

# Student Organization Handbook

Office of Student Engagement & Student Union

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**STUDENT ORGANIZATION OFFICE HOURS - MONDAYS 12:35pm – 1:30pm**  
**Eisenhower Student Union**

Table of Contents

0.1 Introduction ..... 6

    0.11 Purpose of a Student Organization ..... 6

    0.12 Definition of a Student Organization ..... 6

1.0 Group Requirements..... 7

    1.1 Registration ..... 7

        1.11 Provisional Registration ..... 7

        1.12 Termination of Registration ..... 7

        1.13 Eligibility of Officers ..... 7

    1.2 Membership..... 7

        1.21 Non-Student Members ..... 8

    1.3 Advisors..... 8

    1.4 Officers..... 8

        1.41 Change of Officers..... 8

    1.5 Constitution ..... 8

    1.6 Legal Compliance ..... 8

    1.7 Reporting..... 8

    1.8 Volunteer/Service Requirement ..... 9

    1.9 Check-In with Student Engagement Coordinator ..... 9

2.0 Registration Privileges..... 9

    2.1 Special Programs and Projects..... 9

    2.2 Use of Facilities ..... 9

        2.21 Classrooms ..... 9

        2.22 Conference Rooms..... 9

        2.23 Founders and Riedl Auditoriums..... 10

        2.24 Student Union ..... 10

        2.25 The Marketplace at Eisenhower ..... 10

        2.26 Campus Recreation Center (CRC)..... 10

        2.27 Lobbies ..... 10

    2.3 Campus Printing Services..... 10

    2.4 Computer Facilities ..... 10

    2.5 On-Campus Advertising ..... 10

    2.6 Bulletin Boards and Postings..... 11

    2.7 Outdoor Event Boards..... 11

    2.8 Off-Campus Publicity ..... 11

    2.9 Distribution of Materials..... 11

    2.10 Audio-Visual Equipment ..... 11

- 3.0 Funding Sources ..... 13
  - 3.1 Collection of Membership Fees ..... 13
  - 3.2 Charging Admission to Events..... 13
  - 3.3 Fundraisers..... 13
    - 3.31 Sale of Food Items..... 13
    - 3.32 Bake Sales..... 13
  - 3.4 Advertising ..... 13
  - 3.5 Limited Campus Funding..... 14
  - 3.6 Request for Campus Funding..... 14
  - 3.7 Project Applications ..... 14
  - 3.8 Solicitation of Goods and Services ..... 14
  - 3.9 Prohibited Fundraising Activities ..... 14
- 4.0 Financial Responsibility ..... 15
  - 4.1 Responsibility ..... 15
  - 4.2 Event Budgeting ..... 15
  - 4.3 Use of College/University Funds ..... 15
    - 4.31 Prohibited Expenditures ..... 15
    - 4.32 Contracts ..... 15
- 5.0 Record Keeping ..... 16
  - 5.1 Historical Records ..... 16
    - 5.11 Minutes ..... 16
    - 5.12 Income Statement..... 16
    - 5.13 Event Reports/Evaluations..... 16
    - 5.14 Annual Report ..... 16
  - 5.2 Governing Documents ..... 16
    - 5.21 Sample Constitution..... 16
    - 5.22 Sample By-Laws..... 17
- 6.0 College/University Policy and Procedures ..... 18
  - 6.1 Violation of Student Rights ..... 18
  - 6.2 Organizational and Personal Liability..... 18
  - 6.3 Sexual Harassment Policy ..... 18
  - 6.4 Organizational Use of College/University Name, Seal, Logo, and Branding ..... 18
  - 6.5 Risk Management ..... 19
    - 6.51 Identification ..... 19
    - 6.52 Evaluation..... 19
    - 6.53 Treatment ..... 19
    - 6.54 Implementation ..... 19

- 6.55 Alcohol ..... 19
- 6.56 High-Risk Student Organizations..... 19
- 6.6 Hazing Policy ..... 20
- 6.7 Non-Discrimination Policy..... 20
- 6.8 Fire Safety Policy ..... 20
- 6.9 Dangerous Activities Policy ..... 20
- 6.10 Drug and Alcohol Use Policy ..... 20
  - 6.101 The Ohio State University at Mansfield ..... 20
  - 6.102 North Central State College ..... 21
- 7.0 Event Planning ..... 22
  - 7.1 Project Planning ..... 22
  - 7.2 Types of Events ..... 22
    - 7.21 Inter-Club Events..... 22
    - 7.22 Social Events..... 22
    - 7.23 Campus Cultural Events ..... 22
    - 7.24 Prohibited Events..... 22
  - 7.3 Planning Hints ..... 22
  - 7.4 Pre-Sale of Tickets..... 22
  - 7.5 Security ..... 23
  - 7.6 Food ..... 23
  - 7.7 Publicity..... 23
  - 7.8 Contracts with Entertainers/Speakers..... 23
- 8.0 Leadership..... 24
  - 8.1 Characteristics of a Leader..... 24
  - 8.2 Important Leadership Skills..... 24
    - 8.21 Time Management..... 24
    - 8.22 Assertiveness ..... 24
    - 8.23 Delegation ..... 24
    - 8.24 Organization..... 25
  - 8.3 Leadership Development Programs..... 25
  - 8.4 Group Building ..... 25
    - 8.41 Retreat ..... 25
    - 8.42 Purpose and Goal Setting..... 25
    - 8.43 Short-Term Objectives ..... 25
    - 8.44 Semesterly Review ..... 25
    - 8.45 Year-End Evaluation ..... 25
- 9.0 Advisor ..... 26
  - 9.1 Role ..... 26

9.2 Terms ..... 26

9.3 Steps to Negotiation ..... 26

10.0 Safety and Security ..... 28

10.1 Security ..... 28

10.2 Campus Emergency Procedures ..... 28

10.3 Tornado Safety and Shelter Information ..... 28

10.4 Fire Drill and Emergency Evacuation ..... 28

## 0.1 Introduction

The Student Organization Handbook is for Student Leaders, Faculty and Staff Advisors. It is meant to help in the aid of successfully leading a student organization, as well as explaining the rules and policies related to recognized student organizations. Student organizations, along with other co-curricular activities, are an important aspect of campus life, which provide opportunities for leadership development and an enhanced college career.

The information contained within this handbook applies to any student organization found at either North Central State College or The Ohio State University at Mansfield. If clarification, at any point, is needed feel free to contact the Student Engagement Coordinator to discuss the matter further.

### 0.11 Purpose of a Student Organization

The purpose of a student organization is to enhance the college experience while providing personal and professional growth opportunities. Involvement within a student organized group encourages the development of both interpersonal and leadership skills, expansion of knowledge, promotion of community awareness, as well as encourages social interaction among students.

### 0.12 Definition of a Student Organization

In order for a student organization to be defined as a group, the organization must have:

1. A stated purpose which is relevant to either the academic or collegiate environment of the campus;
2. A constitution that is reviewed by the group on yearly basis, or at the very least an established process to hold the officers accountable;
3. Officers and members that are current students of either NC State or Ohio State Mansfield;
4. At least one advisor that is a current campus faculty or staff member;
5. 75% of the memberships fulfilled by current students; and
6. Fulfills the group requirements as listed in this booklet ([Section 1.1 – 1.7](#)), including one volunteer project.

Any group that fails to meet the criteria listed may forfeit the ability to be registered as a student organization and will not receive the same privileges as a currently registered organization.

## 1.0 Group Requirements

### 1.1 Registration

All groups must register annually with the Office of Student Engagement. Registration forms are available on the website or in the Office of Student Engagement. Annual registration forms are due by the last day of the fourth week of fall semester.

The following information is required on the registration form: name and purpose of the organization, names and contact information of officers, signature(s) of advisor(s), and signature of member submitting registration form. Additionally, a copy of the constitution is not required, but encouraged to assist with holding your organization officers accountable.

#### 1.11 Provisional Registration

New organizations will be provisionally registered upon receipt of the name and statement of purpose, name of advisor, and at least one temporary student officer. New groups will then have 90 days to meet, prepare a constitution and elect officers. Once all registration materials have been completed the organization will be officially registered.

#### 1.12 Termination of Registration

Registration of campus groups will be terminated upon:

1. Discontinuance of the student organization;
2. Failure to re-register in the fall of each year;
3. Proof of disregard for campus, state or federal laws and policies;
4. Inability to meet the criteria of a student organization ([See Definition in 0.12](#))

A student group may appeal termination of registration by contacting the Student Engagement Coordinator.

#### 1.13 Eligibility of Officers

In an effort to ensure that student leaders are managing their curricular as well as co – curricular life, all stated officers, as listed in the organization’s constitution, must hold a minimum overall Grade Point Average of 2.0 at time of election and throughout their term in office. New and continuing students (i.e. sophomores, juniors, seniors) are expected to maintain a GPA of 2.0 as well. Leaders must also be enrolled in 6 or more credit hours of course work at NC State or Ohio State each semester of participation. In rare cases exceptions to minimum GPA and enrollment status can be made. Eligibility of officers will be checked each semester.

### 1.2 Membership

All campus groups are open to any student attending NC State or Ohio State Mansfield, who complies with the stated purpose of the group.

No student shall be excluded from membership based on race, national origin, religious beliefs, age, political views, veteran status, sexual orientation, gender identity, ability, school affiliation, or major. For more specific information, please refer to the sections in this Handbook related to [non-discrimination](#) and [Title IX of the Education Amendments of 1972](#).

### 1.21 Non-Student Members

Campus groups may accept non-student members. These members may not, however, represent more than 25% of membership. Non-student members must comply with all college/university regulations and policies while participating and shall not have voting rights or be officers of the club. Exceptions will be made for national organizations with local chapters on campus. However, if a member is not a student at the Mansfield campus, they are not entitled to the same privileges as student members.

### 1.3 Advisors

At least one faculty or staff member of NC State or Ohio State Mansfield must be designated as a group advisor. An advisor must agree to serve several purposes when working with a student organization. For more information about advisors, [see Section 9.0 of this Handbook](#).

### 1.4 Officers

All groups must have at least three student members or officers, one of which must be the Student Engagement Liaison. While a formal president is not required, the Student Engagement Liaison must be named and be responsible as the primary point of contact for the Office of Student Engagement. Groups handling money in any capacity will be required to have a treasurer; if the group will not be handling money, a treasurer will not be required. The duties and responsibilities should be outlined in the group's constitution or accountability guidelines.

#### 1.41 Change of Officers

In order to keep open communication between campus organization leaders, notification of officer changes is required by the Office of Student Engagement. Change of officer forms are available on the website or in the Office of Student Engagement, and should be completed immediately following election of new officers.

### 1.5 Constitution

All organizations are encouraged to submit a constitution and by-laws within 90 days of the time of formation. Revised constitutions may also be kept on file in the Office of Student Engagement. All constitutions should include a statement of mission and purpose. ([See Section 5.2 for sample.](#))

A student group that is affiliated with a non-campus (or national) organization must also submit a copy of that organization's constitution and by-laws.

### 1.6 Legal Compliance

All organizations and members of the organization must abide by federal, state and local regulations along with any other restrictions set by NC State and Ohio State Mansfield. All student members, non-student members, guests must comply with these regulations while participating in a group function. All group members are civilly liable for harm resulting from dangerous activities.

### 1.7 Reporting

All student organizations are required to keep the Office of Student Engagement informed of all trips, events, and fundraising projects. Each fundraising project or event should be registered at least 2 weeks in advance to avoid competition, and other special events should be registered as soon as possible to avoid conflicts on campus. Groups are also expected to keep historical records which can be passed on to future officers.



## 1.8 Volunteer/Service Requirement

All student organizations are required to participate in a volunteer/service project during the academic year. The Office of Student Organization will host one collective service project open to all students and student organizations that may fulfill your organization's service requirement. Alternatively, groups may plan and host their own service project. All service projects should benefit either the campus community or local Mansfield/Richland County Community.

The Service Project Completion form can be picked up at the Student Union from the Student Engagement Coordinator.

## 1.9 Check-In with Student Engagement Coordinator

All student organization leaders/advisors are required to check-in with the Student Engagement Coordinator via a scheduled appointment. At this check-in, a plan of organization events, meetings, and fundraisers will be discussed. Check-ins should be scheduled by emailing Student Engagement Coordinator.

## 2.0 Registration Privileges

### 2.1 Special Programs and Projects

Registered groups are welcome to hold special programs and fundraising projects on campus. The groups must, however, abide by all campus policies regarding such events. For more information regarding fundraising projects, see event planning and fundraising sections.

### 2.2 Use of Facilities

Registered student groups may schedule to use classrooms and other facilities free of charge. Groups requesting spaces must first complete a Student Organization Event Registration Form with the Office of Student Engagement, and then space availability must be verified through the following individuals: Office of Student Engagement for use of CAB Office in the Student Union (419-755-4313), Leah Wachtel for all NC State spaces (419-755-4542), or Tina Lillo for all Ohio State Mansfield spaces (419-755-4212). Scheduling is done on a "first come, first serve" basis, with academic classes and related projects. Requests must be approved by the group's advisor. If special room set-up is required, an Event Set-Up Request Form must be submitted two weeks prior to the event. Students and advisors are not permitted to rearrange the rooms without prior approval of Plant Operations and Maintenance. The advisor's name should be indicated on this form as the primary contact. This form is available on the Office of Student Engagement Website.

#### 2.21 Classrooms

Campus classrooms may be scheduled for regular organization meetings or one-time events by contacting Leah Wachtel at 419-755-4542 for NC State classrooms or Tina Lillo at 419-755-4212 for Ohio State Mansfield classrooms. Scheduling for classrooms is done on a semesterly basis after regular class needs are accommodated. Room requests for an upcoming semester should be made no sooner than finals week of the prior semester.

#### 2.22 Conference Rooms

The campus offers several conference rooms available for occasional use, and can be reserved by following the aforementioned policy.

### 2.23 Founders and Riedl Auditoriums

Music and theater productions, rehearsals, and classes take precedence over non-academic uses. Scheduling for this space should be done as early as possible. Fees may be charged for lighting and technical services.

### 2.24 Student Union

The Student Union, is located on the second floor of Eisenhower, is available for weekend use and occasional week night use. Reservations are necessary and must be made through the Office of Student Engagement. A Game Room is also available for use in the Union, however, a charge for Game Room supervision may apply.

### 2.25 The Marketplace at Eisenhower

The Marketplace, located on the first floor of Eisenhower, is also available for use. All catered events must be arranged with the contracted food service. Any outside catering requests must be approved by University Dining. Please note that charges will apply through the room scheduling process and a contract may need to be completed.

### 2.26 Campus Recreation Center (CRC)

Use of gym facilities may be available for student organizations. Organized team sports, intramurals and classes take precedence. Before making a request for the CRC it is suggested that the Director of the Campus Recreation Center is contacted for info. The Manager of the Engagement and Recreation can be reached at (419) 755 – 4040.

### 2.27 Lobbies

Student organizations may schedule the lobbies of buildings for fundraisers and informational drives. The same space reservation and equipment request processes will be followed for booking lobby spaces.

## 2.3 Campus Printing Services

Registered student organizations may use the services of the Office of Student Engagement to copy advertising materials for program and event advertisements. Student organizations must abide by the posting policies, especially the time needed to go through the approval process. Requests may be emailed to the Student Engagement Coordinator or brought directly to the office.

## 2.4 Computer Facilities

Student leaders of registered student organizations and athletic clubs may use the computer of the Office of Student Engagement for the creation of flyers, tickets, and etc. Several software programs and hundreds of clip art graphics are available. The Office of Student Engagement can also create these items for student organizations as well. In order for the Office of Student Engagement to complete such a task the student organization must submit a Student Organization Sign Order Request Form, which is available on the website. See the Programs Coordinator for further information.

## 2.5 On-Campus Advertising

Registered student organizations and athletic clubs may submit press releases for the weekly campus newsletter. The newsletter is published each Monday and distributed to all faculty, staff, and students at Ohio State Mansfield and NC State. Information must be submitted via email to the Student Engagement Coordinator by Wednesday morning prior to publication in order to be included.

## 2.6 Bulletin Boards and Postings

Guidelines for the use of bulletin boards:

1. All postings must be approved and stamped by the Office of Student Engagement. Stamping must be accompanied by the initials a professional staff member of the Office of Student Engagement.
2. Postings can be posted on certain bulletin boards, in stairwells, and other designated areas. Posting is prohibited on glass surfaces and elevator areas. Postings in non-approved areas will be removed daily.
3. A bulletin board for student use only is located in the Student Union. This board can be used for selling of books, special events/trips, etc. However, material posted must be approved and stamped by the Office of Student Engagement.
4. Any postings larger than 11" X 14" are to be placed at the bottom of the bulletin board.
5. Posted material must not overlap other materials posted on board.

Any material that is posted and does not meet these requirements will be removed and discarded.

## 2.7 Outdoor Event Boards

Student organizations may use the outdoor boards for publicity of special programs and events. Due to the popularity of the boards announcements may be limited to one day. Also space on the boards is smaller than it appears so it is best to keep congratulations and reminders short and to the point.

Requests are taken on a "first come, first serve" basis in the Office of Student Engagement. Outdoor Event Board request forms should be submitted in writing, at least one week prior to display date. Forms are available on the Office of Student Engagement website.

## 2.8 Off-Campus Publicity

Assistance with news releases about current events and projects of student organizations is available. Student groups working on a special event/project, or receiving special honors are encouraged to meet with a College/Public Relations staff member from either Ohio State Mansfield or NC State.

Information for releases should include the basic times, dates and background of project, along with any personal information about winner/honorees. Information about special events should be submitted at least four weeks in advance to allow time for formatting of the release and submission in advance of the event to area media outlets.

## 2.9 Distribution of Materials

Registered student organizations and athletic clubs may set up booths on campus for registered/approved fundraising projects and awareness campaigns. Distribution of materials or sale of goods related to the project may be made in non-academic and approved areas only. The name of the student organization must be displayed during such event.

## 2.10 Audio-Visual Equipment

Registered student organizations and athletic clubs are eligible to use equipment provided by OCIO. Equipment requests can be made directly on the Event Set-Up Request Form, due at least two weeks in advance. AV items are limited to those listed on the form.



## 3.0 Funding Sources

Student organizations are expected to be self-supporting. The following are typical means of funding, many of which should be coordinated with the Development Office.

### 3.1 Collection of Membership Fees

Organizations may decide to charge members for participation. This fee must be set fairly and must not be used to discriminate against potential future members. Non-student members can be charged an additional amount for membership.

### 3.2 Charging Admission to Events

Charging admission at events is an excellent way of recovering costs for a project. The Office of Student Engagement is available to help determine reasonable ticket prices. Often organizations charge an additional fee for admission of non-students. If admission is charged, organizations will be required to sell tickets to assist with financial accountability and accurate accounting of participants. After any event the organization's treasurer is required to submit a post-program report of finances to the Office of Student Engagement.

### 3.3 Fundraisers

The selling of products is somewhat risky along with requires planning and discussion with the advisor and proper administration office. A Fundraising Request Form must be completed and returned to the Office of Student Engagement at least two weeks prior to making any commitments regarding a fundraising project/campaign. Only one organization may sponsor the sale of products at one time, and fundraisers are typically limited to two consecutive days.

#### 3.31 Sale of Food Items

Any food item that interferes with campus vending products is not permitted to be sold, unless selling of the product(s) is(are) taking place at Molyet Village. Sales in Molyet Village require prior approval from the Housing Coordinator, and door-to-door sales are prohibited. The sale of some food items require approval from the local health department. Please consult with the Office of Student Engagement before arranging the sale of food items.

#### 3.32 Bake Sales

All bake sales must be registered and approved by the Office of Student Engagement at least two weeks prior to the event. The Fundraiser Request Form and Bake Sale Policy are available on the website, and it is the advisor of the group's responsibility to ensure that their organization follows all rules regarding bake sales. The purpose of registration is to avoid conflict and competition with another group and to have assistance with planning and publicity. No commercially-produced products are permitted, except for donuts. Additional rules and procedures are listed in the Bake Sale Policy section of this Handbook. Bake sales may be set up in the lobby of any building, by reserving the space. To reserve space on campus, follow the instructions in [Section 2.2](#).

### 3.4 Advertising

Many area businesses are willing to support campus groups by advertising in programs and publications or by co-sponsoring events. Advertising arrangements should be made in writing with copies kept on file. Sponsors must be treated professionally and properly thanked for their services. Always consult with the Student Engagement Coordinator prior to reaching out to an off-campus entity.

### 3.5 Limited Campus Funding

Since a student activity fee is not charged, there is not an active fund to provide every student organization with money to operate. The Student Engagement budget may, however, have some available funding on a case-by-case basis. Requests for such funding cannot be more than 50% of the projected costs and may not exceed \$75 a year. Funding is unavailable for programs or events that are focused on socializing or supporting political candidates or issues.

### 3.6 Request for Campus Funding

In order to allow a student organization access to available funding, a grant process is available through which student groups can submit a brief proposal by the noted deadline on the form to request money for organizational activities. Interested groups need to submit the Funding Request Form which indicates the nature of the event, date and time of the event, target audience, brief description of what the group hopes to accomplish, location of the event, any partners in hosting the event, and the amount being requested. Priority will be given to events that demonstrate an impact beyond the actual membership of the organization. Any funds not awarded during the grant process will then be available on a “first come first serve” basis to interested student organizations. Priority will be given to student organizations who have not previously received a grant.

### 3.7 Project Applications

Every fundraising project should be registered with the Office of Student Engagement at least two weeks prior to the project. Applications are available in the Office of Student Engagement or on the website, and require the signature of the advisor.

### 3.8 Solicitation of Goods and Services

Area businesses are often willing to donate supplies. If a campus group plans to contact local merchants to solicit goods and services, a fundraising application and a list of merchants who will be contacted must be submitted to and approved by the Development Office prior to making contacts.

### 3.9 Prohibited Fundraising Activities

Student organizations are not encouraged to solicit funds from community sources. These activities are reserved for the Development Offices of both NC State and Ohio State Mansfield. Organizations may contact the appropriate Development Officer for assistance.

## 4.0 Financial Responsibility

### 4.1 Responsibility

The treasurer is responsible for sound financial management. Financial records must be kept current. Records of each organization may be audited at the end of each semester. The books are to be returned to the advisor at the end of every year. There is a transaction template available on the Student Engagement website to assist in managing finances. Each organization is responsible for financial matters undertaken because neither NC State nor Ohio State Mansfield will assume such responsibilities.

### 4.2 Event Budgeting

The treasurer is responsible for assisting the group in budgeting for specific events. The signing of contracts is limited to only a few individuals on campus. Contact the Student Engagement Coordinator for assistance with contracts and event planning.

### 4.3 Use of College/University Funds

Any organization that is receiving funding from the Office of Student Engagement must abide by the rules of the Ohio State Mansfield Business Office for purchases and reimbursements. Limited funds will be available on a “first come first serve” basis. Funds must always be approved prior to purchasing and handled as a reimbursement to the organization. Requests must be made through the Office of Student Engagement. Upon approval, the organization may proceed with purchases.

#### 4.31 Prohibited Expenditures

The following items are prohibited expenditures for Student Life funding:

1. Payment or compensation for legal services;
2. Gifts, donations, or allocations from one student organization to another;
3. Alcoholic beverages;
4. Direct supplements to academic or administrative units;
5. Support for political candidates or election issues;
6. Tickets for dinners, banquets, or similar events; and/or
7. Salaries to advisors or officers of organizations.

#### 4.32 Contracts

Any group wanting to purchase items or services which entail the signing of a contract should work in conjunction with the Student Engagement Coordinator. There is a limited number of individuals on campus that have the authority to sign contracts. Signing of a contract without proper authorization can leave the individual personally liable for payment.

## 5.0 Record Keeping

### 5.1 Historical Records

It is suggested that organizations keep historical records of activities. The secretary of each organization is responsible for the organization of records.

#### 5.11 Minutes

Minutes of the meeting should include: date, attendance, description, agenda items, and nature of the meeting, announcements, non-member guests, members present, and motions passed. A copy of each meeting agenda and minutes should be on file with the secretary.

#### 5.12 Income Statement

A financial report of income and expenses of various projects should be kept on record.

#### 5.13 Event Reports/Evaluations

Program reports should be on file for each event held, listing suggestions for the future, suppliers, potential hidden problems, and etc. Event reports should also include copies of advertising, tickets, and bills incurred. A report of attendance and income/loss should also be attached.

#### 5.14 Annual Report

An annual report of programs and activities should include an outline of each event presented, samples of advertising, tickets, copies of contracts and other documents. Each organization's annual report must be submitted to the Student Engagement Coordinator no later than the last day of the Spring semester. Information regarding report expectations will be distributed to organization presidents throughout the academic year. Student organizations who do not complete an annual report may not be eligible for registering as a student organization during the following academic year until an annual report is submitted.

## 5.2 Governing Documents

A constitution outlines the principles that govern the group's operations. By-laws are more specific rules by which the group functions. There is no correct way to prepare a constitution, since each group functions differently. However, the constitution and by-laws should be clearly written and understandable to all members. It is also very important that the constitution is kept up-to-date. A group's constitution should be reviewed annually, and changes made if necessary.

### 5.21 Sample Constitution

#### Constitution for XYZ Club

|             |  |
|-------------|--|
| Article I   | Name of organization and affiliations.   |
| Article II  | Purpose of organization, statement of purpose, and list of goals.  |
| Article III | Membership qualifications and type, list of rights and responsibilities of members, statement that voting is limited to current students of North Central State College and The Ohio State University Mansfield. |



- Article IV Officers titles, terms of office, election and duties. (Each organization must have at least four officers, one of which being the president, and another being a treasurer if the organization handles money or finances.)
- Article V Meetings: regular and special if needed. An outline of major meetings and expectations.
- Article VI Advisor selection and term of service.
- Article VII Executive committee, list of representatives, and rights thereof.
- Article VIII Parliamentary authority (usually stated as: “The rules contained in Robert’s Rules of Order Revised shall govern this organization unless they are Inconsistent with the constitution and by-laws of the organization”).
- Article IX Amendments, and list of methods for amending the constitution (methods of proposal, notice, and voting requirements). Amendments are not acted upon until all members have been notified and 2/3 to 3/4 of the members have voted in favor of it.
- Article X By-laws, and list of how general members or executive committee may adopt or amend them.

Date Adopted

## 5.22 Sample By-Laws

### By-Laws for XYZ Club

- Section 1 Membership selection requirements, resignations, replacement, dropping of members and length of membership.
- Section 2 Dues, if any then include amount, collection procedures, and when payable.
- Section 3 Duties of advisor.
- Section 4 Duties of officers, power, responsibilities, rules for election, procedures of filling unexpired terms, and removal from office.
- Section 5 Committees, standing, special, formation, chairpersons, meetings and functions.
- Section 6 Order of business and rules about conducting business.
- Section 7 Amendment means of proposal, notice required to amend, and voting requirements.

Date Adopted

Please note that by-laws allow for flexibility within a group, but may not contradict the constitution.

## 6.0 College/University Policy and Procedures

### 6.1 Violation of Student Rights

Student organizations, officers and members may not violate, interfere with or abridge the rights of students granted by federal and state law, expressed in the institution's policies, rules, and guidelines or inherit in an academic community. Student organization's that engage directly or indirectly in such activities are subject to termination of the organization's registration and non-academic misconduct charges.

### 6.2 Organizational and Personal Liability

Officers along with advisors should be aware of liability when planning an event. Sponsoring members, officers, and advisors are subject to all criminal statutes including those pertaining to criminal liability. Any event that creates an unreasonable risk of injury may result in a liability situation. Groups are encouraged to know alcohol and vehicle operation laws, and are strongly encouraged to resist activities that are potentially harmful.

Officers and groups may limit some liability by using "wavier of liability" statements. Whenever a campus group travels off-campus to attend or participate in an event, individual students must complete the appropriate institution's specific form.

### 6.3 Sexual Harassment Policy

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." – Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C.F.R. Part 106 (Title IX)*

The Ohio State University is dedicated to providing a learning, living, and working environment that is free from sexual assault and discrimination. We are committed to ensuring a safe campus climate for all of our students and the entire University community. Through a comprehensive compliance program, we promote fundamental rights, advance individual and institutional integrity, and uphold the vital aims of Title IX.

The regularly updated Program Statement outlines the University's myriad efforts to comply with Title IX through central coordination that leverages the benefits of a diverse institution committed to educational excellence. Current information is also available through the Office of University Compliance and Integrity website at <http://titleix.osu.edu/>, which serves as a streamlined point of contact for students, faculty, and staff who need any type of sexual harassment or Title IX assistance.

This section was adapted from the [Title IX Program Statement](#). Please refer to the [Sexual Violence Awareness](#) document on the Ohio State Mansfield Website for more information.

### 6.4 Organizational Use of College/University Name, Seal, Logo, and Branding

A registered student organization may use the names of NC State and Ohio State Mansfield in its title and indicate on its publications and letterhead its affiliation, but may not use the college/university name or designation in any way which could reasonably be construed as approval, endorsement, or underwriting of any activity, product, service, or contact by North Central State College or The Ohio

State University. For example, a student organization may be the “MVP Club at the NC State & Ohio State Mansfield Campus” but may not be the “NC State & Ohio State Mansfield MVP Club.”

## 6.5 Risk Management

The Office of Student Engagement supports the planning and execution of student events. There are times when events may take on a higher level of risk due to certain factors. The Student Engagement Coordinator can assist with the process of advising organizations of the potential and perceived risks involved in their activities. Below is a quick guide for students who have elements of risk within their programs.

### 6.51 Identification

Prior to hosting an event, traveling to a competition, or competing in any other activity, organizations should work to identify the risks associated with said activity. Risks do not include only those things that can lead to injury, but also include risks to the organization’s finances, image, etc.

### 6.52 Evaluation

Once you have identified the risks associated with the organization’s activities, these risks should be evaluated to determine their severity and probability. Proper evaluation of these risks will aid in the help of determining the best way in which to handle them.

### 6.53 Treatment

Once the risks have been evaluated, organizations must determine the most effective method for managing each risk. Organizations may choose to do 1 of 3 things after evaluation, eliminate, limit, or accept the risks. Some organizations, by their nature involve risks. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, organizations should work to determine how to best manage and minimize the risks.

### 6.54 Implementation

Once the most effective method for managing the risk has been identified, organizations should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, etc.

### 6.55 Alcohol

The Mansfield campus expects responsible behavior of students who choose to drink alcoholic beverages and requires an environment free of coercion for those who choose to abstain. Students must adhere to guidelines provided by the campus for responsible and legal consumption of alcoholic beverages. Individual students must accept responsibility for their own behavior and should demonstrate a concern for the safety and well – being of others in the campus community.

### 6.56 High-Risk Student Organizations

The Office of Student Engagement believes that is their role to balance student freedom and responsibility so that students can learn from their experiences in a safe environment. The Office of Student Engagement encourages student organizations to work with them in order to plan safe and successful events. Student Engagement is committed to working with student organizations to assist in managing risks that occur during the course of an activity.

The campus is committed to providing the best experience for all students. Clubs that may be associated with high risk are reviewed carefully to insure that students are participating in a safe environment. Please consider all aspects of organization development when starting or joining a high risk club. High risk student organizations may be asked to provide information on training provided, insurance held, licensure of advisor or supporting community organization, so that the Office of Student Engagement has documentation to support that safety and risk management have been adequately addressed.

## 6.6 Hazing Policy

At no time, whether on campus or off, is a student organization permitted to participate in or condone any act which may be defined as hazing.

Hazing is a crime that can result in criminal charges. The State of Ohio law authorizes civil damages resulting from hazing. The law has serious implications for the liability of organization members, officers, and advisors. Additional information on hazing can be found in the [Code of Student Conduct for each institution](#).

## 6.7 Non-Discrimination Policy

NC State and Ohio State Mansfield affirm the right of each student to be free from discrimination on the basis of race, color, national origin, age or handicap. Title IX of the Education Amendments of 1972 prohibits sexual discrimination, and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in education programs and activities. All registered organizations must abide by these non-discrimination policies. For further clarification, see Code of Student Conduct.

## 6.8 Fire Safety Policy

Any organization planning an event involving torches, bonfires, incendiary devices, and other fire-related devices must follow the protocol outlined by the Office of Student Engagement. Student organizations must first consult with the Office of Student Engagement beginning four weeks prior to the event date. Organizations must then seek approval from Campus Security and Plant and Operations Management. Once approval is given, the organization's staff advisor must get a permit through the Mansfield Fire Department. After the permit is granted, the organization may then reserve the location and complete the Event Set-Up Form to make arrangements for a fire pit. On the event date, the student organization's advisor must be present during the setup, entire event, and clean up.

## 6.9 Dangerous Activities Policy

Dangerous activities involving car smashes, live animals, trampolines, explosives, and other dangerous items are not permitted on campus, unless prior approval is given explicitly by the Student Engagement Coordinator in consultation with university leadership.

## 6.10 Drug and Alcohol Use Policy

The following are the specific policies for NC State and Ohio State Mansfield students.

### 6.101 The Ohio State University at Mansfield

The Ohio State University's primary concern is for the health, safety, and welfare of the university community. The university complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcoholic beverages. The unlawful manufacture, possession, use or

distribution of illicit drugs or controlled substances on university property or as part of university activities is strictly prohibited. All members of the university community are held responsible for their behavior and for respecting the rights of others.

Ohio State endeavors to encourage a culture of compliance. The university is committed to providing education regarding the negative impacts of illicit drug use, misuse or prescription drugs, and the excessive or illegal consumption of alcohol. Ohio State provides programs, support, and resources to promote health-enhancing experiences. Additionally, Ohio State seeks to encourage responsible bystander behavior and timely reporting.

Please refer to [The Ohio State University Code of Student Conduct](#) for additional information for students, and the [Office of Human Resources Drug Free Workplace Policy](#) for additional information for faculty, staff, graduate associates, and student employees.

#### 6.102 North Central State College

The NC State Code of Student Conduct includes sections regarding drug and alcohol use. They are summarized as such:

- Drugs: Use, production, distribution, sale, or possession of drugs in a manner prohibited under law.
- Alcohol: Use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable college policy.

For further information, please refer to the full [Code of Student Conduct](#).

## 7.0 Event Planning

### 7.1 Project Planning

Careful planning and organization are the keys to successful events. Organizations should make sure that the entire group supports an event before beginning to plan. Carefully discuss and outline procedures for the event, so that all members are informed of responsibilities. A checklist of steps needed to ensure a successful program is available on the Office of Student Engagement website.

### 7.2 Types of Events

#### 7.21 Inter-Club Events

Groups interested in having an off – campus event just for members, need only to inform their advisor.

#### 7.22 Social Events

Starting time for the event must be at a time that does not disturb classes taking place in that building and the must end by 2:00 AM.

#### 7.23 Campus Cultural Events

Some organizations sponsor programs that would be of interest to the entire campus. The Student Engagement Coordinator or Coordinator of Diversity & Inclusion may be of assistance in planning this type of event.

#### 7.24 Prohibited Events

Lotteries and games of chance are only to be held by eligible charity organizations. Dangerous activities such as car smashes, trampolines, explosives, loaded firearms and other dangerous items are not permitted on campus property. Social events with the sole purpose of promoting excessive drinking are also not prohibited on campus.

### 7.3 Planning Tips

The following tips can be found to be helpful when planning an event:

1. Register the event with the Office of Student Engagement and pick up an event checklist.
2. Schedule a room for the event with assistance from the Office of Student Engagement.
3. Prepare a budget and understand the requirements.
4. Complete an Event Set-Up Request Form, including room and AV needs.
5. Clean-up after the event is everyone's responsibility.
6. Publicity is the key.
7. Make sure that enough workers are assigned and they know their responsibilities.
8. Upon completion of the event complete an event evaluation as reference for the event in the future.

### 7.4 Pre-Sale of Tickets

When selling tickets prior to a social event be sure to include the date, time, location, name of sponsoring group and ticket price. All tickets must be numbered and approved by the advisor. The selling of tickets prior to an event is a good method for predicting attendance and interest in the event, as well as offers funds for decorations, change for the cash box along with other miscellaneous items.

### 7.5 Security

Security officers patrol the campus on weekdays and weekends. They are responsible for opening and closing facilities for a scheduled event. The security officer must be notified when off-duty sheriffs are hired for an event with alcohol or for crowd control.

### 7.6 Food

Arrangements for food and drink should be made early in the planning process. Food items of some substance, such as fruit, hors d'oeuvres, and meat items should be chosen over "salty" foods. Contact the Student Engagement Coordinator to discuss options and regulations regarding food purchasing and preparation for events.

### 7.7 Publicity

Often the success or failure of an event lies upon the amount and quality of advertising. Campus newsletters and flyers on bulletin boards should not be overlooked as a way to advertise. Templates for posters and flyers for shared campus activities are available through the Campus Activities Board and the Campus Recreation Center. Posters should be sent to the Student Engagement Coordinator in the Student Union for posting approval and information on how to distribute the materials. The Student Engagement Coordinator can also assist with posting the event on the information screens when available.

It is suggested that any event which has an admission fee should be advertised at least one month in advance. Social events typically don't require more than a two-week notice. When advertising be creative, yet tasteful. "Word of mouth" is a great source of publicity for the students on the Mansfield campus. Social media may also be a useful tool.

If the community is welcome at an event, off campus publicity assistance is available through the Development Office/Public Relations Office at either campus.

### 7.8 Contracts with Entertainers/Speakers

When contracting entertainment or speakers, time, date, price and any necessary requirements should be discussed. A letter of confirmation should accompany a contract or agreement form. Details should be confirmed a few days prior to the event and after completion of the event the entertainer should be formally thanked for participating. Always consult with the Student Engagement Coordinator on all agreements or contracts.

## 8.0 Leadership

A good leader should be able to work with a group, accomplish goals, and involve a large percentage of the members in decision making and planning. It is important for officers to work on developing leadership skills, however officers are not the only members who need to possess these skills.

It should also be remembered that members of organizations are also capable of leading in certain situations, thus allowing for the leader to not feel as pressed for time. The most common complaint by North Central State College and Ohio State University Mansfield leaders is that they do not have enough time to complete everything. In order to avoid an overload of responsibility on a few people, it is suggested that the group leader develops a style which will encourage other members and officers to assist with projects, and decision making.

### 8.1 Characteristics of a Leader

Intelligence, dependability, enthusiasm, sense of humor, confidence, appreciation for differences, flexibility, ability to delegate responsibility and people orientation are all characteristics that are helpful in campus leaders. Few people possess many of these characteristics, however it is vital that a campus leader possess enthusiasm and confidence in regards to their organization.

### 8.2 Important Leadership Skills

Leadership is a combination of interacting with people and accomplishing many goals. The following items are several skills that are important to learn and/or develop while being a campus leader:

#### 8.21 Time Management

The most important skill needed by a group officer is the ability to manage time. As the year or term of office begins the officer should take time to examine their available time and how their time is normally divided. Then a list should be made that encompasses a typical day and any new commitments. Priorities should be set, and time needed to study and complete projects should be overestimated. Without some idea of what needs to be accomplished in a day, the hours seem to disappear without any results. Of course, problems will always arise and schedule conflicts occur, however in instances like these the help of other members should be enlisted.

#### 8.22 Assertiveness

There is a fine line between assertiveness and aggressiveness as well as assertiveness and passivity. Assertiveness is the ability to make personal opinions known without infringing on the rights of others. An assertive leader is able to share personal thoughts without dictating the group. This is a learned skill, which requires constant practice. An assertive leader will ask for help or even assign duties to others.

#### 8.23 Delegation

In order to improve time management and assertiveness skills a campus leader must be ready to delegate responsibility. The ability to delegate responsibility is another difficult skill to master. Many leaders feel that they are the only one that can accomplish tasks, or that they are not fulfilling their duties if they do not do everything. Leadership is a people oriented position and everyone has specific strengths, and by delegating responsibility, a leader is involving other group members, intergrading new ideas, and developing leadership skills of other members.



### 8.24 Organization

In addition to time management, assertiveness and delegation a leader should also keep the everyday business of the organization organized. This requires communication with officers and advisor(s), regular meetings, and set agendas for each meeting. With a formal agenda, everyone at the meeting can see what the focus of the meeting is and take part in accomplishing it.

An organized meeting will go faster and have more results in the end. It is suggested that meetings take no longer than 45 minutes. A time limit should be estimated for each agenda item, thus allowing for the agenda to not become too extensive for the allotted time.

## 8.3 Leadership Development Programs

To help current and potential student leaders practice and learn new skills, involving leadership, the Office of Student Engagement routinely sponsors leadership development programs. These programs offer, in addition to information, a chance to meet with other campus leaders and share successes and failures. Program topics include: time management, publicity, diversity, inclusion, resilience, evaluation and motivation.

## 8.4 Group Building

Even with a wonderful leader, an organization is not able to function without the assistance of all of its members.

### 8.41 Retreat

At the beginning of each year, or after expansion of membership an organization should plan a retreat or a meeting, in which organization trust and cohesion could begin to develop. A retreat can be a formal all day program, or just an informal social gathering, depending on the group's needs.

### 8.42 Purpose and Goal Setting

Officers, members and advisors should work together to set obtainable goals. The purpose of the organization will remain the same, however goals change with new membership and organization focus. Long-range goals should be agreed upon by members at the beginning of each new year. Long-range goals are usually general ideas such as: off-campus trips, monthly speakers, community service projects, etc.

### 8.43 Short-Term Objectives

It is strongly suggested that organizations develop plans for projects and events they will take place throughout the year. When brainstorming for various events, a few things should be taken into account, budget, workers, available resources and importance of the event. Two to three events/projects per semester is a good idea.

### 8.44 Semesterly Review

At the end of each semester every event should be reviewed. This is a good way to determine if an event needs to be rearranged, or even repeated in future years.

### 8.45 Year-End Evaluation

At the end of each year, every organization should take a little bit of time and evaluate the numerous that have been planned and implemented throughout the course of the year. By doing so this is a good way to determine if a project or event has room for improvement, etc.

## 9.0 Advisor

### 9.1 Role

Advisors play a crucial role in the effective and efficient functioning of student organizations. The campus requires that each organization has at least one faculty or staff member as an advisor. An advisor's main responsibilities include:

1. Attend Student Organization Advisor Training offered through the Office of Student Engagement (scheduled individually with the Student Engagement Coordinator)
2. Maintain contact with the group,
3. Advise based on objectives of the group and provide expertise,
4. Contribute to goal setting,
5. Enforce Office of Student Engagement and Mansfield Campus rules,
6. Actively demonstrate problem solving and critical thinking,
7. Serve as a counselor to provide advice on time management,
8. Advocate for and support students in their leadership development, and
9. Provide resources in the form of referrals, opportunities for training, and other development.

### 9.2 Terms

A mutually agreeable plan regarding time commitment, organization and structure must be discussed by both the group and advisor. The advisor must also be regularly informed of activities, policies and organization of the group; however, officers and members should manage the everyday operations. In order to prevent the group from violating campus policies, the advisor should have input into goals, program planning and fundraising projects. The advisor should assist the officers and members in the development of leadership skills. The officers and advisor should meet regularly to evaluate the processes occurring within the organization.

In order to set these terms, a negotiation process must be undertaken. The amount of interaction between the club and advisor must be divided between all persons and comfortable to all. In a student organization, the principle role of the advisor is not to control the group, but rather to assist them in goal setting and accomplishment. The best help can be in keeping the group optimistic, realistic and focused.

It is strongly encouraged for advisors to have regular, set meetings with the president each week. The advisor may also wish to attend executive meetings with officers as well. The advisor often serves as the point of contact between the college/university and the group.

### 9.3 Steps to Negotiation

The following steps are suggested for negotiating the advisor role:

1. After election of officers, the advisor and officers should meet and record goals, purposes and objectives for the year. The advisor should share information regarding campus policies particularly in regard to sexual harassment, sexual discrimination, hazing, alcohol and financial management. It is also recommended that a discussion takes place regarding advisor styles and leadership needs. The expectations of each individual leader and advisor should be discussed.

2. At the first meeting, leader(s) should be encouraged to brainstorm ideas with general membership and clarify objectives/projects for the short-term. It is wise for the group to determine meetings for the entire quarter so members can plan accordingly.
3. If the advisor will not be attending each group meeting, he/she should be present at the first organizational meeting of all group members. A short discussion of the advisor role can be held involving all group members.
4. As the year progresses, the advisor should evaluate for him/herself how the roles are being handled. The advisor role can change according to skill development of leadership.
5. At the end of each year, the advisor and officers should meet and evaluate the progress, of the group. The advisor can offer suggestions for the future, and officers can also make suggestions to the advisor. It is important for outgoing and incoming officers to meet for the end of the year evaluation. This is important for a smooth transition to occur.

## 10.0 Safety and Security

The campus has set policies and procedures in place for everyone's safety and security, which must be followed.

### 10.1 Security

The campus, buildings, and grounds are patrolled by security personnel on a 24-hour basis. The security officers investigate criminal acts on campus property; report traffic accidents; enforce parking regulations; provide for the security of campus buildings; and lend assistance in many other ways to the faculty, staff, students, guests, and visitors of the campus. It is encouraged to seek assistance when needed. Security may be reached by contacting either the NC State or Ohio State Mansfield operator, during regular business hours, and after hours can be contacted at (419) 755 – 4346. In case of an emergency, Dial 9-911 from any campus phone for immediate assistance. For information about safety and crime statistics, please review the [Campus Safety and Security Report](#).

### 10.2 Campus Emergency Procedures

NC State and the Ohio State Mansfield encourages prompt, accurate reporting of crimes or suspicious incidents. Crimes, suspicious incidents, minor illness, or minor personal injury should be reported to security by dialing (419) 755 – 4346. Students and staff at the Kehoe Center in Shelby should make such reports by dialing (419) 755 – 5692 or (419) 755 – 4855. At either location, critical and life-threatening emergencies should be reported by dialing 911.

If there is a fight or other emergency situation, remain calm and notify your organization advisor or other campus staff immediately. If it is known that an alarm is a tornado warning, the building should not be left, and first floor restrooms should be used as shelter. If there is a life-threatening situation, 911 should be contacted, to report the emergency.

Emergency procedures for the Eisenhower Memorial Center and other campus buildings can be found on the [Department of Public Safety website](#).

### 10.3 Tornado Safety and Shelter Information

If there is a "tornado emergency" shelter should be taken by following directional signage in each building.

### 10.4 Fire Drill and Emergency Evacuation

There are appropriate evacuation procedures for each building on campus.