

Siena Heights University

# STUDENT ORGANIZATION HANDBOOK

2016-2017





# Office of Student Engagement

Dear Returning/New Student Organizations,

The Office of Student Engagement is very happy to welcome you all to the exciting world of student involvement. We are excited to continue working with all of you to make the 2016-2017 academic year, the best in SHU history!

Whenever you have questions or need assistance with anything, feel free to contact Gabe Dunbar, the Director of Student Engagement, or Emily Peters, the Staff Assistant for the Office of Student Engagement. Both have open door policies, meaning if they are not in a meeting or on the phone, feel free to come on in and share concerns, plans, or just how great your organization is doing. If neither of them have the answer to your questions, they will find out who does!

The Office of Student Engagement is here to help with whatever you all may need. Many of the things you will need as a student organization officer or advisor can be found at the new Student Engagement website, which can be found by visiting [engage.sienaheights.edu](http://engage.sienaheights.edu). To register or re-register, click on the Student Organizations tab, then click the register button to fill out the form. **For returning organizations, please re-register your group anytime there are changes made to your executive board.**

The calendar is already starting to fill up with great activities and events for all students. Don't miss out! Be sure to let us know if you want/need any event dates put on the Student Engagement calendars. Also, connect with us on Facebook at Siena Saint and on Twitter at @SHUEngage for real time updates! Feel free to stop by the Hub whenever you have questions, concerns, or need help with anything!

**Make the most of your year!**

**Director of Student Engagement**

**Gabe Dunbar**

[gdunbar@sienaheights.edu](mailto:gdunbar@sienaheights.edu)

**Staff Assistant**

**Emily Peters**

[epeters@sienaheights.edu](mailto:epeters@sienaheights.edu)



# 2016-2017 Siena Heights University Student Organization Handbook

Siena Heights University supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. **All organizations** are responsible for registering with the Office of Student Engagement.

Student Engagement has current information regarding all student activities and involvement opportunities. If an organization does not exist which meets your needs or interests, the staff will provide information and encouragement to start a new organization. The Director and Graduate Assistant of Student Engagement are both here to help advise any group on planning programs, promoting activities, recruiting and retaining members, and developing budgets and financial procedures.

A registered student organization is:

1. Any group whose membership consists of **five students** currently enrolled at Siena Heights University.
2. Any group formed in order to contribute to the student's educational growth, recreational needs, or personal development.
3. Any group registered with the Office of Student Engagement. All registered groups shall be accorded the same rights and are bound by the same rules and regulations.

## Procedures for Registering Your Student Organization

A SHU registered student organization is a group of students organized to obtain certain goals and objectives. The goals and objectives are met through various educational, social, cultural, religious or philanthropic activities. These activities should enhance and support SHU students, the University, and the community.

The University acknowledges the importance registered student organizations have on campus. As such, these groups have the use of University facilities and services to assist them in meeting their goals and objectives.

It is the responsibility of each registered student organization to adhere to the mission of this University. An organization's goals, objectives, and activities are not to deviate from established University policies and regulations.

Registration Requirements:

1. In order to exercise the privileges accorded registered student organizations, a student group must register with the Office of Student Engagement by going to [engage.sienaheights.edu](http://engage.sienaheights.edu) then click on the Student Organizations tab and filling out the online registration form.
2. Registration shall be valid from the date of registration until the end of the academic year. Student organizations must re-register each Academic Year.
3. Registered Student Organizations must have a faculty, staff, or graduate student advisor(s).
4. A constitution or mission/statement of purpose must be uploaded online when the organization registers/re-registers. See guidelines on page 4.

5. The Office of Student Engagement and the organization's advisor must be notified of any change made in the original required information. The information should be presented within two weeks after an organization has instituted the change.
6. Registered student organizations must also submit (if applicable) to the Office of Student Engagement Notification of National affiliations.
7. A student organization may have its registration suspended if:
  - a. The organization is found to be in violation of submitting falsified required information to the Office of Student Engagement.
  - b. The organization is found to be in violation of a SHU written policies.
  - c. The organization is not represented at the Student Organization Summit which takes place at the beginning of each semester.
  - d. A decision by the Office of Student Engagement personnel to suspend the registration of a student organization may be appealed to the Dean of Students within one week of notice. The student organization can continue to operate with the University guidelines, procedures, and regulations until the appeals process is exhausted.

### **Recognition of New Student Organizations**

Students wishing to form a new student organization should set up a meeting with the Director or Staff Assistant (SA) of Student Engagement to have preliminary conversation. Once approval has been granted, the organization can proceed with the online registration which will document the e-board members, advisor, and constitution. After review, the Office of Student Engagement will notify the president and advisor of the status of the organization.

### **Privileges and Responsibilities of Recognition**

1. All student organizations must maintain active status to enjoy the benefits of scheduling and presenting programs for the campus community, and the use of University facilities, property, services, funding or personnel.
2. In order to remain in good standing with the University, organizations must provide a **service project each academic year** in which they invite the campus community to participate.
3. Membership in student organizations will be limited to enrolled students of Siena Heights University.
4. In accordance with Siena Heights University policies and procedures no student organization may discriminate on the basis of age, race, gender, sexual orientation, religion, disability, marital status, or national origin. (Greek organizations are permitted to allow only men or only women, based on national law.)
5. The Office of Student Engagement can receive mail for any student organization. It is the responsibility of that organization to check up in the Hub when they are expecting mail.
6. All student organizations will have access to a student organization account with the Business Office. A university budget must be used for Student Government allocations.
7. All student organizations will have access to duplicating services and advertising facilities, bulletin boards, calendars, and Siena publications.
8. All student organizations will have use of University facilities, rooms, and equipment.

## Criteria for acceptance of Constitutions, By- Laws, and Policy Guides

- Name of Group
- Statement of Purpose
- Provide names and contact information for at least four officers:
  - President or Chair-Organizational Leader
  - Vice President—to take over in absence of President.
  - Secretary/Treasurer—to take minutes of all meetings. Also responsible for budget and financial reports to be submitted to the Director of Student Engagement.
  - Student Senate Representative-a member of the organization to attend the Student Government general assembly meetings
- Statement of Eligibility—states that the group is open to any Siena Heights University student without regard to race, religious creed, gender, national origin, differing abilities, and sexual orientation, noting the exception that Greek organizations may be gender-based.
- Provide information on financial cost so that perspective members will know what it will cost to be an active member of the group.
- Provide names of all advisors for the approval by the Director of Student Engagement before they act in that capacity, unless the advisor is automatically chosen through contractual agreement through Siena Heights University.
- Provide for advisor to be present at each meeting where formal action or decisions are made. National Greek societies shall be exempt from the requirement of the presence of their advisor where a conflict with ritual secrets may exist.
- Provide a list of steps to follow to remove an officer from his or her duties.
- Provide a list of steps to follow to appoint an officer to his or her duties.
- Provide policy regarding attendance and consequences if rules are not followed.
- Statement that all amendments to the current constitution must be submitted to the Director of Student Engagement for approval, before they can be implemented.

*A complete template for student organization constitutions can be found online at [engage.sienaheights.edu](http://engage.sienaheights.edu).*

## Siena Heights University Policies Regarding Student Organizations

### Academic Requirements

Siena Heights University encourages all students to participate in a wide variety of co-curricular activities. However, in order to prevent such activities from interfering with a student's progress toward graduation, students who are not in good academic standing (2.0 accumulative G. P. A.) are ineligible to serve as an officer or committee chair of any student organization.

### Alcohol Policy

Recognizing the increased consumption of alcohol on college campuses and in many instances increased occurrences of alcohol abuse; and recognizing the dangers of alcohol abuse in connection with malicious and destructive behaviors, Siena Heights University promotes the following guidelines pertaining to alcohol use by all student organizations.

- Student organizations are encouraged to promote alcohol awareness programs.
- Student organizations may not portray alcohol consumption as being necessary for social, sexual, personal or academic success, or as a solution to personal or academic problems.
- Activities may not be scheduled which promote drinking contests or offer alcoholic beverages as prizes or incentives.
- Publicity for social functions must be void of alcohol.
- No organization's members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
- The possession, sale and/or use of any illegal or controlled substance at any organization or University sponsored event are strictly prohibited.
- State and federal laws must be abided along with the alcohol guidelines of national organizations.
- No university or organizational funds may be used to purchase alcohol for any reason.

### **Contracts**

Contracts with any off campus agencies, entertainers, speakers, bands, etc. must be approved and signed by the Director of Student Engagement. **Contracts may not be signed by students.** An original copy of all contracts will be kept on file in the Office of Student Engagement and a copy will be forwarded to the organization president and advisor(s).

### **Space Reservations**

Reserving on campus space for events needs to be done through the Office of Auxiliary Services. Kate Hamilton is the current Director and can be reached at [khamilt2@sienaheights.edu](mailto:khamilt2@sienaheights.edu) or at (517) 264-7617. Sage Union can no longer be used for events due to accessibility issues.

### **Food Policy**

In agreement with our food service contract, catering services must be discussed with Chartwells Director, Mike Williams, before going to an outside catering group; this includes pizza.

### **T-shirts**

All t-shirt orders should be done through Club Colors (The Bookstore). Club Colors will price match with a 5% discount.

### **Fund Raising Policies**

Student organizations and departments/offices are encouraged to sponsor fundraising events. All fundraising events must be cleared through the Office of Student Engagement. Peddling and soliciting of any kind, by students and other individuals, is not permitted anywhere on campus, including residence halls. Guidelines for fundraisers are as follows:

- Only student organizations or Siena Heights University departments/offices may sponsor fundraisers on campus.
- The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purpose of the University and its status as a tax exempt, non-profit institution.
- The student organization or department/office must obtain permission from the advisor and the Director of Student Engagement.
- Fundraising for personal gain is strictly prohibited.

### **Allocation Process**

- Obtain the Official Allocation Form from the Student Government Clubs and Organizations page on MySiena.
- Fill out the form in its entirety and send it to [studentgovernment@sienaheights.edu](mailto:studentgovernment@sienaheights.edu) by the due date.
- Allocations are due at 5PM on the Thursday prior to the Allocation Meeting
  - 72 hours in advance
- An advisor email is required to Student Government as notification of approval.
- Attend the Allocation Board Meeting and present your allocation.
- If the allocation passes, collect your post allocation packet.
  - This packet will include:
  - Letter from the Treasurer
  - Check Request Procedures
  - Post Event Checklist
  - Event Evaluation
- A follow up meeting must take place with a Student Government e-board member to approve check requests and other documents.
- Go to the Business Office and turn in your check request form to receive your check or money transfer.
- Hold your event
- Within two weeks after the event, turn in receipts and event evaluation form
  - Failure to turn in these items will result in poor standing and revoked allocation privileges

### **Student Government Policies**

- All groups MUST have a Student Government Representative chosen to attend meetings (Article V, Section 3)
  - If your representative is going to be absent, an E-board member must take their place
- All receipts from approved allocations should be copied and turned into Student Government, the originals go to the business office.
  - This will help determine a deadline for receipts missed by an organization
- Groups going to conferences must, upon return, give an oral presentation about what was learned at the conference and how it can benefit the entire Siena Community (Article X, Section 1, Subsection F, Part a).
- For every school day that receipts and event evaluations are overdue, originally awarded amounts will be reduced by 5% (Article X, Section 3, Subsection A, Part 1).
- Student Government will require confirmation from your advisor on all allocations
  - Have advisor email [studentgovernment@sienaheights.edu](mailto:studentgovernment@sienaheights.edu)
  - We will save the email for our records, no signature required
- Please submit all documents electronically
  - Download the updated versions of all documents related to Allocating

## **Hazing Policy**

Hazing will not be permitted in any form at Siena Heights University. All forms of hazing reflect poorly on the group that is performing the act and on the University as a whole.

Siena Heights University defines hazing, whether on or off campus property as:

*Any action or situation that endangers the mental, physical health or safety of person embarrasses, frightens, or degrades a person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group, organization or team.*

Additionally, hazing is any action taken or situation created, with or without consent, intentionally or unintentionally. Approval by a person being hazed is not a defense. Such activities and situations include but are not limited to: creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; use of alcohol; paddling in any form; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities that are not consistent with the regulations and policies of the educational institution, or with Michigan State Law.

## **Movie Licensing**

The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette or DVD carries with it the right to use the movie outside the home, except that a school may exhibit a movie legally if the exhibition is done in a classroom, during teaching of a particular curriculum subject. No license is required in such instances as inside the home by family or social acquaintances and in certain face-to-face teaching activities where a teacher is present. The legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

The concept of "Public Performance" is central to copyright and the issue of protection for intellectual property. The men and women who work for and in the films' production receive royalties as part of their compensation for their labor and skill. Such royalties are the only way publishers, writers and composers and many workmen are paid for their work.

The Motion Picture Association of America and its member companies are dedicated to stopping film and video performance theft in all its forms, including unauthorized public performances. By its very mission, a school should not appear to encourage copyright violation less it be considered a contributory infringer. Penalties for copyright infringement can be severe and can be very costly if you are cited. Movie screening rights must be purchased through Swank. For more information, questions, or further clarification, please contact the Office of Student Engagement.

## **Off-Campus Travel**

Any student organization that travels off campus for an event must fill out appropriate forms with the Public Safety Office before finalizing their arrangements. This is in addition to notifying the Office of Student Engagement.



### **Flyer/Poster Posting Policy**

To get flyers for an event posted, one copy must be brought to the Office of Student Engagement for approval and to be stamped *at least* a week in advance. Once the flyer is stamped 35 copies need to be made. Members of the Hub Leadership Team will post the flyers around campus in appropriate locations.

Various types of posting areas and bulletin boards are provided in Siena Heights University buildings to provide information to students, faculty, and staff. Posted or displayed materials do not necessarily reflect the opinions of Siena Heights University.

- Materials may not be posted on windows, doors, floors, or walls. Additionally, bulletin boards designated for specific department use or in academic classrooms are off-limits for student organization postings.
- All posted or displayed materials must have the student organization or individual sponsoring the event clearly indicated on the materials. Posters regarding sales, rental properties, job listings, et. al. must identify the name of the sponsoring person in addition to the phone number.
- Any organizations wishing to put flyers on cars or erect, attach, post signs, banners, posters of exceptional size on any part of campus property are responsible for obtaining prior approval from the Office of Student Engagement.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus.

### **Policy Violations**

Violations of Siena Heights University policies by a campus organization will result in disciplinary action which may include referral to the campus judicial process. Organizations can be held responsible for the actions of a single individual (or more) if the violation occurred in relation to an organizational event or where the organization played a role in the situation.

Any student, faculty, staff, administrator, community resident, or student organization may register a complaint. Instances of alleged complaints or violations of these policies will be brought to the Director of Student Engagement. The Director will make a sanction recommendation to the Dean for Students. The Dean for Students will decide on the sanction for the violation.

### **Possible sanctions:**

- Probation: A period of time where the organizations are held accountable for their previous actions and meet with the Director of Student Engagement on a regular basis.
- Special Conditions: Prescribing a certain course of activity or behavior that must occur. Special conditions can be sanctions in and of themselves, or in conjunction with other sanctions.
- Loss of Privilege and Activities: Privileges granted to the student organization could be suspended for a period of time to be determined by the severity of the violation and the condition surrounding it. Example: Loss of group social privileges, deprivation of group entertainment, and others, and may interfere with the recruitment process.
- Suspension: A group is prohibited from sponsoring or participating in University related activities. This penalty is invoked when violations are particularly serious or there has been a repeated series of violations.
- Notification of Penalty: The Dean of Students shall report in writing to the group in violation, within one week of the date it was imposed.