

Registered Student Organizations Manual

Mount St. Mary's University 2018-2019

Article I. Oversight

Registered Student Organizations are overseen by the Student Government Association. The SGA Executive Board Treasurer will act as the primary point of contact for the RSO's. Ultimately the decision to deny or revoke a new club's request or existing registration resides with the Executive Treasurer and the Dean of Students. All submissions of required materials for both existing clubs and newly forming ones will be received by SGA (located in Lower McGowan).

Once all the paperwork is completed for a club, that club will be considered by the SGA Executive Board Treasurer for budget appropriations. SGA will be responsible for granting approval of registered club status (with assistance from administration where need be), for ensuring that the club's purpose is in line with Mount St. Mary's University mission, that the constitution is valid, and the collecting end of the semester reports. Additionally, this process allows for the maintenance of current records as well as up to date information on the Mount Website.

Article II. Registration

Clubs can take shape at any time during the year, but can only become approved at the beginning of the new academic year. Clubs that come together later in the year will be allowed to register, but will not be eligible for an allocation of money.

I. New Registered Student Organizations (RSO)

- i. New Clubs must fill out electronic forms located on Mount St. Mary's Website under SGA.
 1. http://msmary.edu/student-life/sga/clubs_orgs/
 - ii. One representative from the organization must attend a RSO informational meeting.
- b. Probationary Year
- i. New Clubs that are approved by the SGA must go through a probationary year. Followed by semester reports that will be distributed to your point of contact.
 - ii. At the end of the probationary year the SGA will review and determine the legitimacy of the New Registered Student Organization.
 1. For a RSO to be considered legitimate they must provide:
 - a. Sound Constitution
 - b. Consistent growth and interest into the club by the Mount Community
 - c. Faculty Advisor
- c. Constitution
- i. New RSO's must provide a sound constitution that is in line with the values of Mount St Mary's University.

1. Within the constitution you must provide a list of set goals that will be evaluated by the SGA at the end of the academic year to ensure continuation of the RSO.
 2. The RSO's Advisor must approve the constitution before submission to the SGA.
- II. **Pre-existing Registered Student Organizations**
 Pre-existing RSO's must fill out the electronic forms located on the Mount St. Mary's Website under SGA.
1. http://msmary.edu/student-life/sga/clubs_orgs/
 - ii. One representative from the organization must attend a Registered Student Organizational Information session.
- b. Constitution**
- i. Pre-existing RSO's must provide a sound constitution that is in line with the values of Mount St Mary's University.
 1. Within the constitution you must provide a list of set goals that will be evaluated by the SGA at the end of the academic year to ensure continuation of the RSO.
 2. The RSO's Advisor must approve the constitution before submission to the SGA.

Any and all questions regarding registration or more details on establishing a club should be directed to the SGA office. All budget questions should be directed to the SGA Treasurer directly.

Article III. Responsibilities

Additional expectations and responsibilities are required by each club throughout the semester in order to remain in good standing and continue their edibility for SGA funding. The following list details those measurers:

- I. Submission of a "Registered Student Organization – End of the Semester Report" (approved by the RSO advisor) is due no later than the week before final exams. Failure to submit this report will result in a freeze of a club's budget until the report has been completed.
- II. Work with the SGA Treasurer and Graduate Assistant to issue check requests or reimbursements for approved RSO spending. (Please see Money Requests section for more details)
- III. Work with the SGA Treasurer and Graduate Assistant to receive approval for spending using the Procurement Card. (Please see Money Requests section for more details)
- IV. All community service projects must be approved through the Office of Social Justice using an online form. This must first be approved by the Office of Social Justice before you can complete the service event.

- a. <https://www.cognitoforms.com/StudentLifeTheMount/OfficeOfSocialJusticeDriveFundraiserRequest>
- V. Compliance with all University marketing/promotional policies
- VI. All fundraising activities must be reviewed and approved by Administration.
- VII. No personal reimbursements are to be given, they must adhere to the accounting and finance rules of the University.
- VIII. Each RSO's treasurer should keep track of their spending and finances. The SGA Treasurer tracks your RSO's spending through an excel document. If at any point you would like an update of your RSO budget please contact the SGA Treasurer and compare your record with the SGA Treasurer.

Article IV Community Service

- I. Any organization that wishes to complete a community service project must contact the Social Justice Office using the link above.
- II. All drives and collections (e.g. canned food drive, clothing drive) must be coordinated through the Office of Social Justice through an online form. Please note that preference will be given to the RSO's that submit such requests in a timely manner.
 - i. These policies exist in order to establish consistency in a collection, and to ensure that community partners align with organizational goals.

Article V Event Planning

- I. Any event should take the following factors into consideration: audience, budget, registration/approval, facilities, equipment, transportation, food, staffing, contracts, and publicity.
- II. To register an event, reserve a table in Patriot/AC, reserve napkin holders, wind masters, etc. use the following online form to contact Conference Services. This online form must be submitted at least 2 weeks prior to the date of the event and must be submitted by your club/org advisor.
 - a. www.msmary.edu/internal_event_request
- III. Larger events that you would like to hold such as cookouts, and complex logistical campus wide events must be scheduled through SGA. Once your request is submitted, a confirmation booking sheet will be sent out and the auxiliary offices (Dining Services, Center for Instructional Technology, Physical Plant, etc.) will be notified. In the event of a conflict with a date, location, or time the person making the request will be contacted to work through alternative viable options. Requests should be made 4 weeks in advance.

Mount St. Mary's Promotional Guidelines and Policies

The purpose of this policy is to set promotional standards for Mount St. Mary's University. The reasonable measures listed within this document aim to ensure appropriate content, means, and

aesthetics for all promotional efforts in order to uphold the Mount's integrity as well as its efforts towards continued campus beautification. All administrative offices, department heads, and advisors of clubs and organizations, etc. are ultimately responsible for the appropriateness of the material that is endorsed by their respective departments, offices, and student groups.

Standard Marketing Means

All of the following standard marketing means do not require prior approval but should be reviewed by the sponsoring office, department, or advisor.

Website

- I. Public events must be added to a department calendar or submitted to the calendar online. Public events include any event open to either the entire Mount community and/or the general public. If an event is cancelled, it should be updated as "cancelled" and not removed. If a request has been submitted through the online calendar please email the webmaster with updates.
- II. ii. Press releases for campus events should be sent to University Marketing.

Mount Digital Sign Channel

The content on the Mount Channel screens is displayed at the discretion of the Office of Marketing, with these basic guidelines for submitting content:

- I. Marketing materials should be submitted online at least two weeks prior to the event/promotion date
- II. Each slide may contain only one event promotional message and one call to action
- III. Only a limited number of slides are displayed at any given time - not all submitted slides will make the cut - slide content will be evaluated based on visual quality and effective marketing style, audience appeal, expected attendance, and number of slides in the queue at the time.
- IV. Materials must be in .pdf or .jpeg format (all other forms will be rejected)
- V. Materials must be designed in accordance with a widescreen 16:9 aspect ratio (1920x1080px) and have a professionally polished appearance (Hint: create slides in PowerPoint – Under “themes” select slide size 16x9. Once your slide is ready save as .jpeg or .pdf)
- VI. Stay visual with the Content – viewer time is limited to five seconds, use one large photo or image with concise text and minimal details to get your point across (30% or less text in a readable font size, sans serif fonts are best for readability, solid text without outlines works best, it is unnecessary to use the Mount logo)
- VII. If an event is cancelled, contact digitalsigns@msmary.edu as soon as possible to update the event listing on the Info Channel.

Emails

- i. For Registered Student Organizations only advisors are authorized to send emails to the entire campus. The appropriate distribution lists should be selected for dissemination; if directions to the Senior Class, send to that distribution list, not “All Students”.

Flyers

- I. Flyers can be made using the Print Shop located in the Physical Plant
- II. Flyers must be hung with masking tape! All other types of tape are prohibited
- III. Flyers cannot be hung on glass, wood, doors, lamp posts, building exteriors, or trees
- IV. Flyers may be hung in:
 - a. Academic buildings – in hallways and stairwell
 - b. McGowan Center – only on the 3 provided free standing bulletin boards (lower McGowan, in front of the Bookstore, and the Patriot Hall entrance)
 - c. Residence Halls – currently 50 copies of flyers may be given to the Office of Residence Life so that RAs can post them on their hallway bulletin boards. (door hangers and sliding flyers under doors are not allowed)
 - d. Flyers MUST be removed within two days following the event

Banners

- I. Banners are only to be hung along the atrium in the Academic Center. They are not to be attached to ceilings, hang across hallways, or doorways
- II. Banners are to be hung using masking tape only, all other types of tape are prohibited (supplies are located in the Campus Activities Office)
- III. Banners must be taken down within 2 days following the event

Posters

- I. Posters may be printed at ISTC in the Academic Center
- II. Posters must be submitted as a .jpeg image (hint - create in Microsoft Publisher on a 24" x 36" template and save as a .jpeg image file)
- III. Posters can be placed in windmasters with confirmed reservations. Use of the windmasters must be requested through the Event Services form (medium is very limited – it is recommended that requests be arranged at least two weeks in advance)

Napkin Holders

- I. In holder marketing spaces are reserved in one week periods only, for a maximum of two weeks if available
- II. Napkin holder reservations are requested through the Event Services form (space is very limited – it is recommended that requests be arranged at least two weeks in advance)
- III. The individual office or group is responsible for placing the information in all of the napkin holders
- IV. Slot size is 4 1/2" high by 6" wide, and there are roughly 125 napkin holders

Information Tables

- I. There are three information tables available for reservation in Patriot Hall, and two in the Academic Center.
- II. To book a table, fill out the Event Services form. (With the limited supply of tables, recommended reservation time is at least two weeks in advance). Tables are booked in time slots for lunch and dinner, on a daily basis and MUST be staffed during the time slots the group has booked
- III. Any flyers or banners must be taken down when the time slot is over.

Money Requests

Card Usage Requirements

Before any transaction occurs, a minimum of one (1) week must be given to the SGA Treasurer and the Graduate Assistant to approve the budget spending.

An itemized list with complete research, including prices, about what your club is purchasing is required for approval. Once approval is received your club must give 2 business days' notice to the Graduate Assistant before you are able to pick up the card.

The Purchase Card must be returned within 24 hours from the time it was signed out, failing to do so will result in your club being fined. Cards may only be signed out Monday-Thursday (unless special circumstances are previously approved)

Before and after the card is used, the person using the card must sign out the card and sign it back in. Do not leave the card on the table, it must be signed back in by an employee of the Campus Activities Office.

The receipt must be returned with the card, as well of a picture of the receipt emailed to the Treasurer and the Graduate Assistant.

You must go into your clubs excel sheet and add it the purchases that you made once the transaction has occurred.

Purchase Card Limits

The Purchase Card has a \$150 dollar limit. The card is tax exempt and the tax exempt code is on the card. You MUST make all purchases tax exempt, if tax is included on your purchase you will lose purchase card privileges.

Cash Disbursements

You may obtain a form from SGA to be given up to \$50 in cash per student from the Accounting and Finance office for club usage. The form must be approved and signed by the SGA Treasurer and Graduate Assistant in advanced prior to taking it to the Accounting and Finance office.

Any remaining change and receipts must be brought to Accounting and Finance within 3 business days of issuance and be equal to the original disbursement

Please remember to use the University's tax exempt card whenever making purchases. (Copies of tax exempt cards can be obtained from SGA)

Reimbursements

Reimbursements are a measure of last resort. All reimbursements will be provided in cash on site if under \$50 or a check if over \$50. Checks above the \$50 amount will only be issued on the Monday after the reimbursement is filed.

Taxes are not reimbursed

Original copies of all itemized receipts are needed for a reimbursement

Check Requests

If you need a check to be cut, speak directly with the Graduate Assistant, as this process is more in-depth and can take multiple weeks.

How to Prepare a Constitution

The following has been prepared to assist you in writing a constitution for your new organization. You may choose to follow another specific format. To be recognized by the student governments, however, you must include articles that contain the information found in articles I, II, III, IV, V, VI, VII, VIII, IX, and X.

Article I: The name of the organization is stated in article I. Be descriptive to promote campus community awareness of the organization. In all cases, it is wise to check with the Office of Campus Life to see if the name is already registered with another organization.

Article II: This consists of a few sentences outlining the purpose of the organization. The organizations' goals and meaning are the most important part of the campus community. Clearly defined purposes help to increase active membership.

Article III: Qualifications for membership should be stated here. Membership should be limited to those people officially connected with the university community. Membership may be "open" (anyone can join) or "selective" (membership is limited and/or voted upon). Only clubs that are open in membership can receive funding from SGA. This article is also an appropriate place to elaborate on the amount of annual dues and the specific terms of payment (monthly, yearly, etc.).

Article IV: This article specifies the organization's officers and their duties. The number and types of each office will vary in each organization, but all organizations must have at least a president/chairperson and a treasurer. Many will also have a vice-president and a secretary. Be specific as to their duties; do not be vague. This is very important in order to avoid future procedural problems. Many organizations have become inactive because of disputes about unclear responsibility. Also, specify any qualifications necessary for each office (year in school, GPA, minimum membership time in the organization, etc.).

Article V: Any committees that are a permanent function of the organization should be specified with the chairperson's duties. It may be stated whether the chair sits on the organization's executive board. Such committees may include membership, newsletter, or publicity.

Article VI: A traditional constitution sets definite rules and procedures for elections in this article.

Article IV: has already established who can run for an office. Specify a definite procedure for filling, nomination, election and percentage of membership votes necessary for electoral validity appeals. You may want to have elections in the spring. This insures people will be there in the fall, and it gives the officers time to plan and have events ready for the fall. **Article VII:** Every student organization is required to have a full-time faculty or full-time staff adviser. The nomination and selection procedure should be specified as well as the removal process.

Article VIII: This article specifies procedures for removal from office. The benefit of this is to give the organization an escape clause for ineffective, incompetent, or unethical officers. Most organizations require a 2/3 majority vote for removal of an officer.

Article IX: Because an organization must change in accordance with the environment and community, this article permits the constitution to be amended. As in case of impeachment, a 2/3 majority vote is usually implemented for amendment ratification.

Article X: This final article specifies the procedure for the initial ratification of the constitution by the organization itself. If all procedures have been followed as outlined, there should be no difficulty in gaining the approval of a usual 2/3 majority vote of members in the organization.