



Shorter University Student Organizations Manual



SECTION 1: Registration

New in 2014, Scholar is an online one-stop-shop for:

- A directory of existing student organizations
- Forms and resources including: Registration, Social Event Registrations, Advisor's Manual, Gold Cup Application Packet
- Managing your organization - including rosters, Constitutions and By-Laws, Contact Information

EXPECTATIONS FOR STUDENT ORGANIZATIONS

Student Life will use information from Scholar to ensure that student organizations are in compliance with the policies in this manual and in the Student Code of Conduct. Each organization is required to use Scholar to:

- Register your organization each year
- Maintain up-to-date rosters, including correct officer information
- Register and publish every event held by your organization
- Maintain an accurate organization profile
- Complete the Gold Cup Accreditation Packet

GETTING STARTED

Direct your browser to <https://scholar.shorter.edu/ics>.

Log in using your SU credentials (ID number and password)

Click "Campus Life"

- Click "Student Organizations" on the left hand tool bar.
- Click on "Organization Registration Form" handout. Submit your registration via the link given.

LEADERSHIP

By seeking election to any and all student leadership positions, the enrolled student seeking a leadership position acknowledges, consents, agrees, and understands that all persons in student leadership positions at Shorter University voluntarily agree to be consistent with the mission of Shorter and Scripture with respect to character, conduct and lifestyle.

SECTION 2: STARTING A NEW ORGANIZATION

Are you ready to start a new organization? Check the existing list of organizations to ensure that your idea isn't already out there. It's more effective to combine forces than duplicating efforts and/or services, thereby creating competition for resources, finances, or people. If it's not, please stop by the Office of Student Life and Student Conduct; we have tons of ideas and suggestions for you! There are many others out there with interests similar to yours looking for a group to join! **Please keep in mind that an organization must have at least 8 members to request official recognition.**

How To Get Started/Registration

- There is a specific process that must be followed in order to become a registered student organization. To initiate the process, contact the Office of Student Life and Student Conduct. After contacting the office of Student Life and Conduct, submit the “Organization Registration Form” via SCHOLAR.
- Once that form has been received, the organization president will be contacted. At that point, your organization will be contacted to schedule a date and time to appear before the Student Government Association for official recognition. You will need a completed Constitution and By-Laws for submission. SGA will look at the following in your presentation as it makes its recommendation for approval/denial of your group’s application:

PURPOSE:

- How are you going to define your organization?
- What are your proposed goals?
- What are you hoping to accomplish?
- How do you fit in on campus?
- What role do you want to play?
- Who will serve as your faculty/staff advisor?
- Is there a department you can or will be affiliated with?
- If you are requesting an allotment, how will it be used?

MEMBERSHIP:

- Are there other people you already know who would want to join?
- How are you going to identify others?
- What will this group have to offer them? Can they find this elsewhere?
- What kind of commitment will they have to make?
- What makes this group unique?

STRUCTURE:

- Will there be officers?
- How will the officers be selected?
- How long will the officers be in office?
- How often will you meet? When and where?
- What role will your advisor play within the group?
- How will decisions be made within the group?
- What standing committees will your group need?

Creating a Constitution and By-laws

The Constitution of an organization contains the fundamental principles which govern its operation. The By-Laws establish the specific rules for group function.

- Why have a Constitution?

The process of writing a Constitution will serve to clarify your purpose, delineate your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the Constitution will be a much easier and more rewarding experience.

- What should be covered in a constitution?

The following is an outline of the standard information included in a Constitution. The objective is to draft a document that covers these topics in a simple, clear and concise manner.

- ARTICLE I The name of the organization
- ARTICLE II Affiliation with other groups (local, state, national, etc.)
- ARTICLE III Purpose, main function of the organization
- ARTICLE IV Membership requirements and limitations
- ARTICLE V Officers (titles, term of office, how and when elected)
- ARTICLE VI Advisor (term of service, how selected)
- ARTICLE VII Meetings (frequency, special meetings and who calls them)
- ARTICLE VIII Quorum (number of members required to transact business)
- ARTICLE IX Referendum and Recall (procedures and handling)
- ARTICLE X Amendments (means of proposal, notice required, voting requirements)
- ARTICLE XI Ratification (requirements for adopting this Constitution)

- Why Have By-Laws?

The Constitution covers the fundamental principles but does not prescribe specified procedures for operating your organization. By-Laws set forth procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of the organization change.

- What should be included in the By-Laws?

By-Laws should not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- A. Membership (selection requirements, resignations, expulsions, rights and duties)
- B. Dues (amount and collection procedures, any special fees, when payable)
- C. Duties of officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- D. Executive Board (structure, composition, powers)
- E. Committees (standing, special, how formed, chairpersons, meetings)
- F. Order of Business (standard agenda for conducting meetings)
- G. Parliamentary Authority (provisions for rules of order- generally Robert's Rules of Order)
- H. Amendment Procedures (means of proposals, notice required, voting requirements)
- I. Other specific policies and procedures unique to your organization necessary for its operation.

- Once we've got them – what do we do with them?

Remember the reasons for having a Constitution and By-Laws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws only require a simple majority for passage. Once you have developed your Constitution and By-Laws, review them often. The needs of your group will change over time and it's important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

Give a copy to every new member of the organization. This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of the officer training and transition.

SECTION 3: CAMPUS RESOURCES

Meeting/Activity/Event Room Reservations:

- Dining Hall

Jeanne McDade, Office of the Vice President for Student Affairs (FSU 237, ext. 7231, jmcdade@shorter.edu)

- Austin Moses Student Life Center, Fitton Student Union, Front Circle, Cooper Courtyard, Jeanne McDade, Office of the Vice President for Student Affairs (FSU 237, ext. 7231, jmcdade@shorter.edu)
- Brookes Chapel, Eubanks Room, Guest Apartment
Jeanne McDade, Office of the Vice President for Student Affairs (FSU 237, ext. 7231, jmcdade@shorter.edu)
- Winthrop-King Center
Beth Gibbons (Athletics Office, ext. 7347)
- Callaway Theatre
Gina Hicks, The Office of the School of the Arts (MFA 131, ext. 7247)
- Classroom Space, Franklin Hall, Evans Chorale Room
The Registrar's Office (S-T 102, ext. 7205)
- Cobb Room
Candi Himes, Office of the President (S-T 101, ext. 7201)
- Martha's Cellar
Student Life (FSU 235, ext. 7315)
- Tables outside Dining Hall or in Fitton Student Union Common Area
Organizations that wish to set up tables outside the dining hall, in FSU, in the Front Circle, etc. must make a reservation through the student workers in the Shorter Information Booth in FSU or by emailing meetingrooms@shorter.edu. The reservation must be made at least 1 week before the tables are needed. A calendar will be posted outside the dining hall to show weekly reservations. Each organization is responsible for setting up tables and chairs AND putting them away. Organizations who fail to comply with this policy may be fined and/or denied use of the tables for a period of time at the discretion of the Office of Student Affairs.

Damage Fee for Campus Meeting Rooms

Organizations are also responsible for making sure that the meeting rooms used are put back in order when the meeting ends. This includes lining chairs around the walls, taking tables down, and making sure there is no debris on the floor. The meeting rooms are inspected to make sure the rooms are left in good order. In the event that a campus room is damaged or requires extra cleaning after a student organization event, a fine will be charged for the repairs or cleaning relative to the expenses incurred by the University.

Fundraising

Fundraising activities by any campus organization or individual must be approved by the Director of Student Life. Door to door solicitation is not allowed. No outside organization or individual may sell, solicit, or fundraise without approval from the Office of University Advancement. Any faculty division, school, student organization, or individual of the University shall secure approval of the President or, by designation, the Vice President for University Advancement prior to engaging in any form of solicitation in the name of Shorter University. Further, the Vice President for University Advancement should be consulted prior to the solicitation of individuals, corporations, foundations, alumni, or constituent groups to ensure the effective coordination of the University's efforts in fundraising. The University is not responsible for debts incurred by student organizations.
Fundraising Ideas– Office of Student Life (FSU 229, ext. 7315)

Approval for on-campus or off-campus solicitation in the name of Shorter University-Office of Student Life (FSU 229, ext. 7315) and Vice President for University Advancement (University Advancement Office, 706.291.5336)

Publications/Announcements

If your organization would like to advertise or announce an event to the student body, please email the graphic (how you would like the announcement to appear on the electronic monitors and email) as power point slide to the Assistant Dean of Students at todom@shorter.edu. All requests must be submitted at least 48 hours in advance.

As a general rule, posters and publicity materials may NOT be placed on glass (including glass windows of doors), painted or wallpapered surfaces, floors, outside areas of buildings (walls, columns, etc), cars, or doors. The following areas are available for advertisements: Sheffield-Thompson building (designated areas), bulletin boards on campus that are not designated for academic use, and general use bulletin boards in the Fitton Student Union (FSU). All flyers, banners, or any form of advertisement must be submitted to the Director of Student Life to receive a stamp for approval. All publicity materials must have appropriate contact information. Any organization found posting advertisements without the proper approval will be fined \$10 for each flyer found. Chalking is not allowed on bricks, signs, or cobblestone. The painting of posters or publicity materials is not allowed inside any of the buildings on campus. Student organizations will be fined a minimum of \$25 should any area of campus be damaged due to the creation of publicity materials. For more information, please contact the Director of Student Life or the Vice President for Student Affairs.

Allotments

Recognized organizations are eligible for an SGA allotment. Allotments are given out annually at the beginning of the academic year. There will be a mandatory meeting announced that all organizations must send representatives to attend. Information about the allotment is given at this annual meeting.

As a condition of receiving an allotment, organizations must complete the Gold Cup Accreditation Packet. Beginning August 2015, ONLY those organizations that submitted a Gold Cup Accreditation packet for the previous year may request an allotment.

T-Shirts

Designs for student organizations/groups, residence halls, and student leadership t-shirts must be approved by the advisor and Vice President for Student Affairs. All copyright laws apply. Please contact the Student Life Office at 706-233-7315 for more information.

Event Planning

Following is a checklist of general tips and ideas that your student organization may want to use in planning an event. This is an exhaustive list, some items may not be applicable.

Once you set a date you can:

- Determine time
- Determine and book location (get confirmation or contract)
- Determine event concept, theme, etc.
- Establish a budget
- Send a save the date announcement
- Outline logistics: rentals, furniture, parking, security, housekeeping
- Put on VIP calendars: University officials, other organizations, office calendar, etc.

2months out (or more!):

- Set menu, decorations, musicians and A/V needs – book all vendors and services
- Performer needs: microphone, podium, stage, props
- Design invitations or announcement
- Invitation list
- Ticket sales process or RSVP database
- Directional signage
- Draft a production schedule
- Write scripts; include introductions of VIPs
- Establish a publicity game plan
- Decorations/theme development
- Entertainment
- Rain plan
- Sponsorship
- Ticketing/registration
- Track expenses and update budget

Four weeks out

- Photographer
- Mail invitations
- Track ticket sales/RSVPs
- Walk through every step of the event including the venue

Three weeks out

- Schedule briefings with VIPs
- Call all vendors to confirm
- Solicit volunteers
- Walk through every step of the event

One week out

- Finalize production schedule. Include all telephone numbers
- Finalize scripts
- Create and distribute staff/volunteer assignments
- Walk through every step of the event

Three days out

- Give caterer final guarantee. Confirm delivery and set-up times
- Nametags and registration/check-in materials
- Head table/seat assignments
- Walk through every step of the event

Day before

- Prepare an event bin: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, giveaways, and signage
- Reconfirm: Venue, catering, valet, musicians, florist, A/V
- Walk through every step of the event

Day of event

- Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, mic check
- Confirm arrival of flowers, musicians and photographer
- As unconfirmed guests arrive, make them a nametag and write their names on something to keep track.
- Check names of VIPs for script/introductions
- Get feedback

Day after event

- Establish attendance
- Send appropriate thank-yous;
- Final budget review
- Update the checklist
- Determine how to “extend” event to those who could not attend;
- Promote Your Event
- There are many ways to promote your event. Please, refer to our announcements procedures listed above.
 - Make sure the date, time and place of your event are easy to see very quickly
 - Include the name of the organization(s) sponsoring the event
 - Use contrasting colors to grab attention
 - Group related items close together to add organization to your flyer
 - Avoid using fonts that are hard to read
 - Avoid using too much text; catch the eye with visual images
 - Align your text to unify and organize the page
 - Repeat certain elements of the flyer to create consistency
 - Sometimes the more simple design has bigger impact
 - Be sure to have contact information on the flyer (email, number, etc.)
 - Submit ONE copy of the flyer for approval BEFORE printing multiples.

Designing your own promotional materials is fun and a great learning experience for you. However, if you need help designing flyers, posters, slides, logos, T-shirts, or other items for your organization, please contact the Office of Student Life and Student Conduct.

Each organization must schedule events and activities on the Master Calendar in the Office of Student Life. The Vice President for Student Affairs and/or the Director of Student Life has the right to cancel any event that is not scheduled through the Office of Student Life. Any events scheduled in the Eubanks Room, Austin Moses Room, or Martha’s Cellar must be arranged a minimum of one week in advance. Organizational activities are not to interfere with any academic programs. Contact the Office of Student Life at ext. 7315 for details or questions.

SECTION 4: FINANCES

Each organization is responsible for their finances. If an organization desires to open a bank account outside of the University, please notify the Office of Student Life and Student Conduct. The bank account is the sole responsibility of the organization. Bank accounts should not have the University name in the bank account name.

Please keep note of the following in regards to outside bank accounts:

- *Be sure to change contact information each year for new officers.
- *It’s recommended to have at least two signatures required to write a check.
- *If a debit card is issued, only have one for the organization.

If an allotment is requested, every organization must show how the funds provided were used during the academic year. This documentation is a part of the Gold Cup Accreditation packet.

SECTION 5: RISK MANAGEMENT

WHAT DOES IT HAVE TO DO WITH ME?

Risk Management covers a wide array of areas to ensure the individuals and organizations are taking preventive measures to ensure safety. These areas include:

1. Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use
2. Hazing
3. Sexual abuse and harassment
4. Fire safety and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device
5. Travel to a destination outside the area in which the institution is located
6. Behavior at parties and other events held by a student organization or the University

Student Code of Conduct and Student Organizations

Shorter University strictly enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 as well as the use, sale, possession or manufacturing of any controlled substance. A complete copy of the Student Handbook can be found on the Student Life web page: <http://su.shorter.edu/campus-life/>. Student organizations are at all times subject to the Student Code of Conduct. All members of the organization must adhere to the policies within. Behavior inconsistent with the Code of Conduct may result in an individual/organization fine, organizational probation, or termination of the organization. This policy is in effect even during travel and University breaks. Please refer to the Student Code of Conduct for more detailed information.

Hazing

The State of Georgia has enacted legislation making hazing a criminal offense. Shorter University's policy on hazing reflects those laws. Organizational activities, including pledge and initiation s, should be done in good taste and in a manner consistent with the Christian philosophy of the University. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. Shorter University defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excessive fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the organization or the regulations and policies of the University.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to exist as an organization. Failure to report hazing is in effect giving tacit approval of it. Hazing activities may include one or more of the following but are not limited to:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- b. Consumption of any food, drink, drug, or other substance;
- c. Participation in physical activities, such as calisthenics, exercises, or so-called games;
- d. Exposure to weather;
- e. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises;
- f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;

- g. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding;
- h. Kidnapping, transportation or stranding of individuals (Road Trips);
- i. Verbal abuse, including —Line-ups|| and berating of individuals;
- j. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc, and the performance of public stunts and activities;
- k. Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other Shorter University student;
- l. Denial of sufficient time to study;
- m. Nudity or lewd behavior;
- n. Late or early activities which interfere with academic activities or requirements;
- o. Any activity not consistent with the policies and mission of the University.
- p. Rough housing of any sort is prohibited
- q. Scavenger hunts (and like events) are prohibited.

Insignias, Emblems and Organizational Colors

Club and organizations are welcome to have their own official insignia, emblems, colors, etc. Wearing such insignia, emblems, colors, etc. during graduation is strictly prohibited. Graduating members are not permitted to display insignia, colors, or other related items as a part of their official academic regalia. Failure to comply may result in any combination of the following: a fine, withholding of university transcripts, or withholding of university degree. Clubs may also be subject to probation.

Travel

The sponsoring organization takes sole responsibility for all financial obligations and for the actions and activities associated with a trip. If your organization is planning to travel outside of the Rome, city area please notify the Director of Student Life and Student Conduct via email (be sure to cc the faculty/staff advisor in the email as well). When traveling, remember that you and your organization are representing Shorter University. Your actions are a reflection of this university – be a good ambassador! Remember, the Code of Conduct applies at all times during enrollment at the University.

INSURANCE INFORMATION

Vehicle Damage/Automobile Liability

- If using personal vehicles, the vehicle owner’s insurance policy applies.

Personal Accident/Illness Insurance

- The individual student’s health insurance policy applies.

Driving Safety

- Know the route to and from the event. Each vehicle should have a map, directions and cell phone numbers for all on the trip
- Vehicle(s) should be properly registered, inspected, maintained and have at least a ¼ tank of gas
- Drivers should carry a valid driver’s license, and be well-rested
- Before you start the trip:
 - Buckle seatbelts, making sure they’re properly fastened
 - Adjust mirrors, position seat and head restraints
 - Secure loose objects
 - Turn off cell phones
 - Look for engine warning lights, check fuel level
 - Be alert to when mileage drops so you can take corrective action to restore fuel economy

- Don't touch or pump the gas pedal repeatedly when trying to start a vehicle that's run out of fuel
- Drive as fuel-efficiently as possible
- Passengers should wear seat belts at all times
- Consider keeping the following items in the vehicle:
 - Blankets
 - Sand or cat litter (in the winter)
 - Bottled water
 - Nonperishable food
 - First aid kit
 - Flashlight
 - Car charger for cell phone
 - Navigation system
- Avoid driving distractions:
 - Don't drive while calling or texting. Pull off the road
 - Use speed dialing or voice-activated dialing if you have to make a call while driving
 - Let your voicemail take the call. You can call back later when you are not driving
 - Know when to stop talking. If the conversation is long, emotional or stressful continue it when you are not driving
- Do not eat or drink while driving - groom yourself at home, not in the vehicle

SECTION 6: FOR ADVISORS

WHAT IS AN ADVISOR?

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

UNIVERSITY EXPECTATIONS

1. Know the policies and procedures of the University.

Advisors should be familiar with the policies and procedures applicable to their particular group, including those such as: Social Event Registration; Student Code of Conduct; University Policy Manual; policies regarding travel, finance, contracts; and others. If you think your students are about to break policy, ask them:

- Is there a policy, process, or rule that applies to what you're doing?
- Are your plans in line with that policy? Why or why not?
- Do you need to change your plans based on that policy?
- Occasionally, even after some purposeful questioning, students will not adhere to important policies or guidelines. Advisors may be required to step in and be more direct in instructing students regarding their choices.

2. KNOW YOUR ORGANIZATION

Advisors sometimes serve as official points of contact for the university and community regarding their organization. You should be in the know about what your organization is doing and planning so that you can answer questions from Student Activities, the University, and possibly the surrounding community. Tell your students that you expect to be informed about their activities and work with them to establish how you will achieve that. Some examples are:

- Attending group meetings
- Meeting with officers individually
- Reading meeting minutes

PROMOTE LEARNING EXPERIENCES

Being a leader in a student organization is an important part of a student's holistic educational experience. Student organizations offer opportunities to learn about event planning, communication, teamwork, professionalism, policies and procedures, risk management, fiscal responsibility and budgeting, and much more. Additionally, connecting outside the classroom is associated with better grades, a stronger connection to the university, and improved retention and graduation rates.