

2017 - 2018

# REGISTERED STUDENT ORGANIZATIONS

*Handbook*



ARKANSAS  
TECH  
UNIVERSITY

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# THE ROLE OF REGISTERED STUDENT ORGANIZATIONS

Co-curricular programs and organizations provide opportunities for students to develop friendships, learn new skills and practice leadership and group development skills. There are more than 100 Registered Student Organizations (RSOs) representing many areas of interest in the following categories: Academic/Professional, Fine Arts, Fraternity/Sorority, Honorary, Multicultural, Recreational, Religious, Special Interest and Student Governance. It is well documented that students who are involved in campus activities of their choice are more likely to complete their educational goals.

The overall goal of RSOs at the University is to provide students additional educational tools which will assist them: function successfully in their chosen occupational fields; achieve a greater cultural appreciation; achieve greater personal happiness and self-satisfaction; and develop the concepts of responsibility and service to others.

Operating on the basis of voluntary participation and self-government, RSOs are an integral part of the University community and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Skills and experiences obtained through memberships in RSOs serve as a valuable supplement to the formal curricula. Organizations applying for registration by the University will be evaluated in view of the manner in which their constitutional objectives support the stated role of RSOs at Arkansas Tech University.

## ***GENERAL REQUIREMENTS***

General requirements for RSOs are as follows:

- 1.** Individual students and student groups are responsible for conducting their activities in a manner consistent with all regulations, standards and aligned with the Student Code of Conduct at Arkansas Tech University.
- 2.** No organization shall require of its members any activity incompatible with scholastic attainment or acceptable general development. In particular, hazing in any form is prohibited. No student or group of students will be permitted to use mental, verbal or physical violence against, or in any way jeopardize the health, scholastic standing or civil liberties of another student or university personnel.
- 3.** On or off-campus activities which are sponsored or affiliated with a University RSO must be approved by Campus Life.
- 4.** Each organization has the right to elect and expel its own members and is accountable for members' acts committed on behalf of the organization.
- 5.** Each organization which desires to be registered by Arkansas Tech University and which desires to use the facilities and services of the University must obtain approval in the manner described in the following paragraphs.

# REGISTRATION

## OF STUDENT ORGANIZATIONS

### Categories and Definitions

An RSO is a group of students enrolled at Arkansas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the University and/or local, state or federal laws.

### CONDITIONS FOR REGISTRATION

1. Membership in the organization shall be open only to students enrolled at Arkansas Tech University without regard to race, color, religion, national origin, sex, age, disability or veteran status; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex.
2. The organization shall not duplicate the purposes and functions of a previously approved or current RSO unless the need for duplication is substantiated with the Department of Campus Life.
3. The organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Department of Campus Life is available to assist in organizational development.
4. The organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Arkansas Tech University.
5. Organization registration does not imply University approval of either the organization or its activities.

### Benefits

Benefits of RSOs include, but are not limited to, free reservations for meeting space in the Doc Bryan Student Service Center, Young Ballroom, and Baswell Techionery, organization information published on theLink, leadership training and access to RSO resource manuals. RSOs may apply for funding through the Student Development Fund and GOLD Cabinet each year provided they are registered as a student organization with Campus Life prior to the application deadline.

### Membership and Offices of Registered Student Organizations

Active membership (those who are eligible to vote) in RSOs shall be limited to registered full-time students on the Arkansas Tech University-Main Campus. Full-time is defined as twelve (12) hours for undergraduate students and six (6) hours for graduate students. Students on academic or disciplinary probation may not hold offices in RSOs. Senior standing students approved for graduation in the current term are considered full time with courses required for graduation, even if below 12 or 6 hours. Membership in RSOs is restricted to currently enrolled Arkansas Tech University students.

### Registration of New and Reforming Groups

1. New and/or reforming student groups that desire the benefits of being an RSO must make an appointment with Campus Life staff member coordinating RSOs to discuss the policy regulating the registration of student organizations.
2. After meeting with the staff member, the student should complete a registration packet on theLink.
3. Campus Life will review submitted materials for registration on theLink. The decision will be communicated back to the applying organization from Campus Life.

## Annual Registration Process

1. The completed registration application should be completed on theLink annually by late September. Specific dates will be announced annually. Complete registration packets include:
  - a. List of officers
  - b. Updated electronic copy of local constitution and/or by-laws and constitution and/or by-laws of any other local, state, or national affiliate organization a minimum of once every fall registration period or when changes have been made. The constitution must contain the following:
    - i. Name of organization. The name of an organization shall indicate the purpose of the group.
    - ii. Purpose, goals, and objectives of the organization.
    - iii. Eligibility requirements of membership.
    - iv. Selection process and procedures for membership, including non-discriminatory statement. Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.
    - v. Election process for officers.
  - c. Agree to comply with all University standards, rules and/or policies as well as all local, state, and federal laws.
  - d. A full-time Arkansas Tech University faculty or staff member completing the Advisor Agreement form on theLink, indicating their willingness to serve as the organization's advisor.
2. New organizations registering as a single-sex, social fraternity, or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501 C (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify single-sex exemption.

## ORGANIZATIONAL MEETINGS

Each RSO may, on its own responsibility and with approval of its advisor, hold closed meetings at which attendance is limited exclusively to members, and shall be allowed to invite any speaker of their own choosing to such meetings.

### *Helpful tip:*

It is recommended to have an agenda to guide all meetings. Agendas allow meetings to stay on subject and avoid tangents, which will improve efficiency. Minutes should also be recorded at all meetings by the secretary/recorder of the organization. Minutes should contain but are not limited to: type of meeting (committee, officer, general), date/time/place of meeting, members present/absent, officer and committee reports, old business, new business, advisor reports, and announcements. For all business: record proposals, resolutions, motions, seconding and final votes, as well as a summary of discussion.

## DRY RECRUITMENT

Arkansas Tech University has a zero tolerance policy for the use of alcohol in any form by any student, RSO, campus program or athletic team for the purpose of membership selection. All activities, ceremonies, new member programs, trainings and other events must be alcohol free.

# HAZING

## PREVENTION POLICY

[www.atu.edu/nohazing](http://www.atu.edu/nohazing)

[www.atu.edu/jerrycares](http://www.atu.edu/jerrycares)

Arkansas Tech University is dedicated to promoting a safe and healthy campus environment for students, faculty, staff, and visitors. Hazing activities are counterproductive to this effort. Therefore, Arkansas Tech University has a zero tolerance policy for the practice of hazing activities by any member of the university community.

Members of the university community involved in, encouraging, aiding, and/or assisting in hazing or hazing related activities are subject to disciplinary action and reporting of involvement to local police. Failure to report known hazing incidents to a university official or to local police may result in disciplinary action.

This policy applies to faculty, staff, students, Registered Student Organizations, official university groups, alumni, visitors, vendors, and invitees on campus.

## DEFINITIONS

1. Hazing can generally be defined as any action or situation created by a member of the university community against another member of the university community that is negligent or reckless in nature, humiliating, degrading, endangers an individual, or unreasonably interferes with scholastic or employment activities. This action or situation may or may not be initiated for the sole purpose of affiliation or required as a condition or retention of membership into a group or organization. Actions and situations that may constitute hazing could include, but are not limited to, the following:
  - Requiring the consumption of excessive amounts of alcohol or participation in drinking games
  - Forcing others to sing, wear apparel which causes indecent exposure or would not be reasonable, or perform other embarrassing acts in public or private settings
  - Deprivation of sleep or food for an extended period of time or the creation of unnecessary fatigue
  - Compelling someone to engage in or watch sexual acts with others
  - Requiring periods of silence
  - Conducting any type of “hell week” activities
  - Requiring the carrying of items such as manuals, paddles, etc.
  - Requiring calisthenics such as sit-ups, push-ups, etc.
  - Forcing or coercing someone to consume foods, drinks, alcohol, or drugs
  - Completing tasks in order to obtain signatures
  - Phone duty
  - Paddling or striking in any manner
  - Marking or branding
  - Physical and mental harassment, including pushing, cursing, or yelling
  - Staging any form of a “line-up”
  - Preventing or restricting class or other activity attendance
  - Preventing personal hygiene
  - Unreasonable exposure to the weather
  - Keeping the date of initiation or formal affiliation into the group a secret
  - Work parties or clean-up for new members only
  - Scavenger or treasure hunts
  - Blindfolding
  - Personal servitude
  - Kidnapping or abandonment
  - Expectation of participation in activities that are illegal or in violation of university policy
  - Member Auctions
2. Hazing may occur regardless of the individual’s willingness to participate in the activity or be found present in a situation.
3. Members of the university community include faculty, staff, students, Registered Student Organizations, official university groups, alumni, visitors, vendors, and invitees on campus.
4. A Registered Student Organization is defined as individual students and student groups who meet the general requirements and have completed the registration procedures as outlined in the Student Handbook. Official university groups are defined as a number of persons who are associated with the university and each other, but who have not registered, or are not required to register as a Registered Student Organization, i.e. athletic teams, musical or theatrical

ensembles, band, choir, cheerleaders, dance team, academic or administrative units, etc

5. A university official for the purposes of reporting hazing activity includes the following:

**Amy N. Pennington**, Dean of Students, [apennington@atu.edu](mailto:apennington@atu.edu), 479-968-0407

**Megan Edmonds**, Coordinator of Greek Life, [medmonds@atu.edu](mailto:medmonds@atu.edu), 479-964-0828

**Aubrey Holt**, Director of Campus Life, [aholt7@atu.edu](mailto:aholt7@atu.edu), 479-968-0276

**Steve Mullins**, Athletic Director, [smullins@atu.edu](mailto:smullins@atu.edu), 479-968-0345

**Joshua McMillian**, Chief of Public Safety, [jmcmillianl@atu.edu](mailto:jmcmillianl@atu.edu), 479-968-0222

6. This policy applies to behavior that occurs on the university property. It may also apply to off-campus behavior if the activity is sponsored, conducted, authorized, or recognized by the university, a Registered Student Organization, or an official university group. For additional information regarding when a Registered Student Organization can generally be held responsible for violations of the Student Code of Conduct, please see Article III, Section B, I in the Student Handbook.

## POLICY

1. Hazing in any form is prohibited.
2. The following reasons are not valid defenses for hazing activities:
  - a. The express or implied consent of the individual was obtained;
  - b. The conduct or activity was not part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
  - c. The conduct or activity was not a condition of membership or affiliation with the organization or group.
3. Any faculty, staff, or student of the university community with knowledge or suspicion of hazing is expected to report the activity to university officials or the local police. If there is a threat of immediate danger, call 911. Failure to report hazing activity could result in disciplinary action.
4. Retaliating in any manner against any individual who reports hazing or who participates in a hazing investigation is prohibited.
5. All members of the university community should cooperate in a hazing investigation upon request.
6. Allegations involving sexual harassment or sexual misconduct will also be forwarded to the Office of Affirmative Action for investigation.
7. The university may notify affiliated regional or national offices of Registered Student Organizations or official university groups of hazing allegations or investigations.
8. Responsibility for any violations of this policy may be attributed to the perpetrators, the Registered Student Organization, or the official university group.

## REPORTING

1. If there is a threat of immediate danger, call 911.
2. Complaints or reports of hazing activities should be reported to a university official or the local police. These university officials include the following:
  - a. **Amy N. Pennington**, Dean of Students, [apennington@atu.edu](mailto:apennington@atu.edu), 479-968-0407
  - b. **Megan Edmonds**, Coordinator of Greek Life, [medmonds@atu.edu](mailto:medmonds@atu.edu), 479-964-0828
  - c. **Aubrey Holt**, Director of Campus Life, [aholt7@atu.edu](mailto:aholt7@atu.edu), 479-968-0276
  - d. **Steve Mullins**, Athletic Director, [smullins@atu.edu](mailto:smullins@atu.edu), 479-968-0245
  - e. **Joshua McMillian**, Chief of Public Safety, [jmcmillianl@atu.edu](mailto:jmcmillianl@atu.edu), 479-968-0222
3. Complaints may also be filed online at [www.atu.edu/nohazing](http://www.atu.edu/nohazing).
4. Failure to report hazing activity could result in disciplinary action.
5. Making an intentionally false accusation of hazing is prohibited.



# CONDUCT

1. Violation of this policy may result in disciplinary action under the Student Code of Conduct, Human Resources policies and procedures, or other applicable university regulations or policies. Alumni and visitors refusing to comply may be reported to the Department of Public Safety.
2. Possible sanctions for individuals found responsible for violating this policy range from a warning to expulsion. Potential sanctions for Registered Student Organizations and official University groups range from censure to indefinite dismissal. Faculty and staff found responsible for violating this policy could be terminated from employment.
3. Violations of this policy are subject to referral to appropriate law enforcement as well as to regional and national affiliated offices for action and/or prosecution.
4. Any questions concerning the interpretation or application of this policy should be referred to Amy N. Pennington, Dean of Students.

# ARKANSAS LAW, § 6-5-201 AND § 6-5-204

Arkansas law prohibits hazing. Guidelines provided in this statute are enforced in this policy.

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;
2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her;
3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
5. The term "hazing" as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

# FACULTY OR STAFF ADVISOR

Advisors are important to Registered Student Organizations not only because they are role models to students, but also because their involvement in the organization itself provides a learning experience that is transferable to situations beyond college. An effective advisor helps the organizational experience to be pleasant and constructive.

1. Each RSO shall have a full-time University faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the RSO's program planning and decision-making. The advisor must certify the RSO's expenditures by signing all agency account check requests. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the RSO's constitution and by-laws.
2. RSOs may have additional advisors, i.e., coaches (typical of sports clubs), to the extent permitted by their constitution and by-laws; however, one advisor must be a full-time Arkansas Tech University faculty or staff member as required and identified in the registration packet.
3. Any individual who is a secondary advisor or coach who is not affiliated with the university or is not a full-time Tech employee should also be included when filling out the registration application on theLink, complete with names, addresses, telephone numbers and e-mail addresses.
4. RSOs have ten (10) business days to notify via theLink with the name, address, telephone number and e-mail address of any new or replacement full-time University faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.

*Helpful tip:*

## **ADVISORS SHOULD:**

- Genuinely care about the organization
- Serve as a resource to the organization
- Be involved but not controlling
- Be a link between the university and the organization clarifying university policy and procedures
- Be able to connect with, teach leadership, and motivate members.

At times, an advisor's job is challenging, but the reward of seeing students grow personally and develop outside of the classroom is much greater.

# PRE-REQUISITES FOR **MAINTAINING REGISTRATION**



To maintain active status throughout the academic year, an RSO must meet or submit the following criteria to Campus Life.

1. Update the list of current officers within ten (10) business days from the day of elections and update the list of subsequent changes when such occur on theLink.
2. Update all advisor information on theLink within ten (10) business days of the acceptance of the full-time faculty or staff advisor to the position.
3. Submit all changes in documents on theLink relating to the organization (i.e., revisions to constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). RSOs shall be responsible for updating any revision to their local and affiliate constitutions with Campus Life via theLink within ten (10) business days of any changes. Should an organizational dispute occur that involves University intervention, RSOs are bound by the constitutions and by-laws on theLink.
4. Conduct affairs in a lawful manner, in accordance with the constitution and by-laws on file, and applicable policies, rules, regulations and standards of the University and all local, state and federal laws.
5. Solicitation on or off campus is prohibited by RSOs that may abridge any contractual agreements of Arkansas Tech University. To avoid violations, RSOs should seek clarification on any solicitation initiatives or materials in Campus Life. Any organization wishing to solicit must follow the policies and procedures listed in this Student Handbook.
6. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the University. Any RSO sponsoring off-campus individuals or organizations should submit notification to Campus Life via theLink.
7. Campus Life and/or the Dean of Students may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.

*Helpful tip:*

## ***theLink***

theLink user guide video can be found on the Campus Life website ([www.atu.edu/campuslife](http://www.atu.edu/campuslife)). This video can assist in training leaders and members of the RSO to utilize the various features of the RSO page and the overall system.



# ORGANIZATIONAL DISCIPLINE

RSO discipline is outlined in the Student Code of Conduct, Article III, B

## **Application of the Student Code of Conduct to Register Student Organizations**

“As a condition of Registered Student Organization status at Tech, groups agree to abide by the Student Code of Conduct, as well as by all other applicable University policies and local, state and federal laws. Registered Student Organizations are herein referred to as “RSOs and/or RSO.””

### **1. CHARGING A REGISTERED STUDENT ORGANIZATION.**

RSOs can generally be held responsible for violations of the Student Code of Conduct when:

- a. One or more officers or authorized members/representatives, acting in the scope of their organizational capacities, commit a violation;
- b. One or more of its members commit a violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization;
- c. A violation occurs at an activity funded by the organization;
- d. A violation occurs as a result of an event sponsored by the organization;
- e. One-tenth or more members of an organization or its officers permit, encourage, aid or assist in committing a violation;
- f. One-tenth or more members of an organization or its officers fail to report to appropriate university authorities knowledge or information about a violation;
- g. One-tenth or more members of an organization or its officers issue a casual or formal invitation to another member to participate in a violation;
- h. One or more members of alumni commit a violation in the name of the organization;
- i. One or more members of an organization fail to satisfactorily complete the terms of any disciplinary penalty related to an organizational violation;
- j. One or more members of an organization commit a violation while attending a function as a representative of the University, including but not limited to, competitions, conferences and conventions;
- k. One or more members willingly witness or observe a violation of the Student Code of Conduct and choose to remain present at the site of the violation (passive participation).

## 2. JURISDICTION AND AUTHORITY

- a. Students, who are members of an RSO involved in a violation of the Student Code of Conduct, may be subject to discipline both as a member of the RSO and as an individual.
- b. The Director of Campus Life or designee shall be the conduct advisor for cases involving general RSOs.
- c. The Associate Dean for Campus Life or designee shall be the conduct advisor for all cases involving social Greek organizations.
- d. The Assistant Dean for Residence Life or designee shall be the conduct advisor for all cases involving students contracted for housing with the Office of Residence Life who violate the Student Code of Conduct or housing rules and regulations.
- e. Under the direction of the Coordinator of Greek Life, Greek Governing Councils (i.e., Interfraternity Council, College Panhellenic Council and National Pan-Hellenic Council) shall be responsible for hearing cases for social Greek organizations affiliated with their respective council where their governing documents provide jurisdiction for incidents that do not involve a violation of the Student Code of Conduct. Registered social Greek organizations who violate the Student Code of Conduct may be subject to disciplinary action both as a member of the governing council and within the University's conduct body.
- f. The Student Conduct Administrator will maintain jurisdiction over all cases involving RSOs where there is a possible violation of the Student Code of Conduct, including but not limited to, actions that may violate University policy and/or local, state or federal law; when there is a conflict of interest with one of the aforementioned conduct advisors; when the incident involves multiple violations; and/or all other incidents with possible sanctions.

## 3. INTERIM DISCIPLINARY ACTION

Information about interim disciplinary action is referenced in the Student Code of Conduct, Article IV, Section E.

## 4. CONDUCT BODIES AND PROCEDURES

In determining whether or not an RSO violated the Student Code of Conduct, all conduct advisors and/or the conduct body shall make a decision as to whether or not the information presented establishes by a preponderance of information in support of the allegations, indicating that the information presented would lead a person to conclude that it was more likely than not that the RSO violated the cited University regulation(s). Upon receipt of a complaint alleging a violation of the Student Code of Conduct by an RSO, the Student Conduct Administrator or designee will fully investigate the charge. Pending the outcome of the investigation, the following means shall be utilized to resolve allegations of RSO misconduct:



#### a. Preliminary Conference

Alleged violations of the Student Code of Conduct shall require a preliminary conference with the president or primary contact of the accused RSO and a conduct advisor. In the preliminary conference, the conduct advisor shall review conduct procedures and all available information with the RSO president or primary contact to determine whether or not a decision can be made regarding the RSO's responsibility without a formal hearing.

The following procedures apply to preliminary conferences:

- i. The accused RSO's president or primary contact on record shall be notified that he/she needs to schedule a preliminary conference and shall be required to attend the scheduled preliminary conference. The accused RSO president or primary contact shall have no less than five (5) business days from the date of the notification to schedule the preliminary conference.
- ii. If the RSO president or primary contact agrees that the RSO should accept responsibility for the violation(s) and the recommended sanctions, an informal resolution agreement may be prepared and signed by the president or primary contact, on behalf of the RSO, and the conduct advisor. A signed informal resolution agreement shall constitute an acceptance of the finding and sanction(s) with no subsequent proceedings.
- iii. The RSO president or primary contact has three (3) business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing.
- iv. If the RSO president or primary contact disagrees with the charge(s) and sanction(s), the matter shall be referred to the Student Services Conduct Board for a formal hearing.
- v. If the RSO president or primary contact fails to attend the preliminary conference, the case will be scheduled for a formal hearing.

## 5. ALTERNATE CONFLICT RESOLUTION

In some instances, when requested, Student Services may elect to enact an alternative conflict resolution pathway to address disputes within the RSO community that do not involve a violation of the Student Code of Conduct. At these times, an arbiter may be appointed by the Student Conduct Administrator. All parties must agree to the conflict resolution pathway and to be bound by the decision agreed to within the pathway with no right to appeal.

## 6. ACADEMIC MISCONDUCT CASES

Information about academic misconduct cases is referenced in the Student Code of Conduct, Article V, Section F.

## 7. HEARING PROCEDURES

Information about hearing procedures are referenced in the Student Code of Conduct Article IV, Section C.

## 8. APPEALS

Information about the appeal process is referenced in the Student Code of Conduct Article IV, Section F.





## 9. DISCIPLINARY SANCTIONS

The University cannot foresee all violations of the Student Code of Conduct. As such, RSOs may be subject to disciplinary action when their behavior is disruptive to the operation of the University. The following sanctions may be imposed by a conduct body upon any RSO found to have violated the Student Code of Conduct (multiple sanctions may be imposed):

- a. Censure. A censure is an official statement that the RSO has violated a University regulation, and serves as a formal reprimand. A censure also indicates that future violations will likely result in a more serious level of sanctioning.
- b. Disciplinary Probation. Disciplinary probation is a serious encumbrance on the RSOs good standing in the University community. Disciplinary probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of University regulations and a violation of the probation. At the end of the disciplinary probation period, all lost privileges shall be restored. If more than three (3) disciplinary probation sanctions are imposed on an RSO, within a five (5) year period, the RSO will be banned from the University community. Disciplinary probation is not a pre-condition to imposition of more serious sanctions.
- c. Deferred Suspension. Deferred suspension is a notice to an RSO that their actions are of such a serious nature that removal from the University for a period of time is recommended. The University will defer the suspension as long as the RSO meets all requirements set by the conduct body or conduct advisor. Any future violations would result in immediate removal from the University for an indefinite period of time with the possibility of additional sanctions. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored. No more than one deferred suspension shall be imposed on an RSO prior to the RSO being banned from the University community. While an RSO is serving a deferred suspension, they may not represent the University in any official capacity, such as intercollegiate events or major extracurricular activities, including but not limited to, campus recreation and homecoming activities.
- d. Disciplinary Suspension. Disciplinary suspension establishes a fixed period of time during which the RSO may not participate in any academic, extracurricular or other activities of the University. At the end of the suspension period, the RSO may be again registered only upon the recommendation of the Dean of Students.
- e. Indefinite Dismissal. Indefinite dismissal denies the RSO the right to participate in any academic, extracurricular or other activities of the University. This is a permanent ban from the University community.
- f. Restrictions. A restriction takes away a privilege that the RSO may or may not otherwise have had, including but not limited to:
  - i. the ability to host guests on campus;
  - ii. the ability to reserve space on campus;
  - iii. the ability to attend athletic events;
  - iv. the ability to host/sponsor/co-sponsor specified events/activities;
  - v. the ability to sponsor or place a student on any University election ballot;
  - vi. the ability to have contact with specified individuals or RSOs in the University community;
  - vii. the ability to host/sponsor/co-sponsor off-campus events/activities with or without alcohol present.



g. Educational Sanctions. The conduct body may also impose educational sanctions that promote learning and understanding. These sanctions may be developed as necessary by a conduct body, including but not limited to the following:

- i. Sponsorship of an education program;
- ii. Attendance at educational programs;
- iii. Requirement of members to complete TIPS University training program or other educational training programs;
- iv. Attendance in conflict management training;
- v. Educational service hours;
- vi. Attendance in ethics workshop/training;
- vii. Reflective exercises.

h. Restitution. RSOs may be required to restore any lost or damaged property and/or pay compensation for loss, injury, damage to or misappropriation of University property. This may take the form of appropriate service and/ or monetary or material replacement.

i. Monetary Fines. A penalty imposed by the conduct body involving the collection of fees from the RSO.



# UNIVERSITY

## AGENCY ACCOUNTS

Agency Account Approval Forms are available in Campus Life and online at [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php). Up to three (3) student officers and the RSO's faculty/staff advisor will need to sign the forms. Signed forms need to be returned to Campus Life, and within five (5) business days your student organization will be assigned an agency account number. To change the current officers/advisor on file and to be able to manage each agency account, you will need to complete a new agency account form in Campus Life.

### **DEPOSITING FUNDS INTO YOUR AGENCY ACCOUNT:**

1. Forms are online at [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php) or in the Office of Student Accounts.
2. To complete the form, use 240000 following the agency account number for all deposits. Make sure the account number is correct.
3. Take the form and deposit into the Office of Student Accounts between 8:00 am-4:00 pm, Monday through Friday.
4. Allow four (4) business days for your deposit to be posted to your account.

### **MAKING PAYMENTS & CHARGES FROM YOUR AGENCY ACCOUNT:**

1. Listed officers or advisors will need to obtain a Request for Check form at [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php) or from Campus Life.
2. To complete the Request for Check form, you will need to enter the agency account number in the "FUND" location and 240200 in the "ACCOUNT" location. (It is preferred that the request form be typed with the complete name and address of the vendor payee.)
3. If the payee is an individual, you will need to complete a Vendor Number Request form and W-9. Both forms are available at [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php). These forms generate a T# for the individual. Both forms should be completed and submitted to Purchasing Department in Young Building before submitting Request for Check form.
4. Give a complete description of the item purchased.
5. The Request for Check form needs to be signed by one of the students on the signature card and the advisor.

#### **NOTES:**

- Allow five (5) business days for the checks to be drawn.
  - Checks will be mailed directly to the vendor unless otherwise indicated on the request.
  - Checks will not be issued unless you attach the original receipts or other detailed documentation to the Request for Check form.
  - The Request for Check form will not be processed if there is not enough money in the account to cover the expenditure.
6. Request for Check forms can be sent to Accounts Payable- Browning Hall 312.

### **FINANCES OF REGISTERED STUDENT ORGANIZATIONS**

All RSOs will be required to maintain an agency account in the Office of Student Accounts and conduct all business transactions there. The residence hall agency account will also be maintained in the Office of Student Accounts. National social fraternities and sororities must maintain an agency account in order to conduct business with the University.

Any money awarded to an RSO by the University for services rendered or as a prize for events, such as Homecoming or other campus activities, will only be deposited in the RSOs on-campus agency account.

The University expects each RSO to anticipate, and meet promptly, its financial obligations. Financial aspects of all events sponsored by RSOs shall have the approval of the faculty or staff advisor. RSOs are urged to arrange for annual audits. In the event of disbanding or inactivation of an RSO, the primary responsibility for properly providing for close-out of RSO accounts and disposition of remaining money rests with the RSO itself.

# USE OF UNIVERSITY

## SPACE, FACILITIES & OFF-CAMPUS EVENTS

An application for each date of an activity should be completed on theLink via the Event Registration form. Events should be registered seven (7) business days in advance. Organizations will be notified of action taken. For help in planning events, please refer to the Event Planning Guide, found at [www.atu.edu/campuslife/resources.php](http://www.atu.edu/campuslife/resources.php).

### **The procedures for scheduling events are as follows:**

- RSOs may request event approval through theLink on their respective RSO pages. This process includes the reservation of spaces. RSOs will be contacted through theLink about any issues with their requested spaces. The Office of Events will approve or deny the space reservation within three (3) days on theLink.
- For questions regarding this process, please contact the Office of Events, Brown Hall 304, 479-964-0583 ext. 2670 or at [events@atu.edu](mailto:events@atu.edu).

**Nonacademic facilities and designated outdoor spaces are available to enhance the student experience throughout of class programs, events and activities. For these purposes, the following priorities are considered in the reservation process:**

- Office of the President: open reservation period
- Executive Cabinet Members: open reservation period
- Departments within Student Services: open reservation period
- University Supported Organizations: open reservation period
- Registered Student Organizations: yearly reservation period (May 15 to May 15)
- All other groups: yearly reservation period (May 15 to May 15)

### **SPECIAL EVENTS ON CAMPUS**

1. Any committee or officers representing a group of students or an RSO wishing to plan a party, banquet, luncheon, dinner, picnic, entertainment or other special event on campus, must have the event registered via the Event Registration form and approved on theLink seven (7) business days in advance of event. All events must be properly supervised. The advisor of the RSO or his/her designee should ensure proper supervision throughout the entire time of the activity.
2. Any events sponsored by RSOs may not have portable stages that are assembled by students. Portable stages are defined as stages that can be assembled and removed from the space.
3. Each group will be responsible for the conduct of individuals (members and guests) attending social functions. In keeping with University policy, the use or possession of alcoholic beverages is not permitted at any on-campus function. For further details, please see the Student Code of Conduct.
4. Any event sponsored by an RSO seeking to, or those required by their national organization to, have additional police officers/security present at any on-campus event must make this request at the time of registration via theLink. The appropriate administrators in the Department of Campus Life will work with the Department of Public Safety to assist in securing additional, approved officers for the event.
5. Themes for all events should not violate any local, state, or federal laws and/or University policy, constitute sexual harassment or hazing.

## ALCOHOL AT EVENTS

Alcohol is not permitted at any on-campus event. Any off-campus event hosted by an RSO, where alcohol may be present, must adhere to the following guidelines (organizations supervised by the Office of Greek Life should refer to the Office of Greek Life Policies and Procedures Handbook):

1. Register the event via theLink fourteen (14) business days in advance. Within the registration, organizations must provide the following:
  - a. If affiliated nationally, regionally, etc., provide documentation of policy allowing alcohol at events.
  - b. Completed Third Party Vendor Form
2. Twenty-four (24) hours prior to the approved event, a guest list including all invited Arkansas Tech University students must be submitted to Campus Life.
3. Seventy-two (72) hours post event, a final list of Arkansas Tech University student attendees must be submitted to Campus Life.
4. Guests must have a valid state issued or Arkansas Tech University identification cards to be admitted to the function. In addition, no guests under the age of 18 is to be admitted.
5. Organizations are required to have identified officers within the organization to oversee the event, these persons must remain sober.

To discuss the details of the policy, please schedule a meeting

## OFF-CAMPUS EVENTS

RSOs may conduct activities and programs off-campus which do not violate local, state or federal laws.

Arkansas Tech University assumes no responsibility for the conduct of participants nor for the financial and/or contractual obligations associated with off-campus events. Off-campus events, which are sponsored by or affiliated with an RSO must be submitted for approval via Event Registration on theLink seven (7) business days in advance.

## FOOD AT EVENTS

**Food at events on campus must adhere to the following guidelines:**

1. Any RSO desiring food or drinks at their event on campus may do so if all supplies (including, but not limited to, drinks, food, cups, cutlery, napkins, plates, etc.) are under \$150.
2. For events that will encumber supplies costing more than \$150, Chartwells Food Service must be contacted for first right of refusal. If Chartwells Food Service is not able or willing to provide needed items, RSOs may obtain food/drinks off-campus.
3. Food that is served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need prior approval. A potluck is defined as a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.
4. For events in Chambers Cafeteria or Baswell Techionary, all food, no matter what the item, must be purchased from Chartwells Food Service or one of its operations. No other food items, including items from home, can be brought into the dining operation.

## Helpful tips:

### UTILIZING UNIVERSITY CHARTWELLS FOOD SERVICE:

1. Confirm event location.
2. Determine desired menu and service with Chartwells Catering Director.
3. Phone catering services (479) -968-0279.
4. Verify menu preference 2 weeks in advance and final numbers within 48 hours of event.

### SUPPLIES

Some student events require additional special equipment. It is best to reserve these items as soon as the date is confirmed for the event. All equipment is rented on a first come, first available basis.

#### Tables, Chairs, Projectors, & Computers

Campus Life  
(479) -968-0239  
reservations@atu.edu  
Doc Bryan Suite 233

**Chartwells Catering**  
Chambers Building  
chartwellscateringatu.  
catertrax.com

**Sports and Outdoors**  
Campus Recreation  
(479)-356-2010  
campusrec@atu.edu

## TRAVEL

### IN UNIVERSITY VEHICLES

Students traveling in University vehicles and under the auspices of the institution are expected to follow these regulations:

- Students representing Tech are expected to obey all local, state, or federal laws and/or University policy.
- Advisors are encouraged to attend any travel events with the RSO.
- No possession or use of alcoholic beverages, tobacco or illegal drugs by anyone in a University vehicle is allowed. Violation of this regulation will result in disciplinary action.
- When any kind of problem arises related to student travel or violation of local, state, or federal laws and/or University policy, the Director of Campus Life should be notified on the first business day following the return to campus.
- Plans for travel including designated drivers, must be submitted at least ten (10) business days in advance to allow for a driver's license background check.

If your organization is planning to travel you must complete the event registration on theLink. This form will consist of driver request forms, liability waivers, and organization information.

- Student travel for any Tech purpose must receive approval.
- If requesting Student Development Funding, the form must be submitted 30 days prior to the trip.

### RSO Independent Travel

Independent RSO travel that is organized, conducted, or sponsored by an RSO in its own interest where no University vehicles are used or no reimbursement is to be issued are not required to complete travel documents. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from. The event is required to be registered on theLink via the event registration process.

Students should exercise good judgment before agreeing to provide transportation for other students or to travel as a passenger in another student's vehicle. Arkansas Tech University cannot be held liable for student choices of transportation for these independent RSO travel activities.

### University Sponsored RSO Travel

Arkansas Tech University sponsored transportation for Registered Student Organization (RSO) events is defined as transportation coordinated and funded by the University on behalf of the RSO. RSOs must submit their proposed activity with the transportation requirement through Campus Life, via theLink, at least ten (10) business days prior to the event.

If any reimbursement for travel is to be made to a student, the student travel, by default, is defined as University sponsored travel and must comply with the Arkansas State Travel Laws, the Arkansas Vehicle Safety Program, and University policies.

#### Motor Pool

Bettye Williamson  
(479) -968-0317  
bwilliamson@atu.edu

## Official Representation:

The University recognizes that a student travels as its official representative when, and only when, all of the following requirements are satisfied:

1. An administrative official having authority to do so authorizes an RSO or members of an RSO to be official University representatives for the purpose of attending an event related to accomplishment of University educational purposes.
2. The RSO or members of an RSO travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel. This includes, but is not limited to, public carriers, in charter or aircraft, in University fleet vehicles, in rental vehicles, or by private vehicle (if mileage is being reimbursed).
3. The RSO or members of an RSO travel is being funded by the University or if reimbursements are being issued to fund travel. This includes, but is not limited to, lodging.
4. Before leaving the campus, the RSO or members of the RSO and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. RSOs or members of RSOs attending functions on their own initiative in the guise of being from Arkansas Tech University, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.

## Procedures:

The following procedure, therefore, is established for RSO travel that qualifies as official representation:

1. Secure approval from appropriate RSO advisor.
2. Register the travel by completing a Student Travel Request form 10 days prior to leaving for the trip.
  - a. If the travel is an event for the RSO then the Student Travel Request form will be completed through the Event Registration form on theLink.
  - b. If the travel is being funded through the Student Development Fund, the Student Travel Request form will be completed during the application process. Applications are available on the Campus Life page on theLink in the Forms section.
3. If student drivers are being used, all drivers must complete a Driver Authorization form. These forms can be obtained through the Campus Life page on theLink in the Documents section. This form should be returned to Student Services, Doc Bryan Student Services Center, Suite 233, at least ten (10) business days prior to the event. These forms will be forwarded to the Travel Office in the Administration Building.
  - a. The Driver Authorization form acts as a release to permit the University to check the student's driving record.
  - b. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
4. All RSO members attending must sign a Liability Waiver with an Emergency Contact form. These forms can be obtained through the Campus Life page on theLink in the Documents section or [www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php). This form should be returned to Student Services, Doc Bryan Student Services Center, Suite 233, prior to the event. It is recommended that the RSO advisor keep a copy of this form for each student attending.
5. In the event of an accident, RSO members shall file reports with Campus Life concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus.

## RSO Advisor Role:

RSO advisors are encouraged to accompany students on off-campus trips covered under this policy. An advisor can be defined as any full-time or part-time faculty or staff member, any graduate assistant with a direct connection to the purpose of the off-campus travel, or any graduate assistant who advises a Registered Student Organization in an official capacity as defined by the Registered Student Organization policies.

## Drivers Request:

If RSOs do not have a driver that is approved by the Arkansas Tech University, the driver must fill out "Arkansas State Vehicle Safety Program Authorization to Operate" form. This form can be found on [thelink.atu.edu](http://thelink.atu.edu) on Campus Life page under Documents or [www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php).

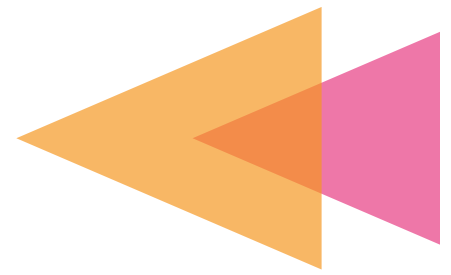
## Liability Waiver:

Each member traveling in the University Vehicle must fill out the "Arkansas Tech University Student Liability Waiver". This form can also be found on [thelink.atu.edu](http://thelink.atu.edu) on the Department of Campus Life page under Documents or [www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php).

## Transportation Options:

- University Seden
- University 8-passanger van
- University 12-passanger van
- University 29-passanger bus
- University 48-passanger bus
- Privately Owned Vehicle

# ***SOLICITATION***



## *Facility*

RSOs may use University facilities to raise funds on campus when they are in compliance with the following definitions and regulations:

1. All fundraising events must be approved by Campus Life via the Event Registration form on theLink.
2. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purposes of the sponsoring organizations.
3. When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber beforehand all pre-established program costs (e.g., production costs, equipment rental fees).
4. When a University academic building is used for an event, the department head must approve the sponsoring organization's request via theLink.
5. Organizations using University facilities to raise funds must be financially accountable and operate within the following guidelines:
  - a. All funds raised must be deposited in an on-campus agency account and may be withdrawn in accordance with the original fundraising purpose only after all the bills incurred during the event have been paid.
6. The University reserves the right to investigate financial records of an RSO that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
  - a. In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all cost incurred by the activity.
7. The publicity for the event must be submitted with the fundraising Event Registration form on theLink and approved by Campus Life prior to distribution. Publicity should include the following information:
  - a. The name of the sponsoring campus organizations.
  - b. The name of the benefiting on or off-campus organizations or individual.
  - c. The intended specific uses of funds collected at the event.
  - d. The amount of donation or percentage of net profit going to benefiting organizations.

## *Definitions*

Solicitation is selling, advertising or obtaining contributions on or off campus. Any RSO may be permitted to solicit, subject to approval by Campus Life. RSOs must register their requests with Campus Life by completing the Event Registration form on theLink.

## *General Provisions*

University facilities are not to be used for commercial activities or for personal gain.

## *Procedure*

- All requests must be completed via the Event Registration form on theLink at least seven (7) business days prior to the requested date(s) of solicitation. All requests will be reviewed, and applicants will be notified of approval or disapproval within three (3) business days after the application has been filed.
- If a Solicitation/Fundraising Proposal is targeting area businesses, the proposal must be turned in at least thirty (30) business days prior to the requested date(s) of solicitation. This is to ensure that there are currently no conflicts with University contracts and/or sponsorship efforts as well as to give the requesting party ample time to conduct solicitation/fundraising efforts. All proposals will be reviewed and applicants will be notified of approval or disapproval within fourteen (14) business days after the proposal has been filed.
- No door-to-door soliciting in University buildings.



# ***BENEFITS AND DONATIONS***

RSOs may sponsor non-commercial activities, sales and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction is not violated and the RSO agrees to comply with the following stipulations:

1. The publicity for the event must be submitted with the fundraising Event Registration form on theLink and approved by Campus Life prior to distribution. Publicity should include the following information:
  - a. The name of the sponsoring campus organizations.
  - b. The name of the benefiting on or off-campus organizations or individual.
  - c. The intended specific uses of funds collected at the event.
  - d. The amount of donation or percentage of net profit going to benefiting organizations.
  - e. A specific disclaimer of University sponsorship or endorsement.
2. All funds collected must be deposited into the RSOs on-campus agency account. Benefit income may be disbursed only from the account after all bills for the event expenses have been paid. All disbursements must be consistent with the original stated purpose of the event and in compliance with contractual agreements, including the amount of donation or percentage of net profit.
3. Soliciting donations from businesses in the Russellville area must comply with the following stipulations:
  - a. A list of proposed businesses should be submitted with fundraising Event Registration form via theLink and be approved by Campus Life and the Vice President of Development.

# ***LIABILITY***

RSOs sponsoring solicitation may be held liable for any false advertising, fraudulent and/or illegal conduct as it relates to the sale of their merchandise, services or activities.

# ***FOOD SALES***

Food sales on campus must adhere to these guidelines:

1. All food sales events must be submitted via the Event Registration form on theLink and approved by Campus Life and by the department responsible for the facility.
2. The RSO responsible for selling food must accept the responsibility for any illness that may occur from consumption of the food sold.
3. No food sales may be conducted inside or in front of Baswell Techionary or Chambers Cafeteria or set up adjacent to any building entrance in such a way as to impede free access into the building.
4. No commercial food vendor sales are permitted.
5. If food/drinks are to be sold, it must be handmade or donated.
6. RSOs may request to sell food on campus that is prepared by Chartwells Food Service.
  - a. If food/drinks are to be purchased and re-sold, RSOs must first contact Chartwells Food Service for first right of refusal. If Chartwells Food Service is not able or willing to provide needed items, RSOs may obtain food/drinks off-campus.
7. Food that is served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need prior approval. A potluck is a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.

# ***GAMBLING***

Gambling in any form is prohibited on University property. RSOs are prohibited from organizing gambling events off campus. Gambling includes, but not limited to, pay to enter activities such as raffles, bingo, tournament brackets, card games, tournaments, etc.

# ***MOTION PICTURE POLICY***

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106 "the copyright owner has the exclusive right to display the copyrighted work publicly." Hence, RSOs wishing to show a copyright motion picture or audiovisual must acquire a license.

To discuss the licensing process, please schedule a meeting with the Director of Campus Life or visit [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php).



# COLLEGIATE

## LICENSING

Only officially Registered Student Organizations may produce merchandise displaying both the RSO's name/logo and the Arkansas Tech University trademarks designated as "Arkansas Tech University Athletics Marks" with permission from Brandi Collins, Arkansas Tech University Licensing Coordinator.

The Arkansas Tech University marks may not be altered and all merchandise must include the RSO's name/logo prominently on the product. RSOs are required to use licensed manufacturers for all products bearing Arkansas Tech University marks.

RSOs will not be subject to payment of the royalty fee as long as the proposed design on their merchandise makes the specific RSO the predominant element of the design.

However, the use of general Arkansas Tech University marks or any licensed Arkansas Tech University Athletics marks, where the RSO name is not predominant to the design requires payment of the standard royalty fee by the licensed vendor.

### NON-ROYALTY EXAMPLES:

1. A t-shirt design with "Arkansas Tech University Student Government Association" to be worn by members.
2. Merchandise designs incorporating Arkansas Tech licensed marks to be sold to members only.

### ROYALTY EXAMPLES:

1. A t-shirt design with only a licensed Arkansas Tech University mark to be sold for fundraising.
2. Merchandise designs incorporating any licensed Arkansas Tech University mark into the design produced to sell for a fundraiser.

## STEPS FOR APPROVAL

RSOs and University departments who wish to use Arkansas Tech University marks on apparel (such as t-shirts, hats, sweatshirts, etc.), gift items (such as mugs, key chains, jewelry, etc.) and miscellaneous items (such as flags, signs, etc.) must follow these steps.

1. Download the INTERNAL LICENSING APPROVAL FORM at University Marketing and Communications page. All items with an Arkansas Tech University trademark (name, logo, etc.) must be manufactured by a vendor licensed by Arkansas Tech University. See a list of Licensed University Vendors at [www.atu.edu/urelations](http://www.atu.edu/urelations).
2. Contact the vendor you wish to use and create a proof of the artwork/product to be approved.
3. Complete the INTERNAL LICENSING APPROVAL FORM and email the form and a copy of the artwork/product proof to

#### Licensing Approval

Brandi Collins  
University Licensing Coordinator  
479-498-6038  
[bcollins@atu.edu](mailto:bcollins@atu.edu)

4. Once the artwork/product proof and approval form is received, the Licensing Coordinator will review your submission. You will receive a notification email from the Licensing Coordinator detailing if the artwork/product proof is approved, approved with changes or denied. Typically, the review process is 2-5 university business days. Each request is reviewed on a case-by-case basis to ensure compliance with Arkansas Tech University policies.

5. If the artwork/product proof is approved, contact the vendor to finalize the design and have them submit the design on Strategic Marketing Affiliates' "Approvals on Demand" website.

6. If your artwork/product proof is not approved, but will be with corrective changes, you will receive an email clarifying the changes needed for approval. It is your responsibility to ensure the vendor makes the corrective changes and submits the design on Strategic Marketing Affiliates' "Approvals on Demand" website.

7. If your artwork/product proof is not approved, you will receive an email detailing why your design was denied. Should this occur, you have the option to redesign the artwork/product proof and start the approval process over.

- Merchandise produced without authorization infringes on Arkansas Tech University's trademarks and will be subject to all available legal remedies. Should you have any questions about the process, contact Brandi Collins, Arkansas Tech University Licensing Coordinator, at [bcollins@atu.edu](mailto:bcollins@atu.edu).

# UNIVERSITY

## SUPPORTED ORGANIZATIONS

(Three RSOs are directly supported by student activities fees. The organizations are listed below )

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the overall student governing body at Arkansas Tech University and serves as an intermediary between the faculty/administration and the student body in the interest of student welfare. SGA represents all students and serves as their communication link to the various components of the campus. SGA operates under a constitution adopted by the student body. It is organized for students, and students are encouraged to attend the meetings and go to SGA for assistance in any aspect of student life. The current constitution is available upon request at the SGA Office in the Commons Clubhouse. All weekly general meetings are open to the public. The SGA president may be reached by telephone at 479-968-0276.

### **STUDENT ACTIVITIES BOARD**

The Student Activities Board is committed to promoting student success and enhancing the campus community by providing enjoyable, engaging and creative activities for the student body. SAB fulfills this mission by serving in an advisory capacity to the designated SAB Advisor(s), suggesting, planning and implementing events, cultivating student involvement in SAB, and by collaborating with other organizations at the University.

Students interested in joining SAB as a General Member are encouraged to pick up an application in Doc Bryan Student Services Center, Suite 233. General Members of SAB agree to effectively assist with and attend at least one SAB event per month, or to take on an alternate responsibility approved by the SAB Advisor or Executive Board Member. General members are encouraged to attend SAB volunteer meetings whenever possible in order to suggest ideas, offer feedback and to offer support for events.

SAB Executive Board positions include President and four (4) or five (5) Directors. These positions are open each spring and include a stipend. Any University student in good disciplinary and academic standing may apply for SAB Executive Board positions. The President position requires two (2) semesters of experience with SAB, but other Executive Board positions do not require prior SAB experience.

SAB activities can vary widely, but typical activities include comedians, magicians, musicians, game shows, social events, movies, etc.

### **RESIDENCE HALL ASSOCIATION**

Living in the residence halls automatically makes you a member of the Residence Hall Association (RHA). RHA is a student-led organization made up of representatives from every Residence Life facility. This group is dedicated to improving the quality of life in all housing facilities through programs and services. RHA serves as a liaison between students and administrators to facilitate changes that students want and to help resolve issues that develop on campus.

The goals of the Residence Hall Association are to unite all the residence halls to further the common interests of campus living groups; to promote better relations and communication between campus residences and other elements of the University community; to coordinate and encourage activities between residence halls; and to represent the interests of the students living on campus. Representatives for the Residence Hall Association come from each hall's individual Hall Government. See your hall staff for more information on becoming involved in your Hall Government and RHA.

### **GOLD CABINET**

GOLD Cabinet is responsible for the design, coordination, and execution of On Track. In addition to browsing events and organizations on theLink, students will engage in working towards a goal to achieve a certain connection or involvement on campus. GOLD Cabinet also recognizes student leadership through the GOLD Leader of the Month program and issues funding to eligible Registered Student Organizations for organizational operations, programming, and other qualifying expenses.

The GOLD Cabinet advocates on behalf of all RSOs at the University. All RSOs have an opportunity to send representation to meetings so that their needs and concerns are heard.

The GOLD Cabinet oversees the Organizational Aid program. The funding is designed to assist RSOs at Arkansas Tech. The goal of this program is to foster diversity and support students in their efforts to enhance their organizations, their members, the student body, or Tech.

*Additional RSOs can be found on theLink at [thelink.atu.edu](http://thelink.atu.edu)*

# GREEK

## ORGANIZATIONS

In addition to the rules and regulations of Registered Student Organizations, the following policies and procedures apply to Greek-letter organizations who are supervised under the Office of Greek Life. Further details can be found in the Office of Greek Life Policies and Procedures Handbook on [www.atu.edu/greeklife](http://www.atu.edu/greeklife) and the Greek Life page on theLink.

### MEMBERSHIP

A chapter roster must be kept on file with the Office of Greek Life. This file is kept electronically and can be accessed by the Coordinator of Greek Life and the Chapter President and/or other selected chapter officers.

1. Adding Members
  - New Members and Transfer Members are added when the New Member Reporting Form is completed on theLink.
2. Removing Members
  - Members are removed when Member Removal Form is completed on theLink.
3. Status
  - Active - an active, initiated member of your chapter
  - New Member - a member who has not yet been initiated
  - Inactive - an initiated member who is not currently involved with the chapter, but intends on returning to Arkansas Tech (e.g., completing an internship)

### NEW MEMBER PROCESS

Each semester, New Member Educators from each chapter will meet with the Office of Greek Life to review policies and procedures regarding new member education. New Member Educators are also required to submit a New Member Education plan and review it with the Office for Greek Life each semester. Failure to do so will result in loss of social privileges until this requirement is completed.

### GOVERNING BODIES

The governing bodies of Greek Life are the College Panhellenic Council, Interfraternity Council and the National College Panhellenic Council. The councils are self-governing organizations that provide guidelines and support to its member organizations completed.

### EVENT REGISTRATION

All chapter events, on and off campus, must be submitted via the Event Registration form on theLink and approved by the Office of Greek Life.

- All chapter events (social, recruitment, philanthropy, brotherhood/sisterhood, initiation, etc.) must abide by the Event Policy Guidelines and the Risk Management Policy found within the Office of Greek Life Policies and Procedures Handbook on theLink.

Failure to follow these guidelines will result in disciplinary action and/or loss of privileges by the Office of Greek Life. All events must adhere to the inter/national guidelines of each organization.



## **ACADEMIC REPORTING**

Official academic reports will be released on February 1 and June 1 for the fall and spring semesters, respectively. Academic reports will be based off of the Chapter roster as of the last day of the semester.

## **ORGANIZATION DISCIPLINE**

If an organization fails to comply with Office of Greek Life Policies and Procedures Handbook, the organization will be required to meet with the Coordinator of Greek Life to discuss the violation(s) and will receive disciplinary and educational sanctions for the violation(s). Examples include but are not limited to social probation, monetary fines, sponsoring future educational programs, etc.

Failure to comply with council rules will result in a standards board meeting with the chapter's respective council.

## **CHAPTER OF EXCELLENCE**

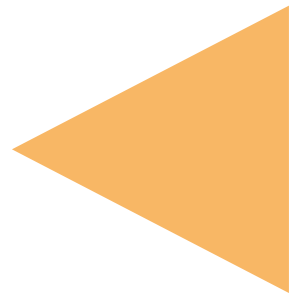
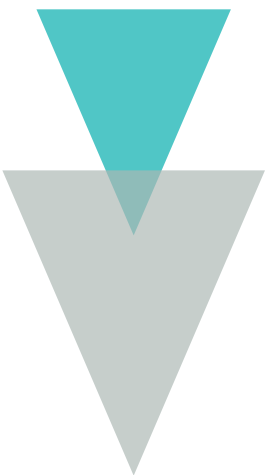
Chapter of Excellence is an expectations program for chapters to complete. The areas of expectations are: scholarship, leadership, community service/philanthropy, and membership. Each chapter is expected to complete the application yearly. Failure to meet the minimum expectations will result in sanctions outlined in the Chapter of Excellence program, which can be found in the Office of Greek Life Policies and Procedures Handbook on theLink.

## **REPORTING OF SERVICE HOURS/PHILANTHROPY DONATIONS**

It is the chapter's responsibility to document all of their members hours via their chapter on theLink. Service hours within the chapter are declared by the community service chairman of that chapter.

Philanthropy donation forms can be submitted under the forms on the Greek Life page on theLink. Philanthropy includes any event or program intended to raise awareness, money, and/or goods to donate with no financial or material rewards.

# *Resources*



# REREGISTER YOUR RSO CHECKLIST

## Step 1

Re-Register the RSO's page on theLink

## Step 2

Submit the Agency Account Approval Form. (via theLink during re-registration or turn into Student Services, Doc Bryan Suite 233)

## Step 3

Have the Faculty/Staff Advisor submit the agreement form.

- Faculty/Staff Advisor Agreement: This form, to be completed by the Faculty/Staff Advisor(s) each year, is completed entirely online on theLink under Forms on Campus Life's page.
- Faculty/Staff Advisors should be listed as such on your RSO page. In order to do this, the Faculty/Staff Advisor must join the page, and an officer must put them in the position under "MANAGE ROSTER."

## Step 4

Have the RSO student leaders complete the online RSO Annual Training and Anti-Hazing Training Video.

**RSO Re-Registration:** In order to retain the privileges of an RSO, organizations must re-register prior to **September 7, 2018 at 5 pm**. RSOs re-register on theLink. All of the information is detailed in the instructions when you click to Re-Register on your respective group's page. These items are listed below:

- General contact information for your organization
- Organization membership names and emails.
- Faculty/Staff Advisor contact information
- Secondary Advisor contact information (if applicable)
- Agreement to the Compliance Statement
- Agency Account Approval Form (document upload)
- Organization Constitution/Bylaws (document upload) \*Must include non-discrimination statement for membership selection: **Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.** (IT MUST BE THIS EXACT STATEMENT.)
- Organization Interests/Categories
- Organization Profile Picture

In order for registration to be approved, all information listed above must be submitted.

### Notes:

- Failure to complete the registration process will result in your RSO moving to inactive status. RSOs in inactive status are not allowed to:
  - Reserve rooms on campus
  - Apply for funding (Student Development Fund or GOLD Cabinet's Organization Aid)
  - Participate in campus activities (Involvement Fair, Move- in Crew, Homecoming, Time Out for Tech, etc.)
- Please encourage your membership to sign in and join your RSO's page. Login information is the same as your OneTech username and password.
- If your group does not have a page on theLink, you can log in at [thelink.atu.edu](http://thelink.atu.edu) and click on the "Organizations" tab on the home page. Then click on the "Register a New Organization" button on the left side of the page.

### Questions?

Please contact the Department of Campus Life at 479.968.0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).

**RSO Policies can be found under the Forms & Manuals tab at [www.atu.edu/rso](http://www.atu.edu/rso) or in the Student Handbook.**

# TIPS TO A SMOOTH

## OFFICER TRANSITION

One of your last and possibly most important responsibilities as an outgoing officer is to create a smooth and graceful transition between officers. Nothing is worse in a leadership role than having to re-invent the wheel, both the leader and the organization suffers. For this reason, your organization needs to have a leadership/officer transition period.

### Timing of Elections

Do not wait until the last meeting of the year or the last week of classes to elect the new officers. It is recommended that you elect next year's officers by April 1<sup>st</sup> if your RSO elections are on an academic year schedule and by January 1<sup>st</sup> if your RSO elections are on the calendar year schedule. This will allow a month of transition (the longer the transition period the better the transition). In addition, if your RSO is planning to take advantage of various resources on campus this will give them the opportunity to plan ahead.

Update your officers online and/or register your RSO before school starts back in the fall.

Each fall RSOs must renew their registration with the Department of Campus Life. Re-registration is due annually in September. The date is announced each year. Registration can be completed on theLink.

### ***BENEFITS OF A GOOD OFFICER TRANSITION:***

- The RSO and officers will not have to re-invent the wheel each year, instead it can build and the programs can continue to grow.
- Successful transitions will allow the RSO to grow and to continue without suffering from the "lame duck" period at the beginning of the school year.
- The transition will bring closure to those officers leaving and make the incoming officers feel more confident in their position.

## Plan a time to have a Transition Meeting

Do not just drop off a binder or leave notes and say “Good Luck.” Make sure that the outgoing and incoming officers have a meeting to discuss issues and to answer any questions. Here are some questions to ask during the transition:

### OUTGOING OFFICERS

- What did they struggle with?
- What worked? What did not?
- How to improve significant programs?
- What individuals or groups has your group collaborated with?

### ADVISORS

- What goals do you both have for the RSO?
- What do you, as an officer, hope to gain from this experience?
- How much and what type of support do you need from the advisor?

### INCOMING ADVISORS

- What are your goals for the RSO?
- What do you expect from each other?
- What are your priorities for the coming year? (academic courses, work, other organizations)
- What are your recruitment strategies?
- How often do you, as officers, expect to meet and how often will the RSO meet?
- Who is the “point” person for the summer? (to take care of any business during the summer)
- Develop a clear understanding of each other’s “officer duties.”

## Share files and resources with new officers

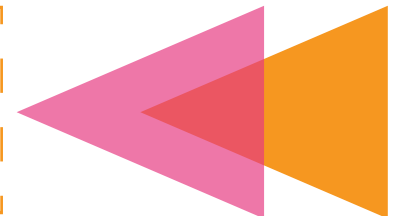
Sharing files and passing on resources are crucial to a successful officer transition. As an outgoing officer you will want to pass on as much information as possible in order to assist with a successful year. Here is a list of some resources to pass on:

- Minutes from past year’s meetings
- Any descriptions of officer positions
- Email, website, or listserv passwords
- Any & all financial records (this includes budgets, current balances, funding requests, etc.)
- Membership lists
- Past year’s program notes/evaluations
- Past year’s calendars and schedules
- Contact information of important people/offices on campus
- List of basic operating procedures
- Constitution/bylaws
- Status reports on any upcoming programs or issues.

## Book Meeting Rooms and Spaces for Next Year

Be aware of room reservation availability and deadlines to ensure your RSO has space for meetings and events.

*Adapted from University of Arkansas, Fayetteville.*





*Helpful tip:*

## **OFFICER TRANSITION**

All Registered Student Organizations should have a plan for an officer transition period. Successful transitions will allow the organization to grow and continue without suffering during a leadership change. It is beneficial to have elections at least one month prior to installment to allow time for new officer training. During this training, it is recommended to hold a new and old officer meeting or conduct a transitional retreat where attendance is mandatory. At this meeting/retreat the old officers should discuss what they struggled with, what worked and did not work during their term, recommendations for improvement, and who they have collaborated with in the past for events and programs. New officers should develop a clear understanding of their duties at this meeting by listening to the past officers and asking questions to the previous officers. At this meeting/retreat files and resources should be explained and handed down to the incoming officers. During this meeting/retreat goals should be discussed for the upcoming year. These goals should be SMART goals;

# Smart



If they have not already been introduced, the old officers should introduce the new officers to important people of the organization and the university during the transitional period.

# OFFICER TRANSITION CHECKLIST

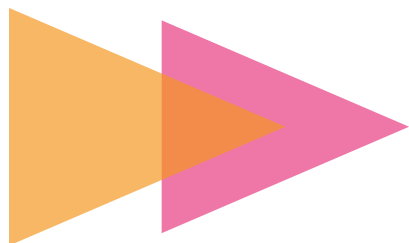
Officer transition programs give incoming officers an opportunity to work closely with the outgoing officers to fully understand the full scope of the position in terms of roles and daily responsibilities. A one month overlap of positions is suggested to give each of the officers a chance to meet and review materials and resources multiple times.

## Outgoing and Incoming Officers Retreat ✓

- \_\_\_\_\_ Review the agenda and discuss the goals of the retreat.
- \_\_\_\_\_ Review the short and long term goals of the organization, and discuss the progress.
- \_\_\_\_\_ Assess the financial status of the organization.
  - Agency account information can be found by calling Accounts Payable (968.0307).
- \_\_\_\_\_ External review: Assess the past year's programs, events, and activities.
  - Successes.
  - Areas for improvement.
  - Future planning.
- \_\_\_\_\_ Internal review: Assess the organization's internal operations.
  - Success with membership engagement and development.
  - Areas of difficulty and how to improve.
  - Future planning.
- \_\_\_\_\_ Discuss RSO policies in Arkansas Tech Student Handbook and RSO Handbook.
  - Both documents can be found on the Campus Life website: [www.atu.edu/campuslife](http://www.atu.edu/campuslife).
- \_\_\_\_\_ Transfer important information:
  - Email, Facebook, Twitter, etc. login information.
  - How to use theLink to re-register the RSO and update the organization's page.

## Incoming Officers and Advisor Retreat

- \_\_\_\_\_ Discuss the role of the advisor (activities can be found in the RSO Handbook).
- \_\_\_\_\_ Discuss ideas for officer and member development (icebreakers, team builders, dinners).
- \_\_\_\_\_ Discuss budget for following year (income, expenses, requests for funding, etc.).
- \_\_\_\_\_ Establish dates for follow through.
- \_\_\_\_\_ Discuss possible appointments of committee leadership.



# DELEGATION 101

## WHY DELEGATE?

Contrary to popular belief, being a leader does not mean you must do every task to ensure it is done properly. Being a leader includes empowering others to improve the overall RSO, as well as providing the necessary tools to optimize the performance of the group. Empowering typically comes through delegating responsibilities to fellow club members. As more members get involved (and take ownership of projects) the more effective your RSO will become.

## PHASES OF DELEGATION

### Phase I:

Preparation: establishing the goals of the delegation, specifying the tasks that needs to be accomplished and deciding who should accomplish it;

#### Specify the job to be delegated:

- Results expected.
- Materials, resources, and information needed.
- Relevant policies and procedures to be considered.
- Time frame for project.
- Others involved in project (suppliers, others doing part of the work).

#### Decide to whom the task will be delegated:

- Consider members abilities, knowledge, interests, experience, attitudes, confidence, and developmental goals.
- Consider members current workloads.
- Consider the types of tasks and/or projects that members are currently working on.

### Phase II:

Planning: meeting with the chosen member to describe the task and to ask the member to come up with a plan of action;

- Explain the reasons for delegating to this person.
- Describe the project clearly (results expected and so forth), including how the project fits into the larger scheme of things. Ask the member to prepare a plan of how the job could be accomplished and to specify what obstacles he/she anticipates as well as a ways to avoid, or deal with these obstacles.
- Establish a meeting time to discuss the member's ideas and determine how long the meeting will last.

### Phase III:

Discussion: reviewing the objectives of the task as well as the member's plan of action, any potential obstacles, and ways to avoid or deal with these obstacles;

1. Discuss the member's plan of action and ways of overcoming potential obstacles.
2. Specify the resources that will be made available and make any necessary introductions to others who will be involved in the project.
3. Tell the member how much authority you will confer.

4. Discuss how much follow-up to expect; establish checkpoints.
5. Emphasize the member's responsibility for the outcomes.
6. Review the delegation process and what has been learned.

### Phase IV:

Audit: monitoring the progress of the delegation and making adjustments in response to unforeseen problems;

- Make sure that needed materials, resources, and so forth are available to the member.
- Discuss problems and progress at designated checkpoints and/or as needed.
- Offer encouragement; do not revoke the delegation or begin to perform certain elements of the task yourself.

### Phase V:

Appreciation: accepting the completed task and acknowledging the member's efforts.

- Do not accept unfinished, inaccurate, unprofessional, or off-target work.
- Show an interest in the results; reward the member for achievements.
- Accept your own accountability. Do not blame for less-than-satisfying results for which you may be responsible.

#### When delegating, there are seven important points to keep in mind:

- Unless the committee chair or project manager can visualize and articulate what he/she wants in terms of results, the process will fail.
- The committee chair or project manager must stretch the capabilities of his committee; repeatedly assigning the same jobs to the same people because they do them well does not help people develop.
- The committee chair or project manager must let the chosen member know how the assigned task fits into the RSO's or event's objectives and to what extent the member is empowered to act on behalf of the organization. Without this go ahead, it is difficult for the member to make independent decisions.
- The delegation should never be revoked; doing so undermines what a committee chair or project manager wishes to establish; initiative.
- The committee chair or project manager should never accept unfinished or unsatisfactory work. By doing so, you are sending the message that you are content with mediocre work.
- Completed work should be evaluated against the results that the committee chair or project manager wanted to achieve, not against the way in which they would have achieved them.
- A satisfactory outcome should be recognized. Many delegations fail because hard work goes unappreciated and forgotten. At the very least, the appreciation of a successfully completed task should be rewarded with the change to be incorporated into another challenging task at another date.

#### Some Common Reasons for Not Delegating

- Insufficient time
- The perception that the job is too important to take risks
- One's belief that he/she can do the job best alone
- Lack of confidence in other members
- Desire to maintain control
- Fear that another member may do the job better than the initial person
- Not enough assistance from others

# HOW TO WRITE A STUDENT ORGANIZATION CONSTITUTION

## REQUIREMENTS & TIPS

The constitution is the foremost document that defines both the mission and structure of the Arkansas Tech University Registered Student Organization (RSO). The constitution lays the groundwork for creating rules and guidelines meant to govern the organization. A constitution can assist in providing consistency of the organization as it undergoes change of officer or faculty.

The following outline can serve as resource for writing the organization's constitution. The bolded items are required in the constitution.

- Formal name of the organization
- Organization's purpose
- Membership composition
  - Eligibility requirements of membership
  - Selection process and procedures for membership
  - Non-discriminatory statement
- Officer positions within the student organization
  - Duties
  - Election process
  - Designated committees
  - Committee responsibilities
  - Committee chairs
  - Duties
  - Appointment of chairs
- Organization decision making model
- Meetings
  - Frequency
  - Structure
- Organization advisor
  - Appointment of Arkansas Tech University faculty/ staff member
  - Responsibilities of organization advisor
- Organization funds
  - Means of acquiring funds
- Amending the constitution
- Enabling clause
- Signature line/block
  - Executive officers

Add information to change and/or clarify the constitution to remain consistent with the mission and purpose of the RSO as it changes and grows.

*(Adapted from University of Connecticut- Sample Constitution)*



## Article I. Name

The formal name of this organization is \_\_\_\_\_.

## Article II: Purpose

The purpose of (Organization Name) shall be to foster \_\_\_\_\_ through the coordination of \_\_\_\_\_ (i.e. awareness campaigns, events, service, etc.). (Organization Name) will work toward its goals by \_\_\_\_\_.

## Article III: Membership Constitution

Any person may attend (Organization Name) meetings. **Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status.** However, to be a member of (Organization Name) one must be an undergraduate or graduate student of Arkansas Tech University and pay membership dues.

## Article IV: Organization Officers

Duties:

**President:** This person serves as the primary student contact for the organization; the “external spokesperson” of the group that regularly interacts with other student organizations and university officials.

\*\*Feel free to name this officer as you would like (i.e. President, Manager, Chief Officer, etc.).\*\*

**Treasurer:** This person will be primarily responsible for the finances of the organization.

\*\*Feel free to name this officer as you would like.\*\*

**Officer Election Process:** Organization Officers will be selected by a nomination and election process. Officers will be elected before \_\_\_\_\_ and will serve a term of \_\_\_\_\_. The time between elections and new term shall serve as a transition period for new officers.

## Article V: Organization Decision Making Model

As a general rule, (Organization Name) shall use (majority vote, consensus, officer vote, etc.) to make its decisions.

## Article VI: Meetings

**Frequency:** Meetings will be held on \_\_\_\_\_ each week.

**Structure:** The meeting will begin by being called to order by the President. Minutes will be taken by the Secretary and distributed to the organization’s officers the following week. The meeting will be ended by the President.

## Article VII: Organization Advisor

A staff or faculty member from the Arkansas Tech University campus is eligible for the faculty advisor position. The Faculty/Staff Advisor will be chosen by the officers and their term will last indefinitely, with annual reappointment.

The Advisor’s duties shall include: \*Please see Advisor Agreement\*

Meeting with the organization executive officers on a regular basis.

Attending organization meetings and activities.

The Advisor shall not have voting rights. \*\*Feel free to add or remove as needed.\*\*

## Article VIII: Organization Funds

Means of acquiring funds will include collection of membership dues, implementation of approved fundraising events throughout the year, and money collected from Student Services.

## Article IX: Amending the Constitution

This constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week prior to the meeting. Upon receiving the two-thirds vote in favor of the constitutional amendment, the organization advisor will be informed of the change. A revised copy of the constitution shall be distributed to the active membership and the Department of student Services. \*\*Revise and change as needed.\*

## Article X: Enabling Clause

This constitution shall go into effect on (Date) upon approval of two-thirds vote in favor by all present voting members. This constitution shall replace and render null all previous constitutions, procedures, practices, and precedents for this organization.

## Article XI: Signature Line/Block

The signatures below indicate that we, as executive officers, approve this document.

President’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

# RUNNING AN EFFECTIVE MEETING

## Common Meeting Mistakes

- Drifting off subjects
- Poor preparation
- Questionable effectiveness
- Lack of listening
- Verbosity of participants
- Length
- Lack of participation

## Solutions

- State your objective
- Prepare an agenda
- Manage meeting time
- Take charge
- Close with a summary and expectation for the next meeting.

Meetings can be classified into two major categories:

- Informational meetings provide strictly information to participants often in the form of updates and advice. The emphasis is on the content shared.
- Decision-making meetings often involve problem solving and/or goal setting. The emphasis is typically on interaction and solving the issue.

## Deciding to Meet:

- Be consistent with date, time, place, and length.
- Provide 24 hour notice if cancelling a regularly scheduled meeting.
- For bigger projects or events, a half or full day planning meeting may be more effective.

## Before a Meeting:

- Define the purpose/objective of the meeting
- Develop an agenda
- Distribute the agenda and any necessary materials that will need to be discussed at the meeting
- Determine a time limit and stick to it send reminders about the meeting

## During the Meeting:

- Greet members and make them feel welcome.
- Start and end on time.
- Stick to the agenda, avoid tangents if at all possible.
- Encourage group discussion.
- Keep minutes for future reference.
- Summarize agreements or decision reached.
- End the meeting on a positive note.
- End the meeting with the objectives and expectations for the next meeting.

## After the Meeting:

- Transcribe any minutes and distribute out.
- Follow up with delegated decisions.
- Put unfinished businesses on the agenda for next time.

# TAKING MEETING MINUTES

## Outline

The following information should be included in the minutes (when applicable):

- Type of meeting (committee, officer, general)
- Date, time and place of meeting
- Members present/absent
- Time the meeting was called to order
- Approval/amendments of previous minutes
- Officer and committee reports
- Unfinished business acted upon
- New business acted upon
- Unfinished business
- Advisor reports
- Announcements
- Next meeting information
- Time of adjournment
- Name of secretary/recorder
- For all business: record proposals, resolutions, motions, seconding and final votes, as well as a summary of discussion.

## Format

Minutes can be maintained in the following format:

- Capitalize and center the heading designating the meeting.
- Indent paragraph five spaces.
- List names of those in attendance and those absent.
- Double space the text.
- Double space between paragraphs and triple space between each item in order of business.

## Hints for Minutes

- To help with writing the minutes, some secretaries take notes on the written agenda at each meeting.
- Once minutes are typed in the preferred format for the group, they should be submitted to the president and/or advisor for review.
- Minutes only become the official record of the group's AFTER they are accepted by the general membership (at the next meeting).
- Minutes should also be rapidly available or distributed in some form for individuals who were absent at the meeting to catch up on organizational information. (These can be posted in the Documents section of your RSO's theLink page.)

## Hints on choosing a secretary/recorder

- Is this person reliable? Do they keep their appointments?
- Is this person well organized? Do they complete their tasks in a timely manner?
- Is this person a good listener? Are they able to be objective, not to make their own interpretations, and hear both sides of an issue?
- Is this person on top of what is going on? Are they able to appropriately weed out the trivial information and record the important facts?

*Adapted from Illinois State University, Student Involvement Center*

# RESPONSIBILITIES

## OF MEMBERS TO THEIR ADVISORS

An advisor should be recognized as an integral part of the group; he/she is not a member. Therefore, additional courtesies and considerations should be extended to him/her. An advisor should be welcomed at all meetings and social events, and thanked for coming at the close of the event.

1. Be sure to relay the date, time, and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of the minutes.
4. Check with the advisor before scheduling a special meeting.
5. The president of the group should meet regularly with the advisor to discuss RSO matters and to relay and update information.
6. The group should inform their advisor of all RSO activities and extend and initiation to him/her to attend.
7. An RSO should ask their advisor for his/her opinion and advice when problems or issues come up within the organization. Make use of their background and experience within the RSO and the University. Do not go "over his/her head" or by-pass them in working out problems or plans. Always talk over plans with him/her first.
8. RSO officers must keep their advisors fully informed of the programs and activities of the RSO, and the progress being made in carrying out plans. An RSO should take into consideration that their advisor has other responsibilities (i.e. family, home, job) and they cannot always give the RSO his/her undivided attention.
9. Group members should work on good communication between themselves, the RSO and their advisor. Let him/her know when he/she is appreciated and has done something positive for your group. The group should be prepared to let their advisor know how he/she may improve in order to advise you better.
10. Show appreciation for your advisor's services by thank you notes, appropriate comments at meetings, and other occasions and by personal thanks. Remember that advisors have birthdays and celebrate holidays. Let your advisor know that he/she is important to you and is appreciated.
11. Make sure your advisor is comfortable with the role they play. Sometimes it may be necessary to find a secondary advisor to assist the primary advisor in their responsibilities. Since the primary advisor has their personal responsibilities as well, a secondary advisor will be able to help take some work off the primary advisor's plate.

Adapted from "On Being an Advisor" by Marilyn Kritzman—Western Michigan University



# THE ROLE OF AN ADVISOR

Listed below are some expectations student leaders may have of their advisors. This form is designed to help advisors and student officers gain a clear and mutually agreed upon role of the advisor in RSO affairs.

Directions: The advisor and each officer, chairperson, and coordinator should respond to the following items. For each of the following statements respond on a scale of 1-5 of how important that function is:

1. Essential for the advisor to do
2. Helpful for the advisor to do
3. Nice but they do not have to do
4. Would prefer they not do
5. Absolutely not the advisor's role

- \_\_\_\_\_ Attend all general meetings of the RSO.
- \_\_\_\_\_ Attend all executive meetings.
- \_\_\_\_\_ Call meetings of the officers when deemed necessary.
- \_\_\_\_\_ Attend all events/activities planned by the RSO.
- \_\_\_\_\_ Serve as parliamentarian of the group.
- \_\_\_\_\_ Meet weekly with officers.
- \_\_\_\_\_ Help the President or chairperson prepare the agenda before each meeting.
- \_\_\_\_\_ Check/proof meeting minutes before they are written in final form.
- \_\_\_\_\_ Speak up during organizational discussion.
- \_\_\_\_\_ Be quiet during general meetings unless called upon.
- \_\_\_\_\_ Speak up during meeting discussions when he/she has relevant information.
- \_\_\_\_\_ Speak up during discussion when he/she believes the group is likely to make a poor decision.
- \_\_\_\_\_ Assist the group by signing forms only.
- \_\_\_\_\_ Attend Advisor Training and Development sessions offered by the Department of Campus Life.
- \_\_\_\_\_ Take the initiative in creating teamwork and cooperation among the RSO.
- \_\_\_\_\_ Be responsible for planning leadership skills workshops.
- \_\_\_\_\_ Let the group work out its problems including making mistakes.
- \_\_\_\_\_ Prohibit a decision when it violates RSO's constitution or University policy.
- \_\_\_\_\_ Get a copy of all official correspondence.
- \_\_\_\_\_ Provide input into all official correspondence before it is sent out.
- \_\_\_\_\_ Inform the group of infractions of University Policy.
- \_\_\_\_\_ Be familiar with University facilities, services, and procedures which affect group activities.
- \_\_\_\_\_ Explain University policy when relevant to the discussion.
- \_\_\_\_\_ Initiate ideas for group discussion when he/she believes they will help the group.
- \_\_\_\_\_ Take an active part in formulating the goals for the group.
- \_\_\_\_\_ Keep the group aware of its stated objectives when planning events.
- \_\_\_\_\_ Recommend/lobby for programs, speakers, etc. to the group for consideration.
- \_\_\_\_\_ Help design posters, flyers, and other publicity materials.
- \_\_\_\_\_ Cancel any activity he/she believes has been inadequately planned.
- \_\_\_\_\_ Keep official files in his/her office.
- \_\_\_\_\_ Approve all candidates of office in terms of scholastic standing and periodically check their GPA.
- \_\_\_\_\_ Proof all publicity materials including posters, flyers, and newspaper ads before going to print.
- \_\_\_\_\_ Help the group clean up after programs/events.
- \_\_\_\_\_ Require all expenditures to be approved by the advisor.
- \_\_\_\_\_ Responsible for all group paraphernalia, records, etc.
- \_\_\_\_\_ Take an active part in the transition of responsibilities between old and new officers.
- \_\_\_\_\_ Mediate interpersonal conflicts when they arise.
- \_\_\_\_\_ Advocate for RSO when the RSO is in conflict with the University or University staff.

# MOTIVATING YOUR MEMBERS

Motivation is one of the most important jobs a group leader has. There is not just one way of motivating members. To be effective in inspiring and motivating members, it is important to understand what your members want and need, and provide members with meaningful opportunities for involvement.

## Understand why individuals choose to join your organization:

In order to motivate your members, make certain that the reasons they joined are being fulfilled. Each person has different motivation.

Here are some examples:

- to feel needed and/or important
- to use their creativity
- to be in a power position to receive recognition
- to build their resume
- to identify with a cause
- to become part of a group
- to have fun
- to be challenged
- to develop skills
- to have new experiences to make social contacts

### Lead by Example:

One of the most powerful motivation tools is to exhibit personal motivation. Offer a helping hand. Build rapport with students and show them you are interested in their success. Work icebreakers and team-building into your organization's meetings and events. And remember to keep a welcoming smile on your face and offer encouragement.

## Create Shared Goals and Vision:

Creating a shared vision, goals, and process for attaining goals as a group allows members to buy-into your organization's purpose and encourages involvement. Don't forget to base goals on the needs and values of your group. Break them into long-term and short-term goals so members don't feel overwhelmed.

## Fit Tasks to People:

Distribute work evenly and fit work to individual strengths. Ask people what they are interested in doing. Identify skills and talents members possess and offer opportunities for members to play into their personal strengths. Members are more likely to stay interested and work hard if they feel they are capable of completing a task well. Let members be creative!

## Make Sure Resources:

Nothing is more frustrating than taking on a task and feeling you don't have the support and resources you need. Make sure members have the resources they need to succeed at individual tasks. Look for resources around campus and in the Office of Campus Life.

## Understand What Motivates Individuals:

Some members are motivated by hard work, achievements and by being involved. Other members do not get motivated by any of these ways. Getting to know your members will help you read what they respond to.

## Utilize Awards and Recognition:

Different people prefer different kinds of recognition. Some prefer formal or informal public recognition and some prefer a kind word in private. Several ways of motivating volunteers include:

- praising achievement
- recognizing accomplishments
- providing challenging work
- increasing responsibility

## Keeping Yourself Motivated:

- Stay positive.
- Know yourself and play into your strengths.
- Prioritize tasks to avoid getting overwhelmed.
- Work with others who are better in areas you are not.
- Constantly work on creating a motivating environment.
- Take time to relax and have fun!

# DEALING WITH DIFFICULT MEMBERS

Difficult members can be found in every organization. It is important that the leaders learn to deal effectively with their individuals to insure that their behaviors and attitudes do not adversely affect the group's ability to function.

## The 7 C's of Effectively Working with Difficult Behavior

- **Compliment**- Difficult people need praise too.
- **Concern**- Genuinely caring for their welfare will assist in building that relationship.
- **Congratulations**- Assist members, with a negative view of themselves, feel like winners.
- **Compromise**- Attempting to compromise may soften a hard person.
- **Choice**- Given a choice a member may feel important and respond positively.
- **Challenge**- Boredom can cause members to react in a negative or difficult way.
- **Confidence**- Expressing confidence in a member's ability, assists in building their confidence.

## Types of Behavior

**Hostile Aggressive**- Those who try to bully & overwhelm usually by sarcasm or cutting remarks.

Tips: Stand up for yourself, look directly at them and wait, do not argue or try to cut them down

**Complainers**- Those who constantly complain, but never try to do anything about what they are complaining about.

Tips: Listen attentively to them, acknowledge their concerns, ask "how do you want to remedy that situation?"

**Negativists**- Those who never expect anything to work, or who never have anything good to say about anything or anyone.

Tips: Do not be pulled down by their negativity, do not argue with them

**Silent Unresponsive**- Those who only participate with short responses and never contribute.

Tips: Do not interrupt silences; give them a chance to open up, ask open-ended questions.

**Super Agreeable**- Very personable, funny people who never act or follow through the way you thought they would.

Tips: Ask them to be honest, carefully point out inconsistencies, let them know you value them as a person

**Know It All Experts**- Condescending, pompous who claim to know all about everything or everyone.

Tips: Know what you are talking about when you talk with them, listen attentively and affirm their perspective

*Adapted from University of Wyoming*

# RECRUITING NEW MEMBERS

The key to an outstanding organization is excellent members. When recruiting members for your organization, focus on quality, not quantity. Recruitment of new members should be an on-going goal of organizations. All members of an organization should help with recruitment.

## Develop a Recruitment Plan

Different people respond to different stimulus; you should have a variety of ways to attract members. You need to know what types of people you want to recruit for your organization. A complete recruitment plan answers the following questions:

- **WHO?** Are there any specific types of students you want to reach? Any set of criteria to belong to your organization? Publicize to the population you want to join your organization.
- **WHAT?** What is your goal? How many students do you want in your organization? Make sure you set a reachable goal.
- **WHEN?** When are you going to recruit? All members of your organization should be involved. Involvement Fair and information tables are great opportunities to recruit new members.
- **WHERE?** Where you are going to recruit is determined by who you are going to be recruiting. Can you recruit campus wide? In residence halls? In academic departments?
- **HOW?** Have your members discuss all the ways in which they were attracted to join. Everyone has a different reason why they joined. Most members joined through word of mouth. Ninety percent of people who got involved did so because of one-to-one interaction.

## Other things to keep in mind while recruiting:

- Know what sets your organization apart from others. What makes it special? What benefits are there to membership in your organization?
- Escort people to their first meeting. (Remember how scary it was to walk into a room full of strangers?).
- Make a good first impression. Make the new members feel like they are part of the organization. Utilize icebreakers and team-builders to welcome new members.
- Get their attention! Use posters, flyers, and table advertisements. Be creative and show the personality of your organization.

## Know your Organization!

Potential members know nothing about your organization. They are relying on knowledgeable members to answer their questions about the organization. You need to present clearly who you are and what you do. A simple fact sheet with the following information may be helpful:

- Organization's purpose
- Past successes
- Types of activities
- Future plans
- Expectations of members
- Benefits to members

*Adapted from Northern Michigan University*

<http://webb.nmu.edu/Centers/StudentEnrichment/Organizations/SiteSections/Organizations/ResourceMaterials/Recruitment.shtml>

# RETAINING MEMBERS

Retaining members is an on-going, daily process. You are not going to please everyone, and occasionally a group member may decide that the organization is not a good match or that they have simply decided that it is time for them to experience another type of involvement. Each person is motivated differently, so change up your tactics. Here are a few ideas to keep your members interested and excited.

## Orientation

The faster they get to know what the organization does and get to know the people in the organization, the sooner they will become effective, contributing members. Have a special meeting for orientation to the organization. Help them to get to know the organization, do icebreakers and team-builders, and let them know what is expected of them as members.

## Fit Jobs to People, Not People to Jobs

Individuals have different talents. Let them do a job they are going to like and succeed at. Get them involved right away; give them responsibility. It's important to find meaningful ways for people to become involved in your organization.

## Rewards

Positive reinforcement is very important to keep a member motivated. Reinforce individuals as well as the organization. Have social gatherings as a reward for accomplishing your goals. Make the organization a fun, positive environment.

## Group Relations

Get to know new members, not just as members, but as friends. A big reason people join organizations is to meet other people. No one wants to belong to an organization that they don't feel a part of. Listen to everyone's ideas and opinions; treat each member equally.

## Team Building

Social events, icebreakers, and team-builders are a great way to make the organization stronger as a whole. Recognize your group as a whole in newspapers or other publication and displays.

## Feedback

When a member does leave the group, ask if your group could be granted an "exit interview." Conduct the conversation in a low-key, friendly manner and discuss the reasons why the individual is leaving. Departing members may give you excellent information to improve your organization.

## Have Fun!

Not every meeting and event needs to be based solely on business. Take time to have events and outings just for fun! This is a great way to keep building relationships and keep your members interested in the organization.

*Adapted from Northern Michigan University*

<http://webb.nmu.edu/Centers/StudentEnrichment/Organizations/SiteSections/Organizations/ResourceMaterials/Recruitment.shtml>

*Helpful tip:*

## **MAJOR COMPONENTS**

### OF A BUDGET

#### Income:

- Dues
- Fundraisers
- Donations

#### Expenses: Operational costs (Administrative Costs)

- Office Supplies
- Marketing for Organizations
- Copying/Printing
- Business Cards

#### Programming/Entertainment (Special Events)

- Breakdown of Each Event Cost
- Food
- Rentals
- Publicity
- Equipment

#### Professional Development (Conferences)

- Registration Fees
- Travel
- Lodging
- Food
- Resources (Books, Subscriptions, etc.)

# Helpful tip:

## BUDGETING

### FOR YOUR RSO

#### CREATING A BUDGET

Decide what your RSO's priorities are for the year.

**1. What are your RSO's goals?**

- a. Where do you want the bulk of your money going?
  - Prioritize your events.

**2. Review what your sources of income are:**

- a. Membership dues
- b. Donations
- c. Fundraising

**3. Review last year's budget, where did the RSO lose money and what was successful?**

- a. How will you increase your successes?
- b. How much "risk" does the RSO have within the budget?

**4. Do your homework.**

- a. Obtain quotes on potential costs- shop around
- b. Do not always overestimate- get real numbers

**5. To ensure safety of funds, always provide monthly updates and have more than one member/officer approve expenditures.**

**6. Keep accurate records.**

- a. Budgeted costs
- b. Actual costs
- c. Any unanticipated expenses

### BENEFICIAL HINTS:

- Don't be afraid to ask for current discounts, specials, or check for free services.
- Collaborate with other RSOs. It doubles your human and operational resources.
- When printing banners, t-shirts or other paraphernalia, don't date it. If you have too many you can use them for other events.

**Catering Tips- Food is usually a large expense.**

- Bulk quantities tend to be more cost effective than individual.
- Break food up into smaller portions.
- Pick up orders instead of delivery.
- When serving food for a large group, be sure that members and those that are hosting eat last (in the event that there is not enough food).

*Adapted from Southeastern Louisiana University*

# STUDENT DEVELOPMENT FUND

## **TIMELINE:**

Student Development Fund Application and all relative information must be submitted 30 business days prior to travel. Forms submitted after the 30 business days deadline will not be considered.

## **WHO CAN APPLY?**

Applicants must be a currently Registered Student Organization OR current student of Arkansas Tech University who will benefit from the conference/event through his/her field of study. If an RSO, the event must be registered on theLink.

## **WHO IS NOT ELIGIBLE?**

Organizations that already receive an annual budget from the University shall not be eligible for this funding.

## **FUNDS CAN'T BE APPLIED TO THE FOLLOWING:**

STUDENT DEVELOPMENT FUNDING SHALL NOT COVER THE FOLLOWING ITEMS:

- Travel Expenses for Non-Students • National Dues • Registration
- Refreshments / Food / Meals • Office Supplies • Mementos (t-shirts, etc.)
- Taxes (i.e., turnpike toll) • Prizes

## **FUNDS WILL BE ALLOCATED ACCORDING TO THE FOLLOWING CRITERIA:**

1. Students selected to present or perform at student or professional conferences, workshops, or conventions.
2. The event/trip is beneficial to both Arkansas Tech University and the organization/students in attendance.
3. Community and campus service performed by the requesting Registered Student Organization/student(s).
4. Students or Registered Student Organizations are allowed no more than one request per 6-month period (July through December AND January through June).
5. Maximum award per trip may not exceed the following
  - A. One (1) student may receive up to \$1,000 per trip.
  - B. Two to four (2-4) students may receive up to \$2,000 per trip.
  - C. Five or more (5+) students may receive up to \$4,000 per trip.

## **FUNDING GUIDELINES:**

### **LODGING:**

- May be reimbursed to each participating student ---OR--- May be reimbursed to Faculty/Staff Advisor.
- Lodging will NOT be paid in advance of trip.
- Please note that the reservation of all lodging shall be made by the students who are traveling. Student Services is only responsible for the reimbursement of lodging payment at the completion of the trip.
- Lodging will be funded as follows:
  1. One (1) person per room per night up to \$100 per night.
  2. Two (2) persons per room per night up to \$120 per night (\$60 per person per night).
  3. Three (3) persons per room per night up to \$150 per night (\$50 per person per night).
  4. Four or more (4+) persons per room per night up to \$160 per night (divided evenly among each student in room).
  5. If lodging cannot be found within the guidelines stated, please contact the Coordinator of Campus Life.



### **AIRFARE:**

- Tickets may be reserved and paid in advance of trip via Student Services and the Travel Department. ---OR--- May be purchased by EACH individual and reimbursed at the completion of trip.
- Please note that airline tickets purchased by someone other than the traveling student CANNOT BE REIMBURSED. In other words, one person may not pay for another person's airfare and expect reimbursement.
- Airline tickets are nonrefundable and nontransferable.

### **VEHICLE TRAVEL:**

- Personal vehicle mileage is refunded at the rate of \$.42 per mile per University guidelines. ---OR--- Motor Pool Vehicles you will receive a fuel credit card prior to the trip. ---OR--- Enterprise Rental Vehicles – if a Motor Pool Vehicle is not available, a vehicle from Enterprise Rental may be paid for up front by Student Services and the Travel Department.

### **HOW TO APPLY:**

- Apply under Forms on Campus Life's page on theLink.
- Once you have submitted your application with all completed forms, you will be contacted by the Coordinator of Campus Life to set up an initial meeting with GOLD Cabinet to discuss the educational value of your trip for approval.

### **TIMELINE AFTER SUBMITTING APPLICATION:**

- Meeting is held during an open meeting of GOLD Cabinet to present funding request.
- Meet with the Coordinator of Campus Life ten (10) days from leaving to discuss final paperwork and what needs to be submitted upon return.
- Students will need to submit a reflection paper within two (2) weeks of returning.
- Students will submit all receipts to the Coordinator of Campus Life within three (3) days of returning to campus.
- AFTER THE TRIP: Students will have two (2) weeks to submit relevant paperwork the student will forfeit reimbursement.

### **STUDENT DEVELOPMENT FUND APPLICATION DEADLINES:**

- 30 business days from trip: Application is submitted on theLink 30 business days prior to trip.
  - Flight information (requested itinerary)
  - Hotel information
  - Conference information
- 27-20 days from trip: Meeting is held with GOLD Cabinet to present funding request.
- 17 days from trip: Flight is ordered, if needed. (final)
- 10 days from trip: Meeting with Coordinator of Campus Life to discuss trip process. Final paperwork is completed, and items needed upon return are reviewed.
- Trip occurs.
- + 1 - +3 days from return: Receipts are submitted to Coordinator of Campus Life for each student on the trip. Reflection paper is submitted under Forms on Campus Life's page on theLink.
- + 14 days from return: If items are not submitted to Coordinator of Campus Life, student forfeits reimbursement.

**FOR QUESTIONS: CONTACT CAMPUS LIFE AT [CAMPUSLIFE@ATU.EDU](mailto:CAMPUSLIFE@ATU.EDU) OR 479.968.0276.**



# FACT SHEET

## ORGANIZATIONAL AID

Need funds to support your organization's activities?

Organizational Aid could be what your RSO is looking for!

### **HOW TO SUCCESSFULLY APPLY FOR ORGANIZATIONAL AID THROUGH THE ARKANSAS TECH GOLD CABINET:**

Organizational Aid is a program established by the Arkansas Tech GOLD Cabinet. The funding is designed to assist Registered Student Organizations (RSOs) at Arkansas Tech. The goal of this program is to foster diversity and support students in their efforts to enhance their organizations, their members, the student body, or Arkansas Tech.

To apply, please submit an application on theLink under Forms on GOLD Cabinet's page. Upon receipt of the completed application, the RSO contact person listed will be required to interview with GOLD Cabinet.

### **REQUIREMENTS:**

- Applying organization must be a Registered Student Organization with Campus Life by October 1 of each academic year.
- Applying RSOs must send at least one (1) representative to a minimum of two (2) GOLD Cabinet open meetings. If an RSO has attended two (2) open meetings in the fall semester, they only need to attend one (1) open meeting in the spring to apply for aid. Open Meeting dates are announced each semester. A full list can be found at [www.atu.edu/campuslife](http://www.atu.edu/campuslife).
- Requests for Organizational Aid must be made thirty (30) days in advance of event.
- The last day to apply for funding for each academic year is posted on [www.atu.edu/campuslife](http://www.atu.edu/campuslife).
- Requests must demonstrate how awarding of funding will enhance their organization, their members, the student body, or Arkansas Tech.
- Funding is on a first-come, first-served basis until Organizational Aid funds are depleted.
- If applying for Organizational Aid funding for an event, the event for which funds are being requested must be registered on theLink.

### **RESTRICTIONS:**

- RSOs may not request more than \$500 per academic semester.
- Funds may not be spent on alcohol, tobacco, gambling, firearms, or any other illegal activity.
- Registered Club Sports are not eligible for Organizational Aid. For funding opportunities, please contact Campus Recreation at 479.968.0276 or [campusrec@atu.edu](mailto:campusrec@atu.edu).
- Organizational Aid is not a scholarship fund. This program is intended to enrich the extra-curricular and co-curricular life of the University. Funds may not be used to financially support a student in receiving class credit. For example, if a class trip required a student to attend in order to receive credit for that particular course, the student cannot utilize Organizational Aid to attend the class trip. In this example, the student could investigate options through the Student Development Fund. For more information, please contact Campus Life.

Complete list of GOLD Cabinet's Open Meetings for each semester can be found at [www.atu.edu/campuslife](http://www.atu.edu/campuslife).

For questions, please contact Campus Life at 479.968.0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).

*Helpful tip:*

## **PROGRAM**

# PLANNING RESOURCES

Campus Life is a resource for assisting in the development and planning of the many cultural, educational, social and recreational programs that round out the Arkansas Tech Campus Life experience. The following information has been prepared to guide you in planning a successful student event at Arkansas Tech.

## **EVENT RESERVATION**

### **Event Reservation Guidelines:**

1. Fill out an Event Registration Form through the RSO's page on theLink.
  - This must be at least seven (7) days before the event.
2. The Office of Events will approve or deny the space reservation/location within three (3) days.
  - All communication regarding reservation status will be conducted via theLink.

## **CONTACT INFORMATION**

### **Alison Alhert**

Director of Office  
of Events  
(479)-964-0583 ext.  
2670  
events@atu.edu

### **Chambers Cafeteria**

(479)-968-0279  
chartwellscatering  
atu.catertrax.com

## **MEDIA SERVICES**

### **OneTech Messages**

Brandi Collins  
(479) -498-6083  
bcollins@atu.edu

### **Tech News**

Carrie Phillips  
(479) -880-4041  
cphillips@atu.edu

### **Graphics on TV**

Clay Moore  
(479) -964-3281  
cmoore20@atu.edu

### **The Arka Tech**

Tommy Mumert  
(479) -968-0284  
tmumert@atu.edu

# PUBLICITY

Publicity done by or for a Registered Student Organization and/or University department is permitted on campus under the following guidelines:

## RESIDENCE HALLS

**FLYERS:** 140– Bring flyers for Residence Halls to Residence Life, Doc Bryan 211 -- The staff will distribute flyers for you. Admittance to Residence Halls is for residents only.

**POSTERS:** Bring posters for Residence Halls to Residence Life, Doc Bryan 211 -- The staff will distribute posters for you. Admittance to Residence Halls is for residents only.

## FLYER AND BANNER DISPLAY

Flyers and banners may not be displayed any sooner than one (1) week prior to the event. All expired flyers/ banners will be removed by Student Services. Student Services can assist in posting flyers in seventeen (17) locations throughout campus buildings and, in coordination with Residence Life, can assist in posting flyers in one hundred and forty (140) locations throughout the residence halls. Banners can be displayed in the following two (2) locations: Baswell Techionary and Doc's Place.

- I. Flyers may be no larger than 14 x 18 inches and must be identified as to the Registered Student Organization or University department responsible for their display.
- II. Banners must not exceed the dimension of three (3) feet wide by six (6) feet in length and must be identified as to the Registered Student Organization or University department responsible for their display.
- III. Any flyer/banner which promotes a Registered Student Organization's event cannot be posted until the event is fully registered and approved on theLink.
- IV. Any Registered Student Organization which wishes to place a banner, flyer or any other display in any other location must have permission from Student Services or Residence Life. Some exceptions are allowed at specific times, such as

during Welcome Week, Homecoming, etc. and at certain designated locations. Proper recognition and guidelines for such expectations are obtained from Student Services or, for residence halls, from Residence Life.

## TABLE TENT DISPLAY

Table tents may not be displayed any sooner than one (1) week prior to the event. Table tents must be removed after the event by the RSO or University department. Advertising through the use of table tents may be permitted in Chambers Cafeteria, Doc's Place and Baswell Techionary under the following guidelines:

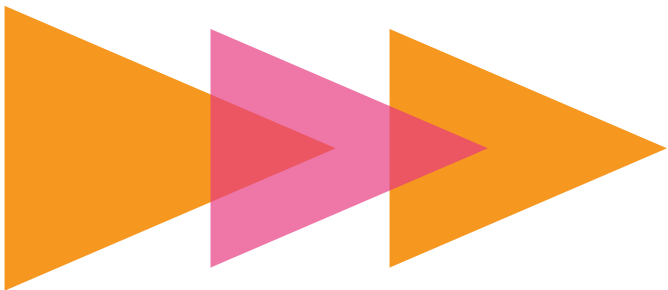
- I. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- II. Approval from Chartwell's Dining Service staff.
  - Chambers Cafeteria Office, 479.880.4310.
  - Baz-Tech, 479.498.6033.
- III. No more than two (2) table tents are permitted at any one (1) table at any given time. Placement after approval is on a first come, first served basis.
- IV. The table tent may not be any larger than six (6) inches wide by eight (8) inches in height.

## HANDBILL MARKETING

Distribution of flyers and/or handbills by RSOs or a University department may be permitted in the Hindsman Quad (area between McEver and Dean), and Chambers West Lawn (see the Event Planning Guide for map), under the following guidelines:

- I. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- II. The flyer/handbill must clearly identify the RSO and/or University department responsible.
- III. The flyer/handbill must include an Arkansas Tech University valid email address of a contact person.

# PUBLICITY



## CHALKING

The opportunity to chalk advertise on campus by RSO's or a University department may be permitted in the Hindsman Quad (area between McEver and Dean), Chamber's/Baswell Techionary sidewalk, and the Wilson sidewalk (see the Event Planning Guide for map) under the following guidelines:

- I. Chalking is permitted only to advertise an approved scheduled event (not general advertisements for a RSO or University department).
- II. If an RSO event, the event must be fully registered and approved on theLink. If a University department, the advertisement must be approved by Student Services.
- III. Area to be chaked shall not be bigger than four (4) feet by four (4) feet.
- IV. The sponsoring RSO or University department must be clearly listed in the marking area.
- V. Chalking is only permitted on the listed flat concrete side walk surfaces, away from any overhang.
- VI. Chalking cannot occur until 7 am on the first day of classes and cannot occur after the semester finals period begins.
- VII. Chalking may not occur more than five (5) business days.
- VIII. Only washable sidewalk chalk may be used. Spray chalk is not permitted.
- IX. RSOs and University departments may not place more than two (2) chalking advertisements within each approved area.

For questions, please contact Campus Life at (479)-968-0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).

# HOW TO CREATE **ONE TECH ANNOUNCEMENTS**

One Tech announcements need to be submitted in the format below, sent from a Tech email address. The announcement should be in the text of the email, not as an attachment. Most announcements are posted immediately, but Registered Student Organizations should allow at least 24 hours for an announcement to post, Monday through Friday. Additionally, announcements should not be sent more than 7 days prior to the requested post date. Only official university events will be announced.

Title of Announcement:

Announcement: (Include date, time, location, and other important information)

Registered Student Organization Name:

Contact Person: (must be Tech email address)

Post Date:

Expiration Date:

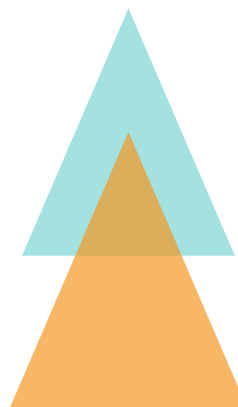
Audience: (Students only, Campus wide)

Send One Tech Messages to:

Brandi Collins

Tech Licensing Coordinator

bcollins@atu.edu



# REGISTERED STUDENT ORGANIZATIONS **REQUESTING TO CHANGE NAME OF ORGANIZATION**

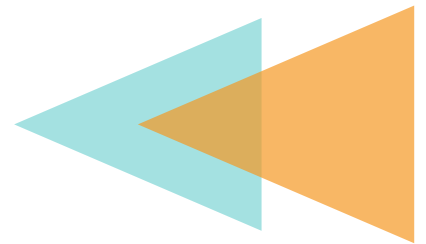
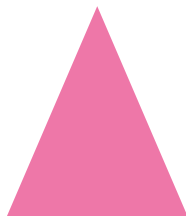
In order for a Registered Student Organization to change the name of the organization, a memo signed by the organization president and the Faculty/Staff Advisor should be sent to Campus Life.

The memo should include:

- the original name of the organization
- the new name of the organization
- a brief explanation for the change
- a completed Agency Account Approval Form with the new organization name should be attached to the memo

**The name change for a Registered Student Organization will be reflected in the following places:**

- theLink
- Agency account
- Room reservation system
- Campus Life records



*Helpful tip:*

## HOW TO

# PLAN AN EVENT

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires, so brainstorm prior to starting your event planning to make sure everything gets covered! This checklist only serves as a guide in helping you utilize your resources.

Name of Event: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

### Brainstorming:

- How many people do you need to make the event happen?
- Do you have the resources to make it happen?
- How many people do you plan to attend the event?
- Is the event outside?
- Do you have a rain plan?
- What size room do you need?
- What set-up do you need in the room?
- Request all technology equipment needed.
- What kind of technology is needed for the room?
- Use your answers above to fill out the Event Registration form on theLink through your RSO's page.

### Advertisement:

- 3 Weeks Prior
  - Register event on theLink
  - Request all technology equipment
  - Design flyer/poster
- 2 Weeks Prior
  - Create Facebook event
  - Submit to ArkaTech newspaper
- 1 Week Prior
  - Get flyers/posters Approved
  - Deliver flyers to ResLife Office
  - Send Facebook reminder
  - Table at designated locations
- Week of Event
  - Word of mouth
  - Facebook reminder
  - Chalk in designated area

### Shopping:

- What supplies are needed?
  - What is the budget for supplies?
  - Create the shopping list.
  - Go shopping prior to the event.

### After Event:

- Send thank you notes to volunteers who worked extra hard.
- Do a post-event evaluation.
- Make sure to return all equipment and supplies used.

\*\* Don't forget to keep a list of the people and



# HOW DO YOU KNOW IF YOUR **RSO TRAVEL IS OFFICIAL UNIVERSITY TRAVEL?**

IS THERE ANY COMPONENT OF YOUR EVENT THAT IS BEING ORGANIZED BY THE UNIVERSITY?  
(I.E. LODGING, UNIVERSITY VEHICLES, MILEAGE REIMBURSEMENT)

**YES.**

## THIS IS UNIVERSITY TRAVEL.

University Sponsored RSO Travel

1. Arkansas Tech University sponsored transportation for Registered Student Organization (RSO) events is defined as transportation coordinated and funded by the University on behalf of the RSO. RSOs must submit their proposed activity with the transportation requirement through Campus Life, via theLink, at least ten (10) business days prior to the event.
2. If any reimbursement for travel is to be made to a student, the student travel, by default, is defined as University sponsored travel and must comply with the Arkansas State Travel Laws, the Arkansas Vehicle Safety Program, and University policies.

## TO COMPLETE THE UNIVERSITY SPONSORED RSO TRAVEL EVENT REGISTRATION FOLLOW THIS GUIDE.

1. Register the event on the RSO's page on theLink.
  - a. Click the "off campus" to the question, "Is this event on campus or off-campus?"
  - b. Answer the following questions on the "Off Campus Event" page.

Note: University Sponsored Travel requires a "yes" to at least one of these questions.

    - i. Is anyone being reimbursed by the University for the travel to the off-campus event? (Ex. rental car, mileage, lodging, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
    - ii. Is the travel (transportation) to this off-campus event being coordinated or funded by the University? (Ex. using a University vehicle, rental vehicle, charter bus, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.

**NO.**

## THIS IS RSO INDEPENDENT TRAVEL.

RSO Independent Travel

1. Independent RSO travel that is organized, conducted, or sponsored by an RSO in its own interest where no University vehicles are used or no reimbursement is to be issued are not required to complete travel documents. Such trips are not made on behalf of the University as official travel, and the University will accept no responsibility for any liability arising there from. The event is required to be registered on theLink via the Event Registration process.
2. Students should exercise good judgment before agreeing to provide transportation for other students or to travel as a passenger in another student's vehicle. Arkansas Tech University cannot be held liable for student choices of transportation for these independent RSO travel activities.

## TO COMPLETE THE RSO INDEPENDENT TRAVEL EVENT REGISTRATION FOLLOW THIS GUIDE.

1. Register the event on the RSO's page on theLink.
  - a. Click the "off campus" to the question, "Is this event on-campus or off-campus?"
  - b. Answer the following questions on the "Off Campus Event" page.

Note: RSO Independent Travel requires a "no" to both questions.

    - i. Is anyone being reimbursed by the University for the travel to the off-campus event? (Ex. rental car, mileage, lodging, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
    - ii. Is the travel (transportation) to this off-campus event being coordinated or funded by the University? (Ex. using a University vehicle, rental vehicle, charter bus, etc.) Note: If the travel is being paid for by the Student Development Fund, select that answer. All necessary travel information is completed through that process.
  - c. Provide location of destination.

- a. Answer the following questions on the “Off Campus Event- University Sponsored Travel” page.
- i. Please provide name and address of venue.
  - ii. What transportation will you be using?
  - iii. If there is a Faculty or Staff Advisor traveling with Student(s) or Student Group, please provide his/her contact information.
  - iv. Travel dates
  - v. Departure time
  - vi. Return time
  - vii. Travel Routes
  - viii. Purpose of Travel
  - ix. If Motorpool vehicle is being used, how will it be paid for?
    1. Agency Account (include number) Note: This is the most common answer. This is the RSO’s on campus bank account. The Agency Account number should be listed in the RSO’s profile section of their page on theLink. RSOs can also contact Campus Life.
    2. Endowment Funds Note: This is money through the Arkansas Tech Foundation.
    3. Operating Funds (A requisition must be completed within 3 days of Event Registration) (include index code) Note: This is only available through a University department. RSOs must have campus department support in order to use these funds. This would be completed by a staff member in the department.
    4. Other
    5. Not using Motorpool vehicle
  - x. Will the drivers be reimbursed for traveling?
  - xi. If yes, how will this trip be paid for?
    1. Agency Account (include number) Note: This is the most common answer. This is the RSO’s on campus bank account. The Agency Account number should be listed in the RSO’s profile section of their page on theLink. RSOs can also contact Campus Life.
    2. Endowment Funds Note: This is money through the Arkansas Tech Foundation.
    3. Operating Funds (A requisition must be completed within 3 days of event registration) (include index code) Note: This is only available through a University department. RSOs must have campus department support in order to use these funds. This would be completed by a staff member in the department.
    4. Other
    5. No drivers are being reimbursed.
  - xii. Please list the name(s) and T#s of all the individual(s) who will be driving, including alternates. Note: T#s must be included in this answer. Obtain T#s prior to completing this section.
  - xiii. All drivers must fill out the Driver Authorization Form. This document can be downloaded from [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php). You may either electronically submit the document below or physically bring it to Student Services, Doc Bryan Building Room 233. Please submit all Driver Authorization forms at the same time. Travel event will not be reviewed until these forms are received. Forms must be received ten (10) business days prior to the event.



xiv. All students attending your off-campus event must complete the Student Liability Waiver. Download the document from [http://www.atu.edu/rso/forms\\_manuals.php](http://www.atu.edu/rso/forms_manuals.php). You may either electronically submit the document below or physically bring it to Student Services, Doc Bryan Building Room 233. Please submit all Student Liability Waiver forms at the same time.

**PROCEDURES: THE FOLLOWING PROCEDURE, THEREFORE, IS ESTABLISHED FOR RSO TRAVEL THAT QUALIFIES AS OFFICIAL REPRESENTATION:**

1. Secure approval from appropriate RSO advisor.
2. Register the travel by completing a Student Travel Request form ten (10) business days prior to leaving for the trip.
  - a. If the travel is an event for the RSO then the Student Travel Request form will be completed through the Event Registration form on theLink.
  - b. If the travel is being funded through the Student Development Fund, the Student Travel Request form will be completed during the application process. Applications are available on the Campus Life page on theLink in the Forms section.
3. If student drivers are being used, all drivers must complete a Driver Authorization form. These forms can be obtained through the Campus Life page on theLink in the Documents section. This form should be returned to Student Services, Doc Bryan Suite 233, at least ten (10) business days prior to the event. These forms will be forwarded to the Travel Office in the Brown Hall.
  - a. The Driver Authorization form acts as a release to permit the University to check the student's driving record.
  - b. Anyone found to have an unacceptable driving record as defined by the University will not be allowed to drive under this policy.
4. All RSO members attending must sign a Liability Waiver with an Emergency Contact form. These forms can be obtained through the Campus Life page on theLink in the Documents section. This form should be returned to Student Services, Doc Bryan Suite 233, prior to the event. It is recommended that the RSO advisor keep a copy of this form for each student attending.
5. In the event of an accident, RSO members shall file reports with Campus Life concerning any accidents, collisions, personal injury, or property damage to themselves or to others on returning to the campus.

***RSO ADVISOR ROLE:*** RSO ADVISORS ARE ENCOURAGED TO ACCOMPANY STUDENTS ON OFF-CAMPUS TRIPS COVERED UNDER THIS POLICY. AN ADVISOR CAN BE DEFINED AS ANY FULL-TIME OR PART-TIME FACULTY OR STAFF MEMBER, ANY GRADUATE ASSISTANT WITH A DIRECT CONNECTION TO THE PURPOSE OF THE OFF-CAMPUS TRAVEL, OR ANY GRADUATE ASSISTANT WHO ADVISES A REGISTERED STUDENT ORGANIZATION IN AN OFFICIAL CAPACITY AS DEFINED BY THE REGISTERED STUDENT ORGANIZATION POLICIES.

## TRAVEL IN UNIVERSITY VEHICLES

Students traveling in University vehicles and under the auspices of the institution are expected to follow these regulations:

1. Students representing Tech are expected to obey all federal, state and local laws.
2. Advisors are encouraged to attend any travel events with the RSO.
3. No possession or use of alcoholic beverages, tobacco or illegal drugs by anyone in a University vehicle is allowed. Violation of this regulation will result in disciplinary action.
4. When any kind of problem arises related to student travel or violation of Tech regulations or state laws, the Director of Campus Life should be notified on the first business day following the return to campus.
5. Plans for travel including designated drivers, must be submitted at least ten (10) business days in advance to allow for a driver's license background check.

### OFFICIAL REPRESENTATION: THE UNIVERSITY RECOGNIZES THAT A STUDENT TRAVELS AS ITS OFFICIAL REPRESENTATIVE WHEN, AND ONLY WHEN, ALL OF THE FOLLOWING REQUIREMENTS ARE SATISFIED:

1. An administrative official having authority to do so authorizes an RSO or members of an RSO to be official University representatives for the purpose of attending an event related to accomplishment of University educational purposes.
2. The RSO or members of an RSO travel by University vehicle or travel according to transportation selected for them and approved by the person authorizing the travel. This includes, but is not limited to, public carriers, in charter or aircraft, in University fleet vehicles, in rental vehicles, or by private vehicle (if mileage is being reimbursed).
3. The RSO or members of an RSO travel is being funded by the University or if reimbursements are being issued to fund travel. This includes, but is not limited to, lodging.
4. Before leaving the campus, the RSO or members of the RSO and accompanying faculty or staff, if any, shall have registered according to the procedures outlined in this policy. RSOs or members of RSOs attending functions on their own initiative in the guise of being from Arkansas Tech University, the institution deriving benefit only from the resulting publicity, are not official University representatives. Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus for University purposes.



# ADVISOR SECTION

## Advisor Roles

Each advisor perceives his/her relations with a Registered Student Organization (RSO) differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the RSO. It is our hope that each advisor will maintain regular contact with his/her RSOs.

The purpose of this section is to outline basic roles of an advisor. As groups vary in their experience and needs, it is important to you, as an advisor, to develop an understanding of your level of involvement with the RSO. The advisor and group should agree on a set of expectations of one another from the onset and should write this list down a contract between the advisor and RSO.

### Here are some roles you may assume as an advisor:

- **Mentor:** Many students will come to see their advisor as a mentor. The success of these relationships can last many years and be very rewarding for both student and advisor. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in personal and professional development of new professionals, and a willingness to connect students to a network of professionals.
- **Team Builder:** When new officers are elected or new members join the organization, you may need to take initiative in turning the students from individuals with separate goals and expectations into a team. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop or retreat. Training students in effective team building techniques will keep students invested in the RSO.
- **Conflict Mediator:** Inevitably, students are going to join the RSO with different agendas, goals and ideas about how things should function and the direction they should be taking. When working with students who have come into conflict, it may be necessary to meet with them and have them discuss their issues with each other. In some cases, it requires honest feedback from the advisor to the students.
- **Reflective Agent:** One of the most essential components to learning in “out of the classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. In this role, students look to advisors for constructive and honest feedback.
- **Educator:** As an advisor, your role of educator will often come through the roles of modeling behavior, guiding the student in reflection of their action and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this is the most important.
- **Policy Interpreter:** RSOs operate under policies, procedures, and rules. At times, students may not be aware of these policies. The more you know about these policies the better advising you can give to the students.

*Adapted from ACPA Advisor's Manual*

# ADVISOR'S SELF ASSESSMENT

Please answer the following questions as they relate to your role as an organization advisor:

Yes	No	Item
_____	_____	I actively provide motivation and encouragement to members.
_____	_____	I know the goals of the organization.
_____	_____	I know the group's membership.
_____	_____	I attend regularly scheduled executive board meetings.
_____	_____	I attend regularly schedule organizational meetings.
_____	_____	I meet regularly with the officers of the organization.
_____	_____	I attend the organization's special events.
_____	_____	I assist with the orientation and training of new officers.
_____	_____	I help provide continuity for the organization.
_____	_____	I confront the negative behavior of members.
_____	_____	I understand principles of group development.
_____	_____	I understand how students grow and learn.
_____	_____	I have read the organization's constitution and by-laws.
_____	_____	I recommend and encourage without imposing my ideas and preferences.
_____	_____	I monitor the organization's financial records.
_____	_____	I understand how issues of diversity affect the organization.
_____	_____	I know the steps to follow in developing a program.
_____	_____	I am familiar with the RSO registration process.
_____	_____	I am familiar with the resources available for RSOs.

Adapted from *Advising Student Groups and Organizations* by Dunkel and Schuh

*Helpful tip:*

## ADVISOR

### ASSESSMENT CHECKLIST



Please answer the following questions about your organizations advisor:

- The advisor provides motivation and encouragement to members.
- The advisor knows the goals of the RSO.
- The advisor attends regularly scheduled executive board meetings.
- The advisor attends regularly scheduled RSO meetings.
- The advisor meets regularly with the officers of the RSO.
- The advisor assists with the orientation and training of new officers.
- The advisor helps provide continuity for the RSO.
- The advisor confronts the negative behavior of members.
- The advisor understands the principles of group development.
- The advisor has read the group's constitution and by-laws.
- The advisor understands how issues of diversity affect the RSO.
- The advisor knows the steps to follow in developing a program.
- The advisor knows the membership.
- The advisor is familiar with the RSO registration process.
- The advisor is familiar with the resources available to RSOs.
- The advisor understands University policies as they pertain to officer eligibility.
- The advisor knows where to find solutions to problems he/she cannot solve.
- The advisor monitors the financial records of the RSO.

Adapted from [Advising Student Groups and Organizations](#) by Dunkel and Schuh

# THE ROLE OF AN ADVISOR

Listed below are some expectations student leaders may have of their advisors. This form is designed to help advisors and student officers gain a clear and mutually agreed upon role of the advisor in RSO affairs.

Directions: The advisor and each officer, chairperson, and coordinator should respond to the following items. For each of the following statements respond on a scale of 1-5 of how important that function is:

1. Essential for the advisor to do      3. Nice but they do not have to do      5. Absolutely not the advisor's role  
2. Helpful for the advisor to do      4. Would prefer they not do

**THE ADVISOR IS EXPECTED TO**

- \_\_\_\_\_ Attend all general meetings of the RSO.
- \_\_\_\_\_ Attend all executive meetings.
- \_\_\_\_\_ Call meetings of the officers when deemed necessary.
- \_\_\_\_\_ Attend all events/activities planned by the RSO.
- \_\_\_\_\_ Serve as parliamentarian of the group.
- \_\_\_\_\_ Meet weekly with officers.
- \_\_\_\_\_ Help the president or chairperson prepare the agenda before each meeting.
- \_\_\_\_\_ Check/proof meeting minutes before they are written in final form.
- \_\_\_\_\_ Speak up during organizational discussion.
- \_\_\_\_\_ Be quiet during general meetings unless called upon.
- \_\_\_\_\_ Speak up during meeting discussions when he/she has relevant information.
- \_\_\_\_\_ Speak up during discussion when he/she believes the group is likely to make a poor decision.
- \_\_\_\_\_ Assist the group by signing forms only.
- \_\_\_\_\_ Attend Advisor Training and Development sessions offered by the Office of Campus Life.
- \_\_\_\_\_ Take the initiative in creating teamwork and cooperation among the RSO.
- \_\_\_\_\_ Be responsible for planning leadership skills workshops.
- \_\_\_\_\_ Let the group work out its problems including making mistakes.
- \_\_\_\_\_ Prohibit a decision when it violates RSO's constitution or University policy.
- \_\_\_\_\_ Get a copy of all official correspondence.
- \_\_\_\_\_ Provide input into all official correspondence before it is sent out.
- \_\_\_\_\_ Inform the group of infractions of University Policy.
- \_\_\_\_\_ Be familiar with University facilities, services, and procedures which affect group activities.
- \_\_\_\_\_ Explain University policy when relevant to the discussion.
- \_\_\_\_\_ Initiate ideas for group discussion when he/she believes they will help the group.
- \_\_\_\_\_ Take an active part in formulating the goals for the group.
- \_\_\_\_\_ Keep the group aware of its stated objectives when planning events.
- \_\_\_\_\_ Recommend/lobby for programs, speakers, etc. to the group for consideration.
- \_\_\_\_\_ Help design posters, flyers, and other publicity materials.
- \_\_\_\_\_ Cancel any activity he/she believes has been inadequately planned.
- \_\_\_\_\_ Keep official files in his/her office.
- \_\_\_\_\_ Approve all candidates of office in terms of scholastic standing and periodically check their GPA.
- \_\_\_\_\_ Proof all publicity materials including posters, flyers, and newspaper ads before going to print.
- \_\_\_\_\_ Help the group clean up after programs/events.
- \_\_\_\_\_ Require all expenditures to be approved by the advisor.
- \_\_\_\_\_ Responsible for all group paraphernalia, records, etc.
- \_\_\_\_\_ Take an active part in the transition of responsibilities between old and new officers.
- \_\_\_\_\_ Mediate interpersonal conflicts when they arise.
- \_\_\_\_\_ Advocate for RSO when the RSO is in conflict with the University or University staff.



## 20 TIPS FOR ADVISORS

### TO INCREASE RSO PRODUCTIVITY

- Know what the students expect from you as an advisor.
- Let the group and individual members know what you expect from them.
- Express a sincere interest in the group and its mission.
- Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of event to lie primarily with the RSO.
- Have the goals or objectives of the group firmly in mind.
- Assist the group in achieving goals. Understand why people become involved. Learn strengths and emphasize them.
- Know and understand the student with who you are working.
- Assist the group in determining the needs of the people the group is serving.
- Express a sincere interest in each group member.
- Assist the members in understanding group dynamics and human interaction.
- Realize that importance of the peer group and importance on each member's participation or lack thereof.
- Assist the group in developing a system by which they can evaluate their progress.
- Use a reward system and recognition system for work well done.
- Develop a style that balances active and passive group membership.
- Be aware of the various roles that you will have: educator, mentor, policy interpreter, etc.
- Do not allow yourself to be placed in the position of chairperson.
- Be aware of institutional power structure-both formal and informal.
- Provide continuity for the group from semester to semester.
- Challenge the group to grow and develop.
- Be creative and innovative. Keep a sense of humor!

*Adapted from ACPA Advisor's Manual*

## Why is officer transition important?

- Maintains effective continuity of the RSO progress, goals, and growth.
- Helps ensure successful transfer of important information.
- Positively impacts membership and student participation.
- Helps build upon the achievements of the past.
- Re-enforces positive/productive communication between members/officers.
- Gives the RSO a head start in planning for the future and establishing new goals.
- Gives incoming officers a head start in their development.
- Provides proper closure for out-going officers.

## Assisting with a Fair Selection Process

- Review RSO constitution regarding offices, selection, and election process.
- Meeting with current officers prior to selection process.
  - What are their plans for transition?
  - What are the needs of the RSO?
  - How will the process be communicated to members?
  - Create a timeline to follow.
- Be available to address any issues.
- Follow-up with current officers regarding progress and outcomes.

## What Role does the Advisor Play?

- Assist current officers implement a fair, meaningful selection process.
- Facilitate the meaningful transfer of information between officers.
- Serve as a resource to new officers.

## Facilitating the Meaningful Transfer of Information

- Bring out-going & incoming officers together.
- Facilitate discussions about:
  - Prior year's goals and accomplishments.
  - RSO's status issues.
    - Membership recruitment & retention
    - Finances
    - Unresolved issues
    - Planned/Annual events
    - Structural/Organizational issues
    - Anticipated issues in the next year
    - External relationships with others on/off campus
- Assist with transfer and review of records.
  - Budgets and financial records
  - Membership rosters and contact information
  - Constitution
  - Timeline of RSO activities
  - Key contact information (advisors, vendors, faculty, staff, others)
  - Past meeting minutes/agendas
- Development of a permanent binder by current officers
- Meeting with in-coming officers
  - Develop goals for up-coming year.
  - Remind officers of RSO registration.
  - Assist with event planning.
  - Assist with developing a budget and/or applying for RSO funding.
  - Review the RSO's constitution and make any necessary amendments.
  - Establish your role with the RSO (see advisor checklist handout).
  - Assist in reviewing the timeline of RSO activities.
  - Encourage the scheduling of regular meetings.
  - Familiar yourself with campus resources.
  - Follow-up, Follow-up, Follow-up

# GROUP DYNAMICS

Tuckerman (1965) Model of Group Development is a helpful explanation of the group process. This can assist you with understanding the natural group tendencies and how to work with the group to achieve maximum potential

## Stage 1: Forming

Individual behavior is driven by a desire to be accepted by others, and avoid controversy or conflict. Serious issues and feelings are avoided, and people focus on being busy with routines, such as team organization, who does what, when to meet, etc. Overall, this is a very task oriented and a comfortable stage to be in, but the avoidance of conflict and threat means that not much actually gets done.

## Stage 2: Storming

Individuals in the group can only remain nice to each other for so long, as important issues start to be addressed. Some people's patience will break early, and minor confrontations will arise that are quickly dealt with or glossed over. Members will challenge the leadership. Some will observe that it's good to be getting into the real issues, whilst others will wish to remain in the comfort and security of stage 1. Depending on the culture of the organization and individuals, conflict will be more or less suppressed, but it'll be there, under the surface. Excessive storming leads to anxiety and group break down; conflict resolution or conflict management is the important in order to develop and group as a group.

## Stage 3: Norming

As stage 2 evolves, the "rules of engagement" for the group become established, and the scope of the group's tasks or responsibilities are clear and agreed. Team building efforts to increase group unity and shared responsibility is encouraged. Having had their arguments, they now understand each other better, and can appreciate each other's skills and experience.

## Stage 4: Performing

Not all groups reach this stage, characterized by a state of interdependence and flexibility. Everyone knows each other well enough to be able to work together and trusts each other enough to allow independent activity. Group members assume roles that are necessary to achieve goals. Group identity, loyalty, and morale are all high, and everyone is equally task-oriented and people-oriented. This high degree of comfort means that all the energy of the group can be directed towards the task(s) in hand.

It is a tendency to jump from forming to performing immediately to accomplish the task or to revert to storming after norms have already been accomplished. The thing to remember is that stages are sequential, and that the leader can help the group move through the stages in order to achieve their potential.

Adapted from <http://www.chimaeraconsulting.com/tuckman.htm>

# MOTIVATION FOR STUDENT NEEDS

## What motivates?

A student may be motivated by a variety of factors, and no single form of motivation will be 100% effective. The following is a list of different forms of motivation. Some of the examples are extrinsic (motivation coming from an outside source) while others are intrinsic (motivation that stems from the internal desire or goal of the student).

**Recognition** – Recognition is used frequently by advisors. Recognize a member's contribution verbally or in print, in front of the organization or alone. This is an easy and effective way to motivate someone; almost everybody appreciates a "Thank you!" or recognition of a job well done. Also note who enjoys public versus private recognition.

**Achievement** – A student motivated by the need for achievement may have tendency to overcome obstacles, to exercise power, or to strive to do something difficult as well and as quickly as possible. Achievement is often tied to positive recognition from outside sources. In a few cases, there can be an internal desire for achievement, so the person would be satisfied by completing a task to the best of his/her ability.

**Desire** – Some students are interested in becoming members of organizations that will lead to a desirable outcome. So, if the outcome or organization activity is known to be desirable, the student may be more likely to participate.

**Value** – If the student perceives value in participation, he/she may be more motivated to participate. Value may be associated with friendship, professional goals, personal interests, etc.

**Peer Approval** – A student can perceive approval, and may be more likely to participate if proved with appropriate recognition. Caution: there are many students that join organizations to gain approval/acceptance from their peers to cover up personal issues. Watch for students who are struggling with self-confidence or that stop showing up. Follow-up with students who leave to make sure they are doing okay, and ask them back if appropriate.

## Academic Recognition Ideas:

Every semester, recognize students who received a 3.0 GPA or higher, or students who have had perfect attendance at meetings that semester. There are a variety of ways to reward these students. First, collect the data from those who take attendance. Find out who has achieved high grades in the organization, compile the list of recipients. Rewards can include: random gifts specific to the organization or university, certificate or trophy of some sort, or just a name recognition during the organizations' meeting.

*Adapted from Dunkel, N.W. & Schuh, J.H. (1998). Advising Student Groups and Organizations. San Francisco: Jossey-Bass Publishers*

**Department of  
Campus Life**

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