Rules of Order, Revised."

ARTICLE VIII: FINANCES/FISCAL RESPONSIBILITIES

A. Dues/Membership fees

Comments/Questions:

- Is there a set fee or dues amount?
- When are the fees dues?
- Who is the officer(s) or member responsible for collecting and monitoring fees?

B. Budget Expenditures

Comments/Questions:

- Who is the officer(s), members responsible for authorizing all expenditures and reimbursements?
- What is the procedure for disbursement of all remaining funds upon dissolution of the organization?

ARTICLE IX: ADVISOR(S)

A. Selection of Advisors

Comments/Questions:

- How is an advisor selected, by appointment, election, or selection?
*The University will place one with the organization if one has not been chosen, and the University may add additional advisors if support is needed

B. Qualifications

Comments/Qualifications

- Are there any specific criteria for selecting an advisor for your particular organization?

** Organizations are required to have at least one advisor that is a member of WLU faculty or staff.

C. Terms of Office

Comments/Questions:

- How long of a term does/can the advisor serve?
- Are there limitations on the number of terms?

D. Roles and Duties of an Advisor

Comments/Questions:

- What are the responsibilities of the advisor?
- What are the group's expectations for involvement?

ARTICLE X: AMENDMENTS

A. Proposing Amendments

Comments/Questions:

- What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)?
- Who can propose amendments?

** Usually, amendments are submitted in writing and are read at one or two meetings before a vote is taken.

B. Provisions

Comments/Questions:

- When can an amendment be proposed?
- Is there any notice required in advance for amending the constitution and/or by-laws?
- How many members must be present for adoption of the amendment?
- Who can vote on the amendment?
- How many votes are required for passage?
- When do new amendments take effect?

ARTICLE XI: RATIFICATION

A. Ratification

Comments/Questions:

- ❑ How and when will the constitution and/or by-laws go into effect?
- ❑ Indicate the margin of a vote which must be in favor of a proposed change order to ratify an amendment. Ratification is usually accomplished through either two-thirds or three-fourths vote of the active membership.
- ❑ After amendments have been made, an organization's constitution should be submitted to the Office of Housing and Student Life so updates can be indicated on your file.

Program & Event Planning

Program and event planning can help your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. It takes a great deal of planning prior to your event to ensure success.

Concept:

- Determine the goals of the program
 - Example: to bring community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to socialize, etc
- Brainstorm the type of event and possible themes that would match
 - Example: speaker, film, dance, fundraiser, trip, food, recreational tournament, etc
- Decide on a program within your budget
- Discuss the options with your entire organization and advisor, Make a group decision

Planning:

- Date
- Find a convenient date for members of the group and for the entertainer/speaker if applicable
- Choose a date that does not conflict with other existing campus programs
- Entertainment/Speaker
- Determine the type of entertainer you plan to sponsor
- Research local, regional, and national possibilities and negotiate a fee. If you are using University funds (SGA Awarded) All contracts must be done with Purchase orders and contracts. Please contact our office for further information.

Location:

- Project the attendance of your group and work with the Student Union and Activities Office to choose the best facility
- Be sure to have a copy of all the event details including any contracts or tech riders so that the best location and all equipment will be available.

Time:

- Determine the best time for your target audience, for example if you are targeting commuter students a day time event may be best.

Budget:

- Project all expenses and income such as fees, advertising, food, security, etc
- Stay within your designated budget
- Brainstorm additional funding sources if necessary. Plan far in advance if you would like to fundraise or apply for funding from SGA for the event

Publicity:

- Design Publicity Strategies for your target audience
- Be creative
- Follow the theme of your event
- Make it neat and accurate. Don't forget vital information such as name of program, date, time, location, etc.
- Make sure publicity is up in ample time to allow people to plan ahead

Food:

- Determine food needs and contact Campus Dining Services to make arrangements

Security:

- Determine security needs. If you are not sure if your event will need security contact the Office of Housing and Student Life, they can help you determine your needs and make necessary arrangements.

Implementation:

- Develop a list of tasks that need to occur before, during and after the event. Assign each task to a designated person
- Arrive early to the event to make sure everything is ready, prepare any notes or introduction to the program
- Following the program do an evaluation to determine what went well and what could be improved
- Remember to:
 - Reconcile your budget
 - Send thank you notes

What is A “Public Performance”

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not, but suppose you took the same video and showed it at a club or gathering you happen to manage. In this case you have infringed the copyright of the movie. Simply put, videos obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Why is Hollywood Concerned about Such Performances?

The concept of “public performance” is central to copyright and the issue of protection for “intellectual property.” If a movie producer, author, etc does not retain ownership of his or her “work,” there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.

Unauthorized public performances in the US are estimated to rob the movie industry of between 1.5 and 2 million dollars a year.

The Law Says...

The Federal Copyright Act (Title 17 of the US Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether admission is free of charge, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Legal Sanctions

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringement is subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions.

If you are uncertain about your responsibilities, contact the MPAA or studios directly.

To Obtain a Public Performance License...

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licenses are for a set of performances for specified films. The major firms that handle these licenses include:

Swank Motion Pictures Inc.

www.swank.com

Criterion Pictures

www.criterionpic.com

Motion Pictures Licensing Corporation

www.mplc.com

As a University we work mainly with Swank Motion Pictures. If you are interested in hosting a film on campus, please contact our offices to work with our representative.

Catering Service

West Liberty has an exclusive catering contract with Sodexo Dining Services. This means that if you plan an event on campus that would like to have food of any kind at, you need to purchase that food through Sodexo or get permission not to.

Catering Services is very flexible and is more than willing to work with you and your budget. They can help you in planning a creative menu and finding the best way for you to have a successful event within your financial means.

Catering Contact Information:
Sodexo 304-336-8444

Publicity 101

Talk It Up!

You are your best resource!

- Talk with students; they will talk to their friends!
- Visit with Faculty, see if they will announce your event or allow you to come in and make an announcement
- Attend other Student Organization & attend their meetings

Location, Location, Location

- Choose Unique and even odd locations to place publicity
- Don't put things in the same old place...
- Where are the students... going to them!

Placement Ideas

- Door Knob Hangers in Residence Hall
- Write on Balloons and tie them down in buildings, hallways or benches
- Hang signs from ceiling or put them on the floor
- Chalk the sidewalk
- Shower Promo in the Halls/Locker Rooms on designated Bulletin Boards

Engage the Crowd

- The greatest way to get someone's attention is to engage them:
 - Conversation
 - Set up a table with pre event giveaways
 - Create a skit/Sing a song

Tease the Audience

Stagger your promotion...

- Trail the information down a hallway or stairs revealing more information
- Reveal more information about the event over several days/places

Get Crazy

- Be Creative
- Draw Attention to Yourself
 - Use unconventional items
 - Write on Pizza Boxes or Ice Cream Containers

Appeal to the Senses

- Sight
 - Visual Appeal
- Sound
 - Video, Music, Conversation
- Smell
 - Coffee, Popcorn
- Touch
 - Giveaways, Textured Signs
- Taste
 - Free Food

College Students LOVE FREE FOOD

- Offer Food During the Program
- Use Food for Publicity
- Easy Handout Treats:
 - Sodas
 - Bottled Water
 - Small Cereal Boxes
 - Candy
 - Granola Bars
 - Gum
 - Mints
 - Cookies
 - Rice Krispy Treats

Make Sure Your Publicity Has:

- Uniqueness
 - Event and Publicity is unique
- Simplicity
 - Easy to Understand, Quick to Read
- Selling Power
 - Why is this a great event?
- Stopping Power
 - Grab Attention, they must stop long enough to convey your message

In addition to the promotion you do, The Office of Housing and Student Life can help you promote your event. We offer the following promotion services:

- Social Media
- Events Calendar
- Table Toppers
- Flyers
- Campus Online Calendar

*Please be sure to reference University policy in terms of posting flyers. Be sure to only post flyers on Bulletin Boards (no windows, doors, walls, etc)

Email your requests to: kate.billings@westliberty.edu

Event Planning Check List

Step 1: Facilities

- Select a date for your event
- Reserve the room(s)/ Facility for your event: don't forget lodging needs if you are hosting a speaker from out of town
- Complete and Submit event form to the Office of Housing and Student Life

Step 2: Logistics

- Room Set Up: work with Staff to determine room set up if needed (Boyle, Union etc.)
- Audio Visual Needs: include requests for AV needs to IT Services
- Catering: determine your catering needs and budget and work with the Sodexo Catering Staff to place your order. Remember to consider guests that may have special dietary needs.

Step 3: Guests/ Audience

- Inform your guests of your event
- Arrange travel to and from the University for you and your guest if necessary
- Inform the Office of Housing and Student Life if you have guests that will require special accommodations
- Prepare materials for your guests (if necessary):
 - Agenda/ Programs
 - Welcome Packets
 - Campus Maps
 - Name Tags

Step 4: Leading Up to the Event

- Finalize your count for room set up and catering
- Finalize any decorations you will be ordering and setting up in your facilities
- Arrange travel to and from the University for guest if necessary
- Provide The Office of Housing and Student Life with a final copy of your agenda for use in making signs if needed

Step 5: Evaluation, Billing & Payment

- Make sure that all payments have been made for your event
- Reconcile your budget
- Complete event evaluation forms/ feedback so that your organization can reflect on positives and changes that may need to be made to enhance a program in the future.

Creating A Budget

In order to maintain an accurate picture of your organizations finances it is essential to create a budget and maintain it carefully. Plan cautiously and realistically for income and expenses.

Make your budget work for you; create categories and line items based on your organization and your expenses. If you don't feel you need specific line item that is fine as well, just make sure that you are monitoring all of your income and expenses so that you can maintain an accurate account and maximize your funds.

Electronic Budget Format:

There is a simple format that can be used to maintain a budget using Microsoft Excel. The Office of Housing and Student Life would be happy to assist you in creating a budget in this format based on your current financial ledger. Email or call the Office of Housing and Student Life and set up an appointment to create your budget.

Reconcile your Budget:

Be sure to keep receipts, reimbursements and all other paperwork, you can then use these statements to reconcile your budget, the same way you would a bank statement and your check book ledger.

Student Government Assistance

SGA can provide financial allocations through a contingency account to registered student organizations in good standing with the University.

The allocation of funds is done by the SGA Executive Board and Student Senate.

Any request over \$500 will require a presentation to the Student Senate during a SGA meeting. All requests under \$500 are at the discretion of the Executive Board. Please be sure to include all information about your organization, plans for funds, and contributions to the campus community.

Criteria for funding, due dates, as well as the Funding Packet form can be found on the SGA website or is available in their office: Student Union 2nd Floor

It is in the best interest of the organization to attend SGA Meetings in order to understand campus policies and upcoming events. Meetings are held on Tuesday evenings at 9 pm in the Alumni Room of the Student Union

TRAVEL

Group Travel Authorizations

- If your student organization is taking any trip with University vans/cars a Travel Request Cover Sheet and Travel Request form must be completed and turned into the Office of Housing and Student Life and Maintenance for approval. This form is necessary to inform the University where you are traveling, who is traveling, and how you can be reached in case of an emergency.
- If you are using University vehicles, forms for travel need to be turned in a few weeks in advance if possible.
- If you are traveling as part of a departmental club/organization, please work with the department and advisor to fill out any Travel reimbursements forms if necessary. The travel reimbursement process occurs after the completion of the trip. Organization members keep all original receipt.
- 15 passenger vans should have no more than 10 students in them. Driving vans of this size increases safety concerns, with bags and other materials, passenger numbers should not exceed 10
- Student drivers should be informed that if they choose to drive their own cars for a University-sponsored activity, an accident would not be covered by State insurance. We do not encourage using students as drivers for off-campus activities, but if there are no employees available the State insurance will cover students when driving a State car.
- It is recommended that participants in off-campus activities should sign a general assumption of risk form. Even though this agreement may not prevent the University from being found negligent, we will at least be cautioning the participants of potential danger so that they will maintain personal responsibility. For examples of hold harmless agreements, please contact the Office of Housing and Student Life
- All drivers must have a van certified trained driver through the school. It may be your advisor or a member. To complete this training please contact Anthony Salatino- anthony.salatino@westliberty.edu

Event Guide and Information

All campus events that are not club meetings must be approved through the Campus Activities Coordinator in the Office of Housing & Student Life in Rogers Hall.

All groups must complete a Campus Event form attached for every club event (whether on or off campus that is being hosted by the club- example- off campus fundraiser at Generations, Formal, etc.)

Need flyers?

- E-mail the electronic version to kate.billings@westliberty.edu and she will print copies for the club to pick up and put around campus. She will also put sets into each residence hall for the RAs to put up within the building
- Use the Community Education Room as a resource! Make large banners, craft poster etc. The room is located on the first floor of Main Hall

All reservations for facilities must be made with the appropriate individual(s) in charge of that area:
For booking a room there are a few different options:

1. Reserve a room in the Blatnik, Blatnik Dance Studion, Union, Alumni Room, Chapel or Quad or Classroom space in any academic building-please go to <http://westliberty.edu/student-life/room-reservation-request-form/> . If you have a question please call Michelle Stack - (304) 336-8273 michelle.stack@westliberty.edu for the Union, Liz Richter for classroom space, or Kate Billings for Blatnik.
2. Book the ASRC /Boyle Room please see Robin Brunner in the Athletic Office of the ASRC- brunnerr@westliberty.edu 304.336.8046
3. Reserve College Hall- Linda Cowan- lcowan@westliberty.edu
4. Greek Room- Kate Billings- kate.billings@westliberty.edu 304-336-8580

For booking the Van for any events

- You must have a van certified trained driver through the school. It may be your advisor or a member.
 - All travel requests must be approved by your club advisor & the Campus Activities Coordinator
1. Go to Myers Maintenance building. They will let you know if there is a van available and you can then begin to fill out the travel request form.
 2. Form available attached must be typed and signatures in BLUE INK.
 3. Once completed please bring to Kate for her to sign off and for her to submit.

Need IT equipment? TV, Speakers, mics, projectors?

- Please see the IT department in Main Hall to book any equipment or email Phil Kent- pkent@westliberty.edu

Need Supplies?

- Housing and Student life has:
 - o Portable speaker, field games, intramural equipment, coolers, games, craft supplies and more just come see us!