

Concord University
Student Center Office & Student Government Association



STUDENT ORGANIZATION HANDBOOK



Table of Contents

Introduction	3
Benefits of a Campus Organization	4
How to Start a Campus Organization/Club	4
Recruitment	5
Constitution and Bylaws Information	5
Organization/Club Meetings	7
Faculty/Staff Advisor	7
Events and Advertising	8
Fundraising & Solicitation	12
SGA (Student Senate)	13
Budgetary Request Guidelines	13
Need Help, Just Ask!	14



College can be so much more than getting a degree; it can be the experience of a lifetime!

The Concord University Student Center Office and Student Government Association (SGA) helps to provide an amazing college experience that allows every student to grow into productive and successful individuals. We believe the best way to do this is to encourage the creation of student organizations/clubs that can appeal to a variety of student interests. Students that join campus organizations can learn valuable social, leadership, communication, and problem-solving skills that can apply to their fields of study and future careers.

We want to encourage every student to advance their professional skills by planning and developing their own collegiate organization/club so every student can feel included and welcome on Campus Beautiful. With this guide, we hope that you can “Leave Your Print” and make our campus a place for everyone.

If you have any questions or concerns about starting your campus organization/club, please visit the Student Center Office on the main floor of the Jean and Jerry L Beasley Student Center or email the Assistant Director at clively@concord.edu.

Benefits of a Campus Organization/Club

Recognized student organizations/clubs receive many benefits around campus including:

- Being listed in University publications
- Events being uploaded to the Online University Calendar upon request
- A free mailbox at the University Post Office
- Assistance from Student Center Staff and SGA
- Access to spaces designated for organizations to display their event information in the Student Center and around campus
- Access to campus facilities to be used for meetings or events (see page 8 for Events Scheduling Guidelines)
- Representation in the Student Senate
- Access to the SGA discretionary fund (see page 13 for Budgetary Request Guidelines)
- Permission to have fundraising tables in the Student Center
- Participation in Homecoming events

How to Start a Campus Organization/Club

In order to officially organize and form a student organization/club, the following recognition process **MUST** be completed.

- At least five (5) members who are full-time Concord University students.
- When forming your group, two interest meetings are allowed in the Student Center without approval from an advisor.
- Must have an advisor that is either a Concord University Faculty or Staff member.
- Must submit a constitution and bylaws to the Student Center Office for approval after they are approved by the members of your group (see page 5 for constitution and bylaws information).
- Submit a completed Organizational Form, Membership Roster, and the original constitution and bylaws. The Organizational Form **MUST** have officers listed on it and they must include the following: President, Vice President, Secretary, Treasurer, Service Representative (not required if you do not wish to have representation in SGA or access to SGA funding), and advisor along with their signature. This form can be found at <https://www.concord.edu/student-life/student-organizations>. This form

must be completed at the start of each fall semester. During the academic year, it is the responsibility of the group to notify the Student Center Office of changes in officers or advisor.

- Once approved, your group will be required to attend five (5) consecutive SGA meetings in order to receive voting rights and be allowed to request SGA funds by the budgetary process (see page 13 for Budgetary Request Guidelines).
- If your group is a national Greek organization, it is required to belong to either the Interfraternity Council (IFC) or the Panhellenic Council (Panhel). Reach out to the Greek Affairs Coordinator, Lauren Phillips, for more information.

Recruitment

Recruitment is vital to establishing strong membership. Once you have a strong idea of what group you want to start on campus, recruiting and establishing interest begins. When forming the group, you are entitled to have two interest meetings before securing an advisor and you may begin advertising. Please read the Events and Advertising section located on page 8 before beginning any type of recruitment.

Concord University strictly prohibits any form of hazing. “Hazing” refers to activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the willingness of the person to participate. Any group caught performing any form of hazing will face University sanctions as outlined in Article V of the Concord University Student Code of Conduct, which can be found in the Concord University Student Handbook.

Constitution and Bylaws Information

The constitution and bylaws of an organization/club defines what the group is about; it describes the duties of its members and how it governs. Submission of the constitution and bylaws to the Student Center office is required before the University officially recognizes the group. The group has the right to adopt a constitution and bylaws that meets their needs, but only if it is approved by its members and contains nothing contrary to Concord University policy or local, state, and federal laws.

A constitution is a compilation of the basic rules defining how the group functions. Any bylaw, enacted rule, or parliamentary procedure that conflicts with the group’s constitution is invalid. Bylaws may include the provisions sometimes found in a constitution and are usually more detailed than the constitution.

Once all requirements are satisfied, the Student Center Office will include your group in the Organizational/Club Directory for the academic year. Constitution and Bylaws must be resubmitted to the Student Center Office every 5 years, or sooner if major changes are made.

Articles of a Constitution

A basic constitution contains provisions which should be set forth briefly in clear and easy to understand wording. A preamble may preface the constitution and usually states the reasons for the formation of your organization/club. The following is a guide for your constitution.

- Article I: Name of the group
- Article II: Affiliation with other groups (Not required)
- Article III: Purpose, aims, functions of the organization/club
- Article IV: Membership requirements & limitations
- Article V: Officers (titles, terms of service, how and when elected)
- Article VI: Advisor (term of service, how selected)
- Article VII: Meetings (frequency, special, and who calls them)
- Article VIII: Quorum (number of members required to transact business)
- Article IX: Vacancies and Dismissals (procedures and handling)
- Article X: Amendments (means of proposal, notice required, voting requirements)
- Article XI: Ratification (requirements for adopting this constitution)

Bylaws

Bylaws contain all the details necessary to explain and carry out the provisions of the constitution and are more easily changed as the group's needs change.

- Membership (selection requirements, resignations, expulsion, rights and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairperson's roles, meetings, duties, powers)
- Order of Business (standard agenda for conducting meetings)
- Parliamentary Authority (provisions for rules of order, generally Roberts Rules of Order – Newly Revised)
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specific policies and procedures unique to your organization/club for its operation

If you need assistance in creating these documents, please contact the Assistant Director in the Student Center Office. Sample documents are available on the Organization tab of the Student Center webpage.

Organization/Club Meetings

Once your group is approved, it is time for you to begin arranging regular campus meetings. Before meeting with your group, please be sure to read over the Posting Regulations and Event Scheduling Guidelines in the Events and Advertising section located on pages 8-12.

When planning your first group meeting, remember to keep the following in mind:

Time and location: A list of available meeting locations are listed on pages 9-10. It is recommended for groups to meet at least twice a month in order to be successful.

Agenda: Create a meeting agenda to ensure your meeting is efficient and productive.

Advertisement: Create flyers and posters to promote your group meetings to students.

Agendas and Minutes

Agendas are completed before meetings (usually by the group President or Secretary), and outline the format of the meeting and any specific topics to be discussed. Agendas should be sent to all members of the group before the meeting.

Minutes are taken during meetings (usually by the Secretary), and are a brief description of any discussions and decisions made during the meeting. Minutes include the start and end time of the meeting, list of members in attendance, votes held during the meeting, discussion associated with votes, and announcements. Minutes from the previous meeting should be sent to all members before the upcoming meeting so they can stay informed.

Faculty/Staff Advisor

Student organizations are required to have an official advisor who is a full-time University faculty or staff member. Graduate students are not permitted to be advisors.

The role a Student Organization Advisor plays within an organization is pivotal to the success of that organization. The advisor not only serves as a representative of the group in an official capacity, but as an advocate for the group.

Expectations of Advisors:

- Advisors are to make sure your organization registers every academic year by completing the Organizational Form
- Advisors should be prepared to assist members through activities such as goal setting, conducting productive meetings, planning events, fundraising proposals, and officer transition

- Advisors are to maintain regular contact with officers
- Advisors are requested to provide support and guidance to officers and members of a student organization

Additional expectations of advisors should be discussed between the advisors and the leadership of the organization. A clear understanding of expectations of all parties will be instrumental for the current and future success of the organization.

Events and Advertising

As your group begins to become active on campus, it is important to advertise your group and host events.

Before your group can host any event (including meetings, recruitment tables, etc.) you must first read and complete all necessary forms listed in the Events Scheduling Guidelines. You must also comply with any laws, codes, policies, and regulations detailed in this section.

Events Scheduling Guidelines

Before you begin advertising an event, complete a Room Request Form to see if the appropriate space is available on the date needed before you begin advertising the event. This form can be found at <https://www.concord.edu/student-life/student-center>.

The following guidelines will help your group host a successful event:

- ❖ Groups wishing to hold an event on campus MUST complete the Room Request Form for approval and to schedule the event on the Master Calendar to ensure the space is available.
- ❖ The Event Reservation Form is used to reserve spaces in the Student Center, University Point, Administration Building, Library, Science Building, Rahall, and Fine Arts.
- ❖ Food safety is the number one priority for all goods & services at Concord University. In accordance with keeping the entire campus community safe, Concord Dining Services (Aramark) is the exclusive provider of all foods on campus. All requests for outside food sales (including homemade, perishable, and/or non-packages items) for fundraising purposes or group consumption MUST be approved by Concord Dining Services by using the Event Reservation Form.
- ❖ A request to include your event on the online University Calendar can also be made through the Event Reservation Form.
- ❖ Reserve the space at least one week prior to the event date. Requests received less than 48 hours in advance will not be considered. All A/V needs and room setup must be requested when reserving the room. Last minute requests are not guaranteed.
- ❖ If you cancel the event, notify the individual responsible for reserving that space

immediately so your event can be removed from the calendar (A list of these individuals can be found on Pages 9-10).

- ❖ The advisor is required to be in attendance for any events taking place in the Student Center State Room or University Point. They must stay for the entirety of the event.
- ❖ Groups sponsoring events are held responsible for the successful completion of the events. Should a problem occur, the appropriate official(s) should be notified immediately. These include the Student Center Manager, Security, Maintenance/Janitorial Services, and the Resident Director or Resident Assistant.
- ❖ No alcohol is allowed at any on-campus event.
- ❖ NO OPEN FLAME CANDLES (wick) allowed.
- ❖ Unruly, loud, noisy, and/or other inappropriate behavior will not be tolerated.
- ❖ No excessive volume music or music with offensive or inappropriate language allowed. If you are requested to turn your music down or off by an employee, you are required to do it.
- ❖ The event area is to be left in the same condition as when you arrived. i.e. furniture in its original location, trash in appropriate receptacles, etc. Please notify Student Center Office or Manager on duty regarding any problems or damages. Charges will be administered if damages occur.
- ❖ All activities must not exceed Student Center hours of 8:00 a.m. to 11:00 p.m. Monday through Friday, 9:30 a.m. to 11:00 p.m. weekends. This includes clean up and all participants out of the building. Exceeding these times will result in denial of future use.

Should you have any questions regarding scheduling, please contact the Student Center Office for assistance.

Concord University Student Facilities

All Concord University facilities that can be reserved for events must be reserved using the Event Reservation Form: <https://apps.concord.edu/forms/view.php?id=513051>

Jean and Jerry L. Beasley Student Center

Requested through Colton Lively (clively@concord.edu)

- Ballroom: 3rd floor, accommodates 400
- A-B Conference Room: 3rd floor, accommodates 50
- C Conference Room: 3rd floor, accommodates 30
- Historic Alumni Lounge: 3rd floor, accommodates 10. (No food or drinks allowed and is only reserved for special meetings. Regular group meetings are not allowed in this room.)
- State Room: Main floor (2nd), accommodates 70. (Regular group meetings are not allowed in this room. Not available during SGA weekly meetings from 4-6 PM on Monday).

- Subway Stage: Ground floor (1st) available for special events.

University Point

Requested through Sara Hart (snhart@concord.edu)

- Chapel: Main floor, accommodates 120
- Pais Fellowship Hall: Ground floor, accommodates 150

Administration (Marsh) Building

Ground Floor (Education side) requested through Kimberly Nichols (nicholsk@concord.edu)

Ground Floor (Social Science side) requested through Vanessa Howell (vhowell@concord.edu)

Third Floor requested through Tess Vaught (tvaught@concord.edu)

Science Building

Requested through Diane Reed (reedsd@concord.edu)

Fine Arts Building

Requested through Tess Vaught (tvaught@concord.edu)

Rahall Building

Requested through Lucinda Gonderman (lgonderman@concord.edu)

DVD/Video Usage Information

Increasingly, motion picture studios are opting to use their legal option to prosecute violators under the copyright law. If convicted of a copyright infringement, you and your group could be subject to extensive legal fees and large fines. Willful infringement of these rules concerning public performances for commercial or financial gain is a federal crime carrying a maximum sentence of up to five years in jail and/or a \$250,000.00 fine. Even inadvertent infringement is subject to substantial civil damages.

Section 101 of the Copyright Act contains the following definition of public performance: “To perform or display a work publicly means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered.”

What does this mean to you? Simply put, it is UNLAWFUL to show a film from Redbox, Blockbuster, any streaming service, or personally owned copy to a group outside of your home. Showing these materials in a public setting is a copyright violation, even if you do not charge admission.

The only legal way a campus group can show a DVD/Video is to purchase a public performance license by renting it from an authorized movie rental company such as Swank Motion Pictures, Criterion, etc., rather than from a video store, or by contacting the copyright holder directly.

Posting Regulations

Before you post or hang a sign or notice on campus, please make sure you are following the regulations listed below. If something is not addressed or if you have a question, call (304) 384-5311 or come by the Student Center Office and we will assist you.

- Signs, posters, and banners must be neat, grammatically correct, and in good taste. Appearance and condition must be properly maintained at all times. If not, it will be removed and thrown away.
- Signs, posters, banners, etc. must be approved before posting by the Student Center Office if being posted in the Student Center or by the Building Director if being posted in another facility. Please email clively@concord.edu a copy of any promotional materials before posting them in the Student Center.
- Only painter's tape is allowed on paint, wallpaper, bulletin boards, or finished surfaces. Do not place any advertising on glass doors or windows.
- No pins, tacks, or other fasteners allowed on draperies or walls, etc.
- Posters/banners must be related to events sponsored by a recognized campus group and all such advertising must include the name of the sponsoring group. Student sponsored events must have an approved Activity Form filed in the Student Center Office before the event is officially scheduled.
- Banners are allowed in the stairwells only and shall be no larger than 3' x 6'.
- Posters should be no larger than 14" x 22" .
- Advertising of events or businesses where alcohol is served or sold is prohibited.
- You are responsible for the complete removal within 24 hours following the event. Failure to comply will result in denial of future requests for advertising. ONLY signs placed by the University may remain longer.
- No materials are to be placed on vehicles. (per Campus Police)
- Hanging of street signs must be approved by the Director of the Physical Plant and may not be placed over any traffic control signs.
- Any posting of commercial advertising by off-campus individuals or groups is restricted to the approval of each Building Director and if approved, is governed by the above restrictions.

SANCTIONS FOR POSTING VIOLATIONS: Each Building Director is authorized to impose sanctions including, but not limited to, the suspension of posting privileges. Materials found in violation of the above will be taken down and disposed.

Showcase Display

The Student Center display case is located on the main floor near the Dining Hall. Student organizations may schedule this area to display their activities such as recruitment materials, pictures, etc. Please contact clively@concord.edu if you'd like to reserve the Showcase Display. This space is shared by other organizations and is used for other University functions, so scheduling is limited to one week per request.

Fundraising and Solicitation

The West Virginia Board of Education on September 5 & 6, 1951 passed the following order, which still holds true for today.

“Resolved that all solicitation and selling of products upon property under the jurisdiction of the West Virginia Board of Education is prohibited except by organizations and groups directly connected with the institution upon written approval of the respective presidents or superintendents.”

Special approval must be obtained before any fundraiser becomes a part of a student activity. Approval may be granted under this ruling if the fundraiser will benefit a student organization. Approval is granted through the Student Center Office by completing the Event Reservation Form. Funds may not be solicited for Concord University without approval of the Advancement Office. Groups should note that multiple groups holding fundraisers diminish the return for all the groups. Each officially recognized student group is entitled to two (2) fundraisers each semester. A fundraiser may last for up to five (5) consecutive days and still be counted as one (1) event.

The following resources may help your group in their fundraising efforts. The Concord University Student Center is not connected in any way to these groups and their web sites are for information purposes only. The sites are:

Idealzone.com
fundraising-yellow-pages.com
Nonprofit.about.com
members.aol.com
Familyeducation.com

SGA (Student Senate)

The goal of SGA is to represent student interests, opinions, and actions at Concord University. Each officially recognized organization/club has the opportunity to be a part of SGA, we highly recommend all campus groups participate.

Being a voting member of the Student Senate entitles your group to the following:

- A voice and vote on all matters concerning SGA
- Ability to participate in and help organize SGA sponsored events such as Homecoming and Spring Fling
- The opportunity to have your events and meetings announced at SGA meetings and sent out to the entire student body
- Ability to request funding from the SGA Discretionary Fund
- A network of other campus organizations

Organization/Club SGA Representatives

Your group should elect or appoint a SGA Representative as soon as your group is officially recognized. After your group has sent a representative to five (5) consecutive SGA meetings, your group will gain voting rights. Organization/Club representatives must be a member the group they are representing. Replacement of your representative is at the sole discretion of your group. Your SGA Representative has the following duties:

- Represent the best interest of group's members
- Attend all regular and special meetings of the Student Senate (SGA).
- Be informed on issues pertaining to student affairs and SGA.
- Act as a liaison between SGA and your group
- Serve on at least one (1) committee of the Student Senate (SGA)
- Notify the SGA Secretary of any changes in your representative or alternate within two (2) weeks of the change occurring.

Budgetary Request Guidelines

Every officially recognized organization/club that has been represented in SGA for at least one full semester is entitled to apply for funding from the SGA Discretionary Fund by completing the Application for Funding located outside the SGA Office. The Discretionary Fund amount

varies every semester and fiscal year. Timely application for funding by your group increases receipt of funding since all funds are on a first-come first-serve basis.

Your group may also apply for funding during your first semester being recognized in SGA, but a Senatorial Sponsorship Form must be completed. This form can also be found outside the SGA Office.

All Budgetary Guidelines may be subject to change every fiscal year, so an updated copy of the Budgetary Request Rules are kept on file in the SGA Office.

If your group is interested in applying for funding, please stop by the SGA Office or speak to the current SGA Business Manager.

Need Help, Just Ask!

We know that this is a lot of information, so if you ever need any help just ask! Some Concord Faculty/Staff members have offered their assistance in helping student organizations with different areas of creating/running a student organization. Their contact information and what they can help you with are included below.

- Colton Lively – clively@concord.edu
 - ❖ Organizational Form
 - ❖ Motivating Members
 - ❖ Recruiting Members
- Carolyn Worley – cworley@concord.edu
 - ❖ Organizational Form
 - ❖ Taking Minutes during a meeting
- Chelsey Rowe - cworley@concord.edu
 - ❖ Robert's Rules of Order
 - ❖ Constitution
 - ❖ Bylaws
- James Blankenship – jblankenship@concord.edu
 - ❖ Fundraising
- Lauren Phillips - lphillips@concord.edu
 - ❖ Recruiting Members
 - ❖ Social Activities
 - ❖ Greek Life
 - ❖ The Academic Side of Student Organizations
- Sharon Manzo – smanzo@concord.edu
 - ❖ How to Pick a Faculty/Staff Advisor
 - ❖ Who to Pick as a Faculty/Staff Advisor
- Elizabeth Chandler - echandler@concord.edu
 - ❖ Creating & Managing a Budget
- Anna Hardy – amhardy@concord.edu
 - ❖ The Academic Side of Student Organizations