

**Clubs and
Organizations
Leader and
Advisor's Manual**

2009-2010



Office of Student Leader Resources
Department of Student Activities
Radford University

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GENERAL INFORMATION

INTRODUCTION

This manual has been compiled as a resource for club and organization leaders and their advisors. With this manual, RU's campus directory, Student Activities website, RUInvolved, posted materials, and the student handbook, you should have most of the resource information needed for your organization. The purpose of these materials to help each Radford University club and organization function smoothly and effectively.

Best of luck to your organization!

Should any questions or concerns arise at any time during the year, please feel free to contact:

Student Leader Resources Center
Bonnie Hurlburt Student Center, Room 235
ruleader@radford.edu
831-7127

Heather Evans
Associate Director for Student Activities and Leadership
Bonnie Hurlburt Student Center, Room 226
hlsmart@radford.edu
831-5255

Ken Bonk
Assistant Vice President for Student Affairs and Director of Student Activities
Bonnie Hurlburt Student Center, Room 226
kjbonk@radford.edu
831-5332

Do you have a quick question that needs to be addressed?
Send your question to
ruleader@radford.edu

LEARNING OBJECTIVES

DEPARTMENT OF STUDENT ACTIVITIES

The Department of Student Activities Mission Statement supports the overall mission of the Student Affairs Division through the programs, services and facilities that we offer the RU community.

Student Activities Mission

We provide students with diverse out-of-the-classroom experiences that facilitate intellectual, civic and social development while promoting a sense of community and enhancing the educational mission of the University.

Student Affairs Mission

The Student Affairs division will enhance the academic mission of the University by positively influencing students and the environment in which they live and learn. Our mission is accomplished in many ways, including the following:

- Facilitating & enriching the academic environment
- Collaborating with others to extend in-and-out-of-class opportunities
- Offering programs & other opportunities for personal development
- Recognizing & supporting the uniqueness of individuals & their needs
- Engaging students in learning opportunities that link classroom theory to authentic experiences
- Developing an environment of trust, support, & acceptance
- Promoting student citizenship through responsible decision-making & accountability
- Encouraging the development of skills to articulate & achieve personal goals
- Create communities & teams that exhibit synergistic behaviors
- Providing facilities & services to students to enhance the quality of their entire university experience

Our Vision - Radford University's Division of Student Affairs will be the leading model for engaging students in a total learning environment of the University.

Our Motto - Students First; Learning Always

Our Values - We believe that students are the primary focus of our profession. Students are at many different stages of development & need appropriate direction for their levels of development. Students who are engaged in their learning, both in-class & out-of-class, are most likely to graduate & succeed.

DEPARTMENT OF STUDENT ACTIVITIES

STUDENT LEARNING OPPORTUNITIES

Research clearly indicates that as students become involved in activities/employment on campus that the experience leaves an indelible imprint on both their learning and development. You, as students, are our responsibility and it is through this responsibility that we will ensure your University experience is truly educational. We see ourselves as educators and because we are educators, we provide you with numerous learning opportunities (i.e. as leaders, employees, volunteers, etc.).

You will experience these learning opportunities as a result of interacting with our staff and by being an active participant in our programs as well as working in/using our facilities. Listed below are the eight categories and their respective learning opportunities that we are certain you will experience during your time with the Department of Student Activities.

Customer Service

Students will be able to:

1. Provide accurate information to the customers.
2. Articulate policies and procedures.
3. Demonstrate respect and courtesy to customers.

Teamwork/Group Dynamics

Students will be able to:

1. Recognize his/her role in the organization and how the role fulfills the mission of the department.
2. Identify specific position responsibilities in relation to/coordination with others' responsibilities.

Communication Skills

Students will be able to:

1. Express (verbally and non-verbally) oneself clearly and positively to team, supervisor and customers.
2. Produce detailed and accurate information.
3. Demonstrate effective listening skills.

Leadership

Students will be able to:

1. Utilize delegation and effective management skills.
2. Develop comprehensive and successful programs and publications.
3. Demonstrate level of responsibility and use it in a productive manner.

Honesty/Integrity

Students will be able to:

1. Demonstrate behavior that is truthful, respectful and within the standards of the University community.
2. Demonstrate safe and responsible decision making.

Time Management /Organizational Skills

Students will be able to:

1. Prioritize responsibilities in relation to deadlines/time demands.
2. Contribute to a productive/positive department environment.

Understands Differences/Diversity

Students will be able to:

1. Demonstrate ability to convey respect, sensitivity and tolerance.
2. Demonstrate appreciation of different cultural groups.

Personal Development

Students will be able to:

1. Identify personal strengths and areas of improvement in relation to his/her role within the department.
2. Demonstrate independence in decision-making.
3. Demonstrate personal characteristics that positively affect the workplace and organization.
4. Demonstrate an understanding of the balance between academics and outside commitments.

GENERAL INFORMATION

THE COMMITTEE ON CLUBS AND ORGANIZATIONS (COCO)

COCO is an internal governance committee whose function is to recommend, review, and administer policy regulating student clubs and organizations. The committee officially registers student clubs and organizations with the authority delegated to the committee by the Vice President for Student Affairs.

Membership Composition: One Student Affairs staff member, a member of the teaching faculty, and four students (undergraduate and graduate students). Additional persons may be included as non-voting members as needed to conduct the committee's business.

Responsible Administrator: Associate Director for Student Activities and Leadership

EQUAL OPPORTUNITY STATEMENT

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at P.O. Box 6889, 704 Clement Street. Telephone: voice (540) 831-5008; hearing impaired (540) 831-5128.

ACCESSIBILITY STATEMENT

Announcements of organizational activities should include the following statement:

Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert here the name and phone number of a representative of the sponsoring organization). Individuals with hearing impairments should call (540) 831-5128.

USE OF RADFORD UNIVERSITY LOGO

Use of the university logo, seal, or mascot symbol must be approved through the Creative Services Office (540) 831-5021.

CLUBS AND ORGANIZATION CATEGORIES

Radford University has established a system for categorizing all clubs and organizations in order to help students identify the purpose/goal of the organizations. By understanding club categories, one will gain a better understanding of the members' interests and how the club enhances the community at Radford.

Academic Honor Fraternities

Groups associated with a particular major or subject area and membership is by invitation only

Activity

A variety of groups assembled to pursue a particular interest

Curriculum

Groups associated with a specific department, major, or subject area and membership is open to all those interested

Greek Letter

Interfraternity Council - Male social fraternities

National Association of Latino Fraternal Organizations - Latino/Latina fraternities and sororities

National Pan-Hellenic Council - Historically African American fraternities and sororities

Panhellenic Council - Female social sororities

Leadership Honoraries

Organizations - Groups that have an affiliation with a nationally recognized organization

Representatives - Students participate in an application and selection process for positions to represent RU within a department or program

Programming

Groups responsible for all-campus programming such as concerts, theater, comedians, and movies

Religious

Groups affiliated with a particular belief system or denomination

Residence Hall Associations

Councils involved with programming within the residential halls and community outreach

Service

Groups interested in providing service to the campus community and beyond

Social Action

Groups bringing awareness to a particular issue and providing opportunities for social interaction based on similar interests

Recognized Sports Clubs

Sport Clubs are formed by individuals motivated by a common interest and a desire to participate in a favorite sports activity

Recreational Interest Clubs

Recreational Interest Clubs are formed by individuals motivated by common interests in various outdoor activities

Student Government Association

Governing council of the student body that exists to facilitate the representation of student opinion

Student Media

Student-run, student-based media with formats ranging from the newspaper to the World Wide Web

Each year the Department of Student Activities publishes a listing of clubs and organizations. This listing is designed to keep you up-to-date on all the active student groups on campus. Copies of the listing guide are available in the Office of Student Leader Resources in Hurlburt Student Center Room 235 or on RUInvolved.

PRIVILEGES OF CLUBS AND ORGANIZATIONS

1. The organization's name will be listed: in the Standards of Student Conduct, on the club and organization listing, on RUInvolved, and on the official roster of registered clubs and organizations. Such listings automatically result in inclusion in all "Campus Leaders" e-mailing lists and other information-sharing networks.
2. The organization will be assigned a club mailbox in the Student Leader Resource Center of the Bonnie Hurlburt Student Center. The Associate Director for Student Activities and Leadership will assign mailboxes to organizations. Additionally, all clubs are allowed the opportunity to maintain Radford University e-mail accounts and develop their own World Wide Web sites through the University. The form to request an email address or web page for a club or organization is available online at <http://www.radford.edu/stuact/forms.html>.
3. Organizations are encouraged to use the student involvement tool, RUInvolved.
4. The organization may participate in the annual Club Fair.
5. The organization may be included in the organizational section of *The Beehive* (year magazine).
6. The organization may reserve certain campus facilities. In some circumstances, there will be a nominal charge for the use of these facilities.
7. The organization may use the University's name in the title of the organization. For example, "The Swim Club at Radford University." (Not acceptable: Radford University Swim Club)
8. The organization may use the University's name in the advertising of an event being sponsored by the organization. For example, *Coffee Hour sponsored by the XYZ Club at Radford University* is acceptable. Organizations may not advertise any event using the University's name in the beginning of the title. For example, *Radford University Coffee Hour sponsored by the XYZ Club* is not acceptable. Only a University-sponsored event such as *Radford University Commencement* is permitted to use the University's name in the beginning of the title of events for organizations or publications.
9. The organization may raise funds on campus through the sale of merchandise or through admission to events. All fundraising activities must be in accordance with the policies listed in the Club Manual, the Standards of Student Conduct, and the Student Finance Committee policies. Student Finance Committee funded organizations cannot fundraise (R-SPaCE, DAP, SGA, etc)
10. The organization may request funds from the Club Programming Committee (a Student Activity account administered by a staff member of the Department of Student Activities in Hurlburt Student Center) for providing non-profit activities that are of interest to and open to all Radford University students. University-funded organizations do not have access to these funds because they receive annual budgets.
11. The organization will have access to university-owned technical equipment (i.e. sound system) and assistance in the operation of that equipment for activities of the organization. Arrangements for the use of such equipment may be made at the Hurlburt Information/Event Planning Office, located in the Bonnie Hurlburt Student Center.
12. The organization may use University contracted vehicles. A copy of the procedures and guidelines for the use of vehicles may be obtained from the Student Activities Account Manager in the Bonnie Hurlburt Student Center Room 226 (831-5044).
13. The organization may sponsor events for the entire campus and have use of Hurlburt Student Center – and the organization may utilize resources free of charge in the Student Leader Resources Center.

RESPONSIBILITIES OF CLUBS AND ORGANIZATIONS

Student organizations are expected to comply with the following requirements:

1. Conduct all activities in compliance with university policies and procedures, the constitution and laws of the United States, the Commonwealth of Virginia, and the City of Radford. Any policies or laws applying to individuals also apply to recognized student clubs and organizations. For further information, please refer to the Student Code of Conduct.
2. Annually submit registration information through RUInvolved by a deadline determined by the Department of Student Activities.
3. Organizations that do not submit a list of officers and advisor by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the organization's last listed officer and advisor. Two weeks from the date the notice is mailed will be allowed for a response before the organization becomes inactive.
4. Inactive status is defined as an organization which has failed to meet its obligations of submitting the names of its officers and advisor, or which has not maintained regular activities during any given year (Fall through Spring). Examples include not meeting regularly, sponsoring events, etc. Organizations on inactive status shall not be included in the official list of registered clubs and organizations and shall forfeit all privileges granted to registered organizations.
5. Obtain approval from the appropriate agents (including the advisor and, when appropriate, the Assistant Vice President for Student Affairs/Director of Student Activities as well as the Associate Director for Student Activities and Leadership) for all club-sponsored events and fund-raising activities held on campus with the exception of regular and committee business meetings. For assistance, contact the Information/Event Planning Office located in the Bonnie Hurlburt Student Center (831-5420).
6. Submit for review or approval any changes or amendments to the club's constitution to the Associate Director for Student Activities and Leadership in the Bonnie Hurlburt Student Center, Room 226.
7. All student clubs and organizations must have an advisor who is a full time or adjunct faculty or staff member at Radford University. Clubs and organizations are responsible for the recruitment and selection of their advisor. The advisor's name, campus address, and phone number must be listed with the Student Leader Resources Center (Hurlburt Room 235). If a change of advisor or officer occurs during the year, the organization must revise the registration information through RUInvolved by contacting the Student Leader Resources Center (Hurlburt Room 235).
 - a. Club advisors are encouraged to attend club meetings and club-sponsored events, provide training for officers, and help ensure a smooth transition when new officers assume their duties.
 - b. The advisors are encouraged to maintain a file of financial reports, minutes, club constitution (hard copy and computer disk copy) and other official matters to ensure that this information will be available to new officers from year to year. In the event that a new advisor is appointed, this file should be given to the new advisor. The advisor should also be knowledgeable of organizational information posted on RUInvolved.
 - c. The advisor's signature should be included along with that of one or more officers of the club for all off campus bank accounts established by the organization.
 - d. Advisors are expected to work closely with their club or organization in coordinating club activities in order to enhance the quality of programs and the leadership/membership skills of the club participants. They must also encourage compliance with RU's policies and procedures and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

RESPONSIBILITIES OF CLUBS AND ORGANIZATIONS (Continued)

Note: Any recognized organization without an advisor will be allowed a maximum of one semester or four months (not including winter or summer vacations) to find an advisor. During the period in which an advisor is being sought, the organization may not utilize vehicles or sponsor events in university facilities other than business meetings. After four months without an advisor, the status of the organization will be reviewed by the Committee on Clubs and Organizations (COCO). The organization may be placed on probation or inactive status until an advisor is found.

If you have any doubt about the policies or correct procedures, contact the Office of Student Leader Resources in Bonnie Hurlburt Student Center Room 235. Failure to follow university policies and procedures will subject an organization to formal review by COCO and may result in a loss of active status as a registered campus group and/or judicial action.

OFFICE OF STUDENT LEADER RESOURCES

The Office of Student Leader Resources (SLR) is designed to foster the development of future leaders who are critical thinkers and who approach every situation as a learning opportunity. Civic responsibility and commitment to fulfilling the obligations which come with being a citizen will be encouraged through the use of sequenced and varied experiential opportunities.

The Office of Student Leader Resources provides students with leadership and involvement opportunities including:

- The LEAD Scholar Program
- Student Leadership Awards
- Club Fair
- Leadership Odyssey
- Leadership Training Sessions
- Student Leader Resource Center
- RUInvolved
- Leadership Library
- ... and much more!

Throughout all the components of Student Leader Resources are integrated themes such as leadership theory, historical perspective, skills, abilities, and ethical and philosophical considerations. Whether the component is a course, workshop or outdoor adventure, involvement with the department requires a combination of action, experiential learning, and student development that takes the students from the classroom to a relevant setting to observe, participate, and practice leadership.

The office schedule for the Office of Student Leader Resources is as follows:

Monday – Thursday	10 am – 7 pm
Friday	10 am – 1 pm

The office is located in Hurlburt Student Center Room 235.

The SLR offers the following resources at no cost to RU's clubs and organizations:

- Mailboxes
- Banner paper (limit is five banners/poster boards per month per organization)
- Poster board (limit is five banners/poster boards per month per organization)
- Colored paper
- Craft/Art supplies
- Computers
- Scanner
- Copier (limit is 500 copies per month per organization)
- Two printers
- Poster maker
- Ellison letter making machine
- Cold laminator
- Leadership Library (leadership books, icebreaker ideas, teambuilding activities)
- Leadership Resources (resources can be checked out for retreats, workshops, etc.)

Copier, scanner, computers, workspace, leadership library, and supplies are located in the Student Leader Resources Center and are available for all registered RU clubs, organizations, and student leaders to use for organization use only – **not personal use.**

THE LEAD SCHOLAR PROGRAM

Leadership Through Experience, Academics, and Development

LEAD is Radford University's student leadership program. It is a comprehensive program consisting of three components: Experience, Academics, and Development.

EXPERIENCE

The experiential component of LEAD will challenge you to connect leadership to practice. You will reflect upon your experiences through participating in workshops and/or conferences and experiential learning.

Workshops and Conferences

LEAD students are required to participate in leadership workshops and conferences before graduation. Leadership workshops and training seminars hosted by student organizations may also fulfill this requirement.

Experiential Learning

Radford University's Career Services and Center for Experiential Learning sponsors a variety of service learning and internship opportunities. LEAD students are required to participate in one intensive event before graduation.

ACADEMICS

In the academic component of LEAD, you will systematically explore and reflect upon leadership skills. You will develop a base of knowledge that will provide you with the conceptual tools that support the exercise of leadership in a variety of settings. In a setting that emphasizes active learning, you will use techniques like simulations, case studies, and fieldwork to help you understand how to use what you know in real-world situations. The academic component of LEAD requires that you successfully complete four courses.

LEAD 110: Emerging Leadership

(3 credits)

This is the introductory course in the LEAD program. Taught each Spring, LEAD 110 is designed to introduce students to the nature of leadership and to various leadership topics.

Courses within your Major

(9 credits)

Three courses chosen from those approved as leadership-related courses by the academic college in which you choose your major. These may be courses that satisfy some of your major requirements.

Total = 12 credits

***** You must earn at least a "B" in each LEAD course to earn the LEAD certificate *****

DEVELOPMENT

LEAD will give you the opportunity to apply the knowledge and skills you acquire. Through taking on student leadership roles, you will gain first-hand experience while developing and fine-tuning your leadership skills. You can choose one of the following options:

RU Student Leadership

Any leadership position including two semesters of training, application, reflection, evaluation, and involvement would fulfill this option. Examples include Orientation Assistant, Resident Assistant, RU Ambassador, and University 100 Peer Instructor. Officer positions within student organizations may also fulfill this requirement.

Off-Campus Leadership

This option is likely the best for non-traditional students. Students can design experiences including training, application, reflection, and evaluation that suit the lifestyles of non-traditional students. Students must complete six months in this role.

If you are interested in learning more about The LEAD Scholar Program, please email ruleader@radford.edu.

Student Organizations and Involvement at Radford University RUInvolved

Introducing RUInvolved...

It is the online communication and management tool for clubs/organizations, student leaders, and advisors. RUInvolved is a site that will revolutionize the way you and your club/organization do everything!

RUInvolved enables you and your organization to:

- Track your student involvement
- Create a student involvement transcript
- Register your organization online
- Manage membership and participation
- Store files and documents
- Communicate with your members
- Hold online elections

Visit RUInvolved today!

- Log into Radford University's portal.
- Click on the green RUInvolved icon (on the top right).
- Create a new account by entering the required information.
- After creating a new account, you may need to log out and then re-enter the site.
- Start browsing clubs and organizations, updating your organization's profile, etc.

***Office of Student Leader Resources
Hurlburt Student Center Room 235
www.radford.edu/~stuact
ruinvolved@radford.edu
540/831-7127***

HOW TO BEGIN A NEW STUDENT ORGANIZATION (OR REACTIVATE A FORMER CLUB)

STEP ONE

CONTACT THE OFFICE OF STUDENT LEADER RESOURCES

If you are looking to create or reactivate a student organization, your first step is to visit the Student Leader Resources Center in the Bonnie Hurlburt Student Center (Room 235).

Through consultation, you will be provided appropriate information regarding your group. You will receive a "How to Begin a New Student Organization" packet that walks you through the stages. The packet provides a step-by-step guide that directs you from an idea through formal recognition. Included in the packet are sample constitutions, publicity suggestions, and a checklist. All new clubs/organizations must be approved by the Committee on Clubs and Organizations (COCO) before they are registered on campus and can enjoy the same benefits as established organizations. The registration process may take approximately one full semester.

If you are interested in starting a new sport club or Greek organization, you can still begin the process by contacting the Student Leader Resources Center in the Bonnie Hurlburt Student Center (Room 235). For Greek organization information, please contact the Office of Greek Life in Hurlburt Student Center. For Sport Club information, please contact Campus Recreation in Hurlburt Student Center.

STEP TWO

DEVELOP A CONSTITUTION

All clubs and organizations must maintain on file in the Office of Student Leader Resources in the Bonnie Hurlburt Student Center as well as on RUInvolved a current and accurate copy of their constitution. Constitutions must be reviewed and updated at least every three years. If you are reactivating a former organization, a copy of the latest constitution on file can be provided as a starting place.

CONSTITUTION REVISIONS

Occasionally, it is necessary for a club or organization to make a change or amendment to its constitution. In situations where a change in the purpose statement(s) is not involved, the club must only present these changes to the Student Leader Resources Center for review. Changes must be consistent with university Affirmative Action guidelines and the constitution guidelines found in the Club or Organization "How to Begin a New Student Organization" packet available from the Office of Student Leader Resources. If an organization's constitution requires major changes to its purpose or policies, or if the name is to be changed, then the new constitution must be presented to COCO for approval.

STEP THREE

SUBMIT FOR APPROVAL THROUGH COCO

Once a constitution has been written and supportive student members have conducted at least three general interest meetings, your organization will begin the formal approval process through the Committee on Clubs and Organizations (COCO). In order to be approved by COCO, student organizations applying for recognition must have at least seven current RU student members and an advisor who is a current fulltime or adjunct faculty/staff member at RU. COCO consists of students, faculty, and staff that review the formation of new student groups.

CONSTITUTION GUIDELINES

All constitutions (and bylaws) must address specific topics. While they do not have to follow this outline exactly, the following format is used by a majority of student organizations.

However, the required statements under each section must be included.

Article I: Name of Organization

Name of organization and national affiliate (if applicable): If the organization has a national affiliate, copies of their bylaws and constitution must be presented for review and be added to your group's folder in the Office of Student Leader Resources.

Article II: Purpose

The purpose should state why the organization exists and specifically state the objectives (without listing specific activities) of the organization. The activities of the organization must relate to the purpose.

Article III: Membership

Section 1. General Requirements

A statement defining who is eligible for membership must be included. Membership can be open to all RU students, faculty, and staff; however the organization is free to decide, for themselves, what they believe and who may be a part of their organization (i.e. Democrats need not include Republicans, vegans can exclude meat eaters, Christian groups can exclude non-believers or those of different faiths, etc.).

As the University carries out its mission to prepare students to live and work in a pluralistic society, it is our hope that all student organizations will recognize the valuable learning experience which is offered through club participation. If this club sponsors a public event in University facilities (e.g., an all-campus dance) or receives University funding for an event, it will permit equal and open access to that event by all members of the Radford University community.

Section 2. Categories of Membership

The types of membership (active, inactive, alumni, honorary, etc.) in use must be listed. Voting membership of recognized campus organizations shall consist only of matriculated students, faculty, and staff of this institution. A majority of the voting members must be students.

Nonvoting membership, if any, must be comprised of the following categories:

- 1) Inactive members - persons who have been but no longer are, voting members of the organization, for reason as defined by the organization's constitution and/or bylaws.
- 2) Alumni of the organization who are no longer enrolled at Radford University.
- 3) Special members - a limited number of persons (who may not be affiliated with the University) who qualify for membership according to specifically stated criteria established for special membership. Criteria for special membership must be sufficiently specific and appropriate to meet with the approval of the Committee on Clubs and Organizations (COCO).

Section 3. Qualification and Privileges

The qualifications and privileges (e.g., voting and non-voting) of each membership category must be included. Statement must be made that the majority of voting members must be students.

Section 4. Selection Process

The selection process must be listed for each type of membership.

Section 5. Removal Procedures

The reasons for removal and process must be listed for the membership.

Article IV: Meetings

A statement of the quorum (the minimum number of members who must be present before an official meeting can take place) must be included.

Section 1. The number of meetings (e.g., per month/semester/year) should be listed.

Section 2. The specific guide to parliamentary procedure (e.g., Robert's Rules of Order, Newly Revised) must be listed.

Section 3. Quorum defined - A quorum is the minimum number of members who have to be at a meeting for the group's business to be legally conducted. A quorum is generally either the average attendance at the meetings or the largest number of members who can be depended upon to attend to regular meetings.

Section 4. Majority defined - For most organizations, decisions are brought to the membership for a vote. Before a vote can be taken, a quorum must be met. Once the quorum is met, most groups use a simple majority (50% + 1) to declare a decision valid.

Article V: Dues

Section 1. How dues will be decided and who will be involved in the decision. It is best not to specify the exact amount of dues, but rather to explain how the dues will be calculated.

Section 2. When dues will be collected, who will collect the dues, and the checks and balances system. If the organization has rolling membership (meaning that the organization accepts new members year round), what will be the basis for charging of dues?

Article VI: Officers

Section 1. List of the officers (President, Vice-President, Secretary, Treasurer, etc.) must be listed and their specific duties and responsibilities must be stated.

Section 2. All qualifications for holding an office must be stated, including the statement "Only full-time students (12 semester hours) may serve as officers."

Section 3. Duties of each officer explained. This is not an exhaustive list, but does list the main responsibilities.

Section 4. A specific method of election must be explained. Include the term/year of election, length of service, and month of officer transition. Transition is recommended for mid-semester which allows the new and old officers an opportunity to work together for a brief period of time.

Section 5. A statement explaining the reasons for removal of an officer and the specific procedure must be included.

Article VII: Advisor

Section 1. A statement requiring the designation of a faculty or staff advisor(s) from Radford University must be included. (Note: The advisor must be a current fulltime or adjunct faculty or staff member at RU.)

Section 2. The advisor's duties must be stated. ***The following statement must be included: "The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with Radford University policies and the laws of the United States, the Commonwealth of Virginia, and the City of Radford."*

Section 3. A specific method of election must be explained.

Section 4. A statement explaining the reasons for removal of an advisor and the specific procedure must be explained.

Article VIII: Committees (Optional)

Section 1. Executive Committee

Some organizations require meetings of officers, and advisor(s), and certain representatives for executive sessions. If this is applicable, the membership, a quorum, and specific responsibilities must be listed.

Section 2. Standing Committees

Many organizations establish regular standing committees to handle needs such as membership, publicity, and social events. These committees are lead by one Executive Board member and consist of active members. If this section is applicable, each committee should be listed individually. Items such as the formation procedure and the function of each committee can be addressed in the bylaws or the constitution.

Section 3. Special Events Committees

These committees are formed and dissolved as a specific need is addressed. For example: The group may co-sponsor a community clean up project with another organization on campus. The Executive Board would ask one Board member and a handful of active members to organize the group's efforts. Once the project is complete the Special Events Committee is dissolved.

Article IX: Responsibilities

**The following statement must be included: *"The organization will adhere to University policies, the Constitution and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford."*

Article X: Amendments

Section 1. A statement listing the specified proposal requirements for amendments must be listed. Be sure to list the exact steps for amendment presentation and the number of votes needed for a proposal to be considered.

Section 2. The statement must be included that, "Any revisions to the constitution and/or bylaws must be approved by the Associate Director for Student Activities and Leadership."

SAMPLE CONSTITUTION

Constitution of the XYZ Society at Radford University

Article I: Name

The name of this organization shall be the XYZ Society affiliated with the National Chapter of the XYZ Society at Radford University.

Article II: Purpose

The purpose of the XYZ Society is to prepare members for a better understanding of and appreciation for future club formation at Radford University.

Article III: Membership

Section 1. General Requirements

Membership is open to all Radford University students, faculty, and staff. Members must belong to both the national and local organizations through the payment of dues.

Section 2. Categories of Membership

Active members of XYZ shall be determined by the chapter activity, payment of dues, and national affiliation. Chapter honorary members may be selected by any chapter in recognition of significance or accomplishment.

Section 3. Qualification and Privileges

Active membership carries voting privileges. Privileges include participation in activities and programs sponsored by the organization.

Voting qualifications are as follows:

1. Members must be currently enrolled at Radford University
2. Membership must be in good standing as defined by the current Executive Board
(define good standing here...)
3. Members must have paid their dues to the national and local organization

Section 4. Selection

New members can be selected each semester *(describe process here...)*.

Section 5. Removal

Members of XYZ may be removed from chapter membership only for just cause by a vote of 3/4th of the entire voting membership. Any such removal must be approved by the chapter advisor.

Article IV: Meetings

Section 1. Meetings will be held twice a month during the academic year and special meetings may be called if necessary.

Section 2. Business will be conducted according to Robert's Rules of Order, Newly Revised. In case of voting tie, the president will cast the deciding vote.

Section 3. A quorum is two-thirds (2/3) of the active members.

Section 4. A simple majority, (50%, plus one) rules.

Article V: Dues

Section 1. Dues shall be a combination of national and local chapter dues to be paid one month prior to initiation of members. Chapter dues shall be set yearly at the first meeting held in the fall semester of each academic year. National dues are set by the National Executive Committee.

Section 2. Dues shall be collected by the treasurer within 60 days of the first meeting of the semester. The president and advisor will review dues collection on a monthly basis.

Article VI: Officers

Section 1. The XYZ officers shall be: President, Vice President, Recorder, and Treasurer. The Executive Board shall be: President, Vice President, Recorder, Treasurer, and Advisor.

Section 2. (Qualification for Officers) Only full-time students may serve as officers. In addition, they must be in members in good financial standing with the organization.

Section 3. Duties of the officers are as follows:

1. President- Provides leadership and overall direction for the campus chapter. Prepares and maintains a calendar of scheduled chapter events and oversee the chapter meetings.
2. Vice-President- Assists the President in the management of campus chapter affairs; fills in for the President in his/her absence; appoints member(s) to serve as coordinator of committee chairs as needed.
3. Recorder- Maintains membership records, conducts correspondence with the members and relevant others, issues announcements at all meetings, prepares and maintains the minutes of all meetings, and maintains historical records of the campus chapter.
4. Treasurer- Receives and disburses funds and manages the financial affairs of the campus chapter, keeps a voucher system to account for all expenses and serves as chairman of the fund raising committee.

Section 4. A majority vote of the active membership will determine the election of officers. Elections will be held mid-Spring semester for the following academic year. Officers will serve a term of one full academic year.

Section 5. Officers can be recommended for removal by the Executive Board for just cause or if they fail to meet membership qualifications, fail to execute the duties of the office, or fail to satisfactorily attend the general and executive board meetings, unless excused by the president or advisor(s). Approval by a majority vote of the active membership is necessary.

In case of resignation or dismissal, the outgoing officer must notify the Executive Board which consists of the officers and advisor(s). The unoccupied position will be filled by appointment by the Executive Board unless the unfinished term of the officer is longer than a month before the annual spring elections, in which case an election will be held to fill the vacancy for the remainder of the term.

Article VII: Advisor(s)

Section 1. A current fulltime or adjunct faculty or staff member of Radford University will be eligible to be the campus chapter advisor.

Section 2. The advisor(s) shall work closely with the organization in coordinating activities to ensure they are conducted in compliance with Radford University policies, and the laws of the United States, the Commonwealth of Virginia, and the City of Radford.

Section 3. The advisor(s) will be recommended by the Executive Board and elected by a majority vote of the active membership. The purpose of the advisor(s) is to help give members guidance in policies and procedures concerning this organization.

Section 4. The advisor(s) will be removed for just cause at the recommendation of the Executive Board and removed by a majority vote of the active membership.

Article VIII: Committees

Section 1. Executive Committee

The Executive Committee consists of the Executive Board and Committee Chairs. On a monthly basis, the Executive Board will meet to discuss issues pertaining to the chapter. All Board members and Committee chairs are required to attend these meetings.

Section 2. Standing Committees

a. XYZ will have the following Standing Committees: 1. Fundraising Committee; 2. Programs Committee; 3. Promotion Committee; 4. Membership Committee; 5. Publications and Service Committee.

b. Members sign up for committees in which they have an interest. A designated Executive Board member serves as chairman for each committee. In case of a voting tie, the chairperson shall cast the deciding vote.

Section 3. Special Event Committees will be set up as needed by the campus chapter. The committee chair will report committee activities at each general meeting as appropriate.

Article IX: Responsibilities

The organization will adhere to University policies, the Constitution, and laws of the United States of America, the Commonwealth of Virginia, and the City of Radford.

Article X: Amendments

Section 1. Proposed amendments to the constitution of the Radford University chapter of the XYZ Society must be brought forth during a regular business meeting. The amendment must then be presented to a quorum of the organization at the next regular business meeting. All active members must be notified in writing of the proposed amendment. A two-thirds vote of the active membership shall be required for adoption.

Section 2. Any revision of the constitution must be reviewed and/or approved by the Associate Director for Student Activities and Leadership.

CONDUCT PROCEDURES

If an organization is alleged to have violated the Standards of Student Conduct, they will be referred to the Office of the Dean of Students. The Office of the Dean of Students will generally follow the procedures listed below; however, the procedures can be amended if it is deemed appropriate. All findings and sanctions made by Conduct Coordinators or Conduct Boards are recommendations to the Dean of Students who has final approval of all decisions made in the organizational conduct process. The Dean of Students may take administrative action and bypass the listed procedures if necessary to take necessary and appropriate action to protect the safety and the well being of the campus community and its members.

Policies and procedures set forth by individual offices such as the Student Leader Resource Office or the Greek Life Office are regulated by those offices. If those policies and procedures are violated, privileges may be withheld from the organizations that violated them. Greek recruitment violations will be handled by the respective Greek Council, unless the recruitment violation is also a violation of the Standards of Student Conduct. All violations of the Standards of Student Conduct will be referred to the Office of the Dean of Students.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct

1. Any individual may refer an organization to the Office of the Dean of Students for Conduct charges. Conduct Referrals generally will be delivered to the appropriate office within 10 University business days after identification.
2. Upon the receipt of a Conduct Referral, the Case Coordinator will determine if sufficient evidence is present for charges to be filed against the alleged organization. If charges are filed, then the alleged organization's president, faculty advisor, and/or chapter advisor (if a Greek organization) will typically be delivered the charges within 15 University class days of the alleged organization being identified, or completion of the investigation.

Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct

1. **Case Resolution:** The Conduct Coordinator may offer an alleged organization a case resolution. The Conduct Coordinator will typically meet with the alleged organization's president and one advisor (faculty, staff or chapter) to review the charges and the options they have available to them to resolve the matter. The alleged organization can have 48 hours to decide which option they would like to utilize to resolve the charges.
 - a. If an alleged organization accepts responsibility for the alleged offense then the Case Coordinator will assign the sanction(s). If the alleged organization does not agree with the sanction(s) they may request that the Dean of Students, review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the Office of the Dean of Students within 48 hours of being assigned the sanction(s) or by 9:00 am on the next University business day if the deadline falls on a weekend.
 - b. If the alleged organization does not accept responsibility for the alleged offense a Conduct Hearing will then be conducted to determine if the alleged organization is in violation and if so to determine the sanction(s).

2. Conduct Hearing: If an alleged organization rejects or does not attend the Case Resolution or if the Case Coordinator does not feel that a Case Resolution is appropriate then a Conduct Hearing will be convened. The Office of the Dean of Students will determine if the Conduct Hearing is dealt with as an administrative hearing or a conduct board hearing.

Conduct Hearing Guiding Principles:

- a. An alleged organization's president or advisor may request a pre-hearing conference prior to their hearing.
- b. An alleged organization will have at least 48 hours notice of a hearing or the notice will be posted 5 University business days prior to the hearing.
- c. A complete witness list must be turned into the Case Coordinator two University business days prior to the hearing.
- d. Organizations may request, in writing, a list of all witnesses and access to all physical evidence.
- e. The standard of proof in all conduct disputes is a preponderance of the evidence.
- f. No character witnesses or irrelevant behavior will be considered in a hearing.
- g. An alleged organization may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner. An advisor must be a full time Radford University student or a faculty/staff or chapter advisor of the organization. A list of trained advisors is available in the Office of the Dean of Students.
- h. An alleged organization may bring to the hearing a maximum of six non-participating observers from the following categories: members and advisors of the organization, representatives of the organization with which the organization is officially affiliated, and attorneys. Non-participating observers are not able to speak or participate during the Conduct Hearing.
- i. The Hearing Chair/Officer will determine the applicability of witnesses and decide whether or not witnesses will participate in the hearing process.

Appropriate members of the Student Affairs staff and campus conduct system personnel may attend hearings. All persons present excluding Conduct Board members and the hearing chair will be excused from the hearing during periods of deliberation.

Sanctions

All sanctions are recommendations to the Dean of Students. If found responsible, sanctions can include but not be limited to what is on the following list:

1. Censure or warning.
2. An educational or service task.
3. Restitution.
4. Notification of charges and sanctions to the organization's National Headquarters.
5. Removal of privileges of facility usage.
6. Conduct probation. Conduct Probation indicates that further violations of university regulations may result in more serious actions. Conduct probation cannot exceed a period of 32 weeks.
7. The forfeiture of profits from unauthorized or illegal activities. These funds shall be donated to either the Radford University Foundation or to a charitable organization as specified by the Case Coordinator or Conduct Board.
8. Prohibit or place restrictions on activities.
9. Removal of individual membership in the organization.
10. Suspension of organizational status for a specific period of time.
11. Revocation of organizational status.

Appeals

An organization found responsible for a violation of university policy during a Conduct Hearing may request an appeal for one of the following reasons:

- Insufficient evidence that a policy was violated.
- A procedural error in resolving the case.
- Sanction inappropriate for the circumstances of the violation.

An appeal to the Dean of Students must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 am on the next University business day if the deadline falls on a weekend. Typically a decision will be rendered within five to ten University business days, unless the sanction includes suspension, removal of members or revocation of status. After review, the Dean of Students may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Alter the sanction(s) of the original hearing authority;
- Refer the case to an appeal hearing.

The Office of the Dean of Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures for both organizations and individuals. The decision of the Dean of Students or designee in all organizational conduct matters is the final decision for the University.

Advisor's Role in the Hearing Process (Optional):

- Attend the Initial Meeting and or Notification of the Charges meeting with the Organization's president and the Case Coordinator.
- Observe or advise the Organization's president in the Hearing (if appropriate)
- Assist and Support the Organization throughout the Conduct Process
- Ask questions of all involved to make sure that the Organization understands the process, the charges, and the ramifications of sanctions.

STATEMENT ON HAZING

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Radford University community, is a violation of the Standards of Student Conduct.

Hazing, encouraging, facilitating or allowing hazing, by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community is prohibited. Hazing is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing, or degrading activities, regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as a part of membership or as part of initiation is a violation of the Standards of Student Conduct.

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Standards of Student Conduct. This includes, but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

Section II - Operations

First Two Weeks “To Do” List for Clubs and Organizations

- Register for Club Fair online through RUIInvolved.
- Complete and submit the Clubs and Organizations Registration information online through RUIInvolved. Learn more about how to register online through RUIInvolved at a Leadership Odyssey session.
- Make contact with the faculty/staff advisor.
- Make contact with all of the organization’s officers and committee chairs.
- Establish time and reserve space for meetings on campus.
- Advertise meeting time and place during Club Fair.
- Check the club mailbox in the Student Leader Resource Center located in Bonnie Hurlburt Student Center Room 235 and continue to do this regularly. If you want to receive mail through this location, please be sure that your mail is being sent to PO Box 6975.
- Make contact with the membership.
- Review the organization’s constitution. The constitution will need to be placed on RUIInvolved; for, it is a step in the registration process.
- Select an e-mail custodian and ensure the Web/Email Request Form is up to date. The form can be found at the following link (Student Activities):
<http://www.radford.edu/stuact/forms.html>
- Visit RUIInvolved to update club/organization information on a regular basis.
- Attend Leadership Odyssey. Please note that attendance is required for every student organization; so, plan to attend only one of the following sessions in Hurlburt Student Center Auditorium:

Monday, September 7	2:00 pm and 4:00 pm
Tuesday, September 8	2:00 pm, 3:30 pm, and 5:00 pm
Wednesday, September 9	3:30 pm and 5:00 pm
- Should you have any questions, please contact the Student Leader Resources Center in Hurlburt Student Center Room 235 at 831- 7127 or email rulerleader@radford.edu.

CLUB FAIR

Radford's Annual Celebration of Student Involvement

Heth Lawn, 3:30 – 6:00 PM
First Friday of each academic year

Registered clubs and organizations
as well as local businesses will be on Heth Lawn

Take advantage of this student involvement opportunity!

WHO CAN PARTICIPATE?

All recognized organizations are encouraged to participate in the annual Club Fair that is held at the beginning of each Fall semester. The Fair is designed to give Radford University clubs and organizations an opportunity to present displays and information to students concerning club activities and offers clubs a great opportunity to recruit new members. Only Radford University recognized organizations that are registered with the Department of Student Activities can participate. Local businesses and vendors must be a member of and register with the Radford Chamber of Commerce to participate. No individual, group, or business may have a table or distribute information of any kind during this event, unless they have pre-registered.

Due to guidelines set by the Montgomery County Health Department, food and beverages may not be served by local businesses, clubs, organizations, and departments. Pre-wrapped candy is allowed. So, please do not give away or sell any food or beverages.

HOW CAN A CLUB/ORGANIZATION REGISTER?

Registration for Club Fair takes place through RUInvolved!

STUDENT LEADER RESOURCES CENTER

The Student Leader Resources Center, located in Bonnie Hurlburt Student Center Room 235, serves as a central location for open communication between the Bonnie Hurlburt Student Center administrators, staff, and other student organizations. The Student Leader Resources Center is accessible by students, organizations, and administrators.

The Department of Student Activities uses the Student Leader Resources Center and its mailboxes as a main source of communication with student clubs and organizations. RUInvolved is also a main source of communication. All printed materials, program announcements, memorandums, and other information are disseminated through the mailboxes and RUInvolved.

MAILBOXES

Every registered club and organization on campus has the privilege of receiving an assigned mailbox. The boxes are assigned in alphabetical order.

Mailboxes must be checked on a regular basis by each organization. All mail must be cleared out of the mailbox on a monthly basis and before breaks. Student clubs/organizations that do not maintain proper use of their mailbox may risk losing this privilege.

Information that is not intended for advertising or commercial purposes may be shared with clubs and organizations through club mailboxes. Only non-commercial (i.e., volunteering) information can be shared through the Student Leader Resources Center mailboxes.

These mailboxes are not secure or private. For organizations that have a private checking account and receive mail from area banks, packages on a regular basis, having a combination lock mailbox through the RU Campus Post Office is advised.

OTHER STUDENT LEADER RESOURCES CENTER INFORMATION

Several organizations on campus have an alternate mailbox site on campus for various reasons. These organizations include: the Student Government Association, Greek organizations, Student Media, Sport Clubs, R-SPaCE, and Diversity Awareness Programming Board. If you are trying to send information to these organizations, please send/carry the mail to the sites listed below:

SGA	Hurlburt Student Center, RU Box 6984
Student Media	Student Activities, Hurlburt Student Center, RU Box 6895
Sport Clubs	Campus Rec, Hurlburt Student Center, RU Box 6895
R-SPaCE	Hurlburt Student Center, RU Box 6895
Diversity Awareness Programming Board	Hurlburt Student Center, RU Box 6898

Organizations that do not have a mailbox, and would like one, should contact the Office of Student Leader Resources.

Copier, scanner, computers, workspace, leadership library, and supplies are located in the Student Leader Resources Center and are available for all registered RU clubs, organizations, and student leaders to use for organization use only – **not personal use.**

E-MAIL AND WEB PAGES FOR STUDENT ORGANIZATIONS

RU's student organizations are provided with a campus e-mail address and services free of charge. Organizations can apply for an account through the Department of Student Activities and Information Technology (see account request form in appendix).

GUIDELINES FOR E-MAIL

1. The student organization should select one member to serve as the e-mail custodian. The organization should then register the custodian with the Office of Student Leader Resources at the beginning of each academic year. The Office of Student Leader Resources will then notify Information Technology by forwarding the completed account request form (see appendix). This form will activate your organization's e-mail account. Organizations should allow one week for returning organization accounts to be reactivated and at least two weeks for new accounts.
2. Student organizations maintaining an e-mail account are required to check mail at least once a week and to respond to mail in a prompt and professional manner.
3. The Department of Student Activities will use electronic communication to keep all student organizations informed of upcoming events and supportive information.

GUIDELINES FOR WEB PAGES

The Department of Student Activities encourages all student organizations to create and maintain web sites. The Department of Student Activities will connect your creative sites to RUInvolved so that visitors and prospective members can learn more about your organization via the web.

Please ensure that information posted on websites is up to date, accurate, and appropriate.

To find out more information regarding establishing a web page, students may access the Website Creation System and the "New Email and Web Request" form at <http://www.radford.edu/stuact/forms.html>

In addition, your club or organization should maintain an updated profile on RUInvolved.

RESERVING UNIVERSITY FACILITIES AND SCHEDULING ACTIVITIES ON CAMPUS

Campus organizations that wish to reserve a campus facility, sponsor fundraising opportunities, or extra-curricular activities on campus must first contact the Information and Event Planning Office located in the Hurlburt Student Center from 9 a.m. to 4 p.m., Monday through Friday. Scheduling is done on a first-come, first-served basis.

The following information is necessary to schedule an activity:

- Specific date, starting and ending times
- Type of activity
- Expected attendance
- Room set-up (row of chairs, lecture style, dinner style, etc.)
- Equipment (multimedia, podium, sound system, extra tables, etc.)

CANCELLATION / CHANGES

Please notify the Information and Event Planning Office of any cancellations as soon as possible. A minimum of 48 hours is required for cancellation notices.

INCLEMENT WEATHER CANCELLATION POLICY

The Department of Student Activities will consider all reservations cancelled when the university is closed due to inclement weather unless notified. Call x5420.

SOCIAL FUNCTION

Organizations planning to sponsor a social on campus should refer to the Socials Policy available at the Information and Event Planning Office or online at the Student Activities website (under Policies section of website).

SECURITY

Campus Police Officers will be required at most social events held in the Hurlburt Student Center and other campus venues. The Student Finance Committee will cover security costs.

ROOM RESERVATIONS

When reserving space at the Hurlburt Student Center and other non-academic campus space, it is vital that the Information and Event Planning Office understand when your event will begin, end, how the room will be used, equipment needed, and how you prefer the room to be set up. Most rooms have a standard arrangement of furniture, and the reservationist will try to match your needs to a room already established. However, in some cases, special arrangements are needed. If a special room set up is needed, please visit the Event Planning Office for room setup diagrams. Please note that some rooms do not allow food and/or drink (McGuffey rooms, etc).

ADVISORS

The advisor of a student organization hosting any fundraising or co-curricular events should be aware of and approve the event. Also, the advisor or their designee (as approved by the Department of Student Activities) must be present at any major event sponsored by the organization (i.e. any large-scale event that includes the attendance of people who are not members of the organization, such as dances, concerts, band competitions, rallies, etc.).

SCHEDULING AS PART OF AN ALL-CAMPUS EVENT

The coordinator of the all-campus event must first approve on-campus events that organizations plan to hold in conjunction with major all-campus events. The following is a partial listing of major all-campus events:

Major All-Campus Event	Department of Student Activities
Fall opening weekend	Vice President for Student Affairs
Club Fair	Department of Student Activities
Registration Periods	Registrar's Office
Open House	Office of Admissions
Highlander Festival	Office of Public Information/City of Radford/Vice President of Student Affairs
Homecoming	Alumni Affairs Office
Family Weekend	Department of Student Activities
Greek Week	Department of Student Activities
Bonnie Days	Department of Student Activities

Bondurant Auditorium in Preston Hall may be scheduled for use by clubs or organizations.

FEDERAL LAWS AND UNIVERSITY POLICIES ON PUBLIC VIEWING OF MOVIES

It is against federal law and University policies for organizations to show any kind of movie or documentary without following proper licensing procedures.

Please refer to the appendix of forms for a complete description and explanation of this policy and federal law, along with guidelines for purchasing the license.

Remember, any public showing - even videocassettes - requires a license.

For example, the motion picture titles shown at Radford University are licensed for college use by Swank Motion Pictures, Inc. for public performance exhibition by the University. This means that RU has the legal right to show these titles before groups of students, faculty, and their friends on their campuses. The "home use" versions of these same titles, obtained from video stores, retailers, etc., (or movies that are owned by individuals – whether admission is charged or not) are not cleared for public performance use by colleges, schools, etc. because proper licensing fees to the copyright owners have not been paid for such use. Swank pays these royalties for you. For more information on "Copyrights," contact the Associate Director for Student Activities and Leadership.

ONLINE STUDENT CALENDAR OF EVENTS

A Student Calendar of Events will be displayed daily throughout the academic year. To view the on-line calendar, please go to www.radford.edu/~studentcalendar for current listings of activities and events. Club events that are open to the university community and reserved through the Information and Event Planning Office will automatically be included in the Calendar of Events. "Closed" events will not be included. The master calendar serves as a communication tool for the entire campus and larger community. It allows everyone the opportunity to announce an upcoming all campus event and also provides vital information for those planning additional events. For further information regarding the online calendar, contact the Information and Event Planning Office at (540)831-5420.

POLICIES GOVERNING EVENTS

(Events not classified as sit-down affairs)

Information for a Closed Social

A Closed Social can be sponsored by any recognized university club or organization.

Attendance will be limited to 150 people and will be limited to members of the organization and their guests. Each member will be limited one (1) guest.

Closed Socials/Dances will conclude at 1:00 a.m. unless pre-approved for 2:00 a.m. by the Director of Student Activities or his/her designee.

A guest list will be provided to the Event Planning Manager one (1) week prior to the event.

The organization will be responsible for the check-in of guests and the monitoring of the social/dance entrance.

The organization's Radford University faculty/staff advisor must be present for the event in its entirety. If the advisor is not present the event will be cancelled and all charges associated with the event will be charged to the organization.

A minimum of two University Police Officers will monitor the entrances.

Metal Detection will be used at ALL socials/dances. Private security personnel need to be hired.

The event is by invitation only and advertising will not be permitted.

Violations of this policy could result in student center and other university privileges being revoked.

The Assistant Vice President of Student Affairs/Director of Student Activities or his/her designee reserve the right to make exceptions to all or any part of this policy when warranted except with the use of metal detection and university police.

Muse Hall (Large) Banquet Room Reservations Policy Non-Catered Events (in Muse Hall)

The Muse Hall Large Banquet Room must be reserved through the Department of Student Activities Information and Scheduling Office located on the first floor of the Hurlburt Student Center.

Reservations must be made at least five days prior to the event. Reservations are available on a first come, first serve basis.

The banquet room may be scheduled:

Monday - Thursday

8:00AM-10:00PM (events must end by 10PM)

Friday

8:00AM-8:00PM (events must end by 8PM)

Recognized RU student clubs and organizations and university departments, as well as, community and non-university affiliated groups may reserve the space.

Individuals attending events/meetings in the Muse Hall Banquet Room must enter the building by the far right main doors if facing the building; it is the responsibility of the sponsoring organization to inform participants of the entrance requirement.

It is the responsibility of the sponsoring organization to insure that at the completion of the event that the banquet room is in the same condition as when the organization arrived.

It is the responsibility of the organization to insure that participants who are not residents in Muse Hall exit the building following the event.

Events/meetings scheduled in Muse Banquet Room must be reserved in accordance to all university policies and individuals should adhere to Radford University's code of conduct and honor code.

A charge for a room set up is \$50.00 .

Billing for non-catered events will be the responsibility of RU Catering.

Cancellations must be made seventy two hours prior to the event. If not, any fee associated with the event will be the responsibility of the sponsoring organization.

Catered Events (in Muse Hall)

Reservations for Catered Banquet Room events for university and non-university affiliated groups will be scheduled through the Event Planning Office.

Reservations must be made fourteen days in advance of the event.

Groups who have secured the banquet room for a catered event will be referred to RU Catering for food service needs.

RU Catering will be responsible for management of the event and determining if requests to use the space outside the established hours is appropriate.

Prices for food services for catered events is established by RU Catering.

Billing for catered events is the responsibility of RU Catering.

Cancellations must be made seventy two hours prior to the event.

Information for Sponsored Social/Dance With DJ Scheduled in the Bonnie Hurlburt Student Center

A Sponsored Social/Dance may be sponsored by any recognized university club or organization.

Attendance will be limited to the venue maximum capacity if capacity is less than 300.

Open Social/Dance will conclude at 1:00 a.m. unless pre-approved for 2:00 a.m. by the Director of Student Activities or his/her designed.

The organization should contact the Event Planning and Scheduling Office three (3) weeks prior to the event to reserve space and to obtain the appropriate event forms.

The Club/Organization Advisor must be in attendance for the entire event. If the Club/Organization Advisor is not present for any part of the event it will be cancelled immediately and any costs associated with the event will be billed to the organization.

A waiver provided by the Event Planning Office stating that the Club/Organization Advisor has read the Sponsored Social Policy and agrees to be present for the entire event must be signed by the advisor. The waiver must be returned to the Event Planning Office no later than 2 weeks prior to the event. Until the waiver is signed reserved space will remain in a "tentative" status.

The organization will be responsible for managing the event and monitoring the entrance/exits to the social. Club/Organization members working the event must wear badges identifying themselves as an "Event Sponsor" and the badges will be provided by the Department of Student Activities.

The organization will assign 3 organization members to monitor the entrance to the social, and I.D. checker, money collector and hand marker.

The Club/Organization Advisor and an Organization Representative will arrive one (1) hour prior to the social and check in with building/venue managers to receive the event packet to include badges for the event and signature forms.

The Club Advisor will organize a brief introductions meeting prior to the event to include University Police, Operations Building Assistant and a Club/Organization Representative.

The Organization must provide sponsorship identification at the check-in table (banner/flyer/sign).

Metal detection will be used at ALL socials. Private security personnel need to be hired.

A minimum of two University Police Officers will monitor the entrance to the Social. University Police reserve the right to determine the number of officers that will assist with the event in conjunction with the Department of Student Activities and the sponsoring organization.

All security costs will be incurred by the Student Finance Committee (SFC).

Any individual with a Radford University or other college I.D. Card may gain entrance to the event.

Individuals without a college I.D. must present a valid photo I.D., are considered guests and must be sponsored and signed in by a Radford University Student. A student can sponsor up to 2 guests and accepts responsibility for their guests and their actions and behavior. The sponsoring organization is responsible for ensuring that guests are signed in.

At the conclusion of the event, the organization will be responsible for clearing the building with the assistance from the University Police and the venue managers. Sign-in guest rosters, badges and related forms should be returned to the venue manager in the envelope provided.

Organizations will be charged overtime for labor when the event surpasses the scheduled building hours. This will include overtime labor that is incurred if the building is not cleared by the agreed closing.

Advertising is limited to the Radford University campus.

Violations of this policy could result in student center usage and other university privileges being revoked.

University Police reserve the right to cancel an event to due safety issues or other appropriate policies violation(s).

The Assistant Vice President of Student Affairs/Director of Student Activities or his/her designee reserves the right to waive any fees/charges associated with an event.

The Assistant Vice President of Student Affairs/Director of Student Activities or his/her designee reserves the right to make exceptions to all or any part of the policy when warranted except in the use of metal detection and university police.

RESERVATIONS AND USE OF EQUIPMENT

ON-CAMPUS

When making a room reservation for Heth (including the lawn) and Hurlburt with the Hurlburt Information/Event Planning Office (831-5420), equipment is available for use during the club's program.

OUTDOOR

Outdoor on-campus activities involving the use of amplified sound must first receive approval from the Department of Student Activities. These activities are approved on a very limited basis and are generally restricted to weekends and during the hours of 5:00 p.m. - 7:00 p.m. on weekdays.

EQUIPMENT

Equipment reservations should be made when reserving space. Equipment must remain in the building in which it has been rented for use. The person/club/organization requesting the equipment will be responsible for the equipment during the event. Damaged equipment may be assessed to the responsible person/club/organization. Equipment can be reserved for an activity being held in the Bonnie Hurlburt Student Center. Equipment includes: multimedia equipment, podium, sound system, chairs, and tables.

All equipment is available only on a first-come, first-served basis.

CANDLE POLICY

No candles are permitted in campus facilities; this includes both burning and non-burning candles. Battery operated candles are suggested. For more info contact the Information/Event Planning Office.

VEHICLE USE

As a general rule, student groups use Enterprise for their vehicle needs. It is important that no vehicle be used for any purpose which will endanger anyone, cause unnecessary wear or damage to the vehicle, or will have a negative effect on the individual(s) involved or the university. To inquire about vehicle usage, contact the Student Activities Account Manager in Bonnie Hurlburt Student Center Room 226 or call 831-5044.

GRADE AVERAGES

Clubs or organizations that wish to request grade information should submit an alphabetical list including each student's I.D. number and signature which releases this information to the Associate Director for Student Activities and Leadership in Hurlburt 226. A grade release, which releases grades for as long as a student is enrolled and continues as a member of the organization in question, must be obtained from each individual prior to making grade information available to the organization. Grade average request forms and release forms may be obtained by the Department of Student Activities (see appendix for form).

RADFORD UNIVERSITY FUNDRAISING POLICIES

Registered clubs and organizations wishing to engage in fundraising projects on campus should first consult the Associate Director for Student Activities and Leadership and reserve use of the facility in which the activity is to be held through the Information Office in Hurlburt. Organizations that are not registered may not engage in fundraising; however, these organizations may work with the Information/Event Planning Office to purchase a fundraising table on campus. Funds raised must go towards or support the overall purpose of the organization. Fundraising events and advertisements for the events must not be abusive or in any way contribute to or encourage the creation of a hostile environment within the Radford University community nor promote alcohol, tobacco use, etc. In addition, publicity may not promote the violation of University policy and local, state, or federal law.

Sales, Auctions, or Solicitation

Fundraising activities must not inconvenience, harass, or annoy other members of the university community and may not include any type of door-to-door sales or solicitation. Approved sales may take place on Bonnie Plaza, Heth Plaza, and other campus buildings after first obtaining approval from the appropriate facility manager. The City Manager or appropriate city or county officials must approve any off-campus door-to-door sales or solicitations.

Raffles and Bingo Games are legal for RU clubs and organizations under certain conditions. According to communications from the Office of the Attorney General and per Virginia Code 18.2-340.16, "student clubs and organizations are considered "qualified" organizations because they "...are operated exclusively for religious, charitable, scientific literary, community, or education purposes" and, therefore, allowed to conduct raffles, bingo and instant bingo games.

Monte Carlo, Casino, Las Vegas, Reno Nights or Poker/Card Game Nights

These types of events are illegal according to communications from the Office of the Attorney General and per Virginia Code 18.2-325.

It is legal if: (1)All participants paying an admission fee equally have the chance to win items at the end of the night and winning is not dependant upon bidding of auction items by those who accumulated the most play money/chips and (2)All participants do not have the opportunity to purchase additional quantities of play money/chips by the outlay of real money.

In order for an organization to participate in raffles or bingo games, proceeds must not exceed \$25,000. If proceeds should exceed \$25,000, a local permit may be obtained by completing an application available through the Hurlburt Information/Event Planning Office or by calling the Charitable Gaming Commission at (804) 786-1681. Organizations are encouraged to exercise extreme caution before entering into business deals and sponsoring presentations. High pressure sales agencies are: Agencies which pressure students to sign orders on the spot, agencies which pressure partial or full payment before delivering items ordered, or agencies which have a reputation of late delivery or not delivering what they have agreed to deliver. Students cannot sign agreements/contracts; so, work with your advisor before entering into business deals or viewing presentations.

CLUB PROGRAMMING COMMITTEE

Club Programming Committee monies are intended to afford recognized student organizations the opportunity to contribute to the quality of campus life by sponsoring special events and programs that may not be possible without this financial assistance. All Club Programming Committee funding is considered a one-time allocation for a single and limited purpose. Club Programming Committee monies are not available for a club or organization's daily operating expenses. The Club Programming Committee considers each application for funding independently, evaluating each on its own merit. This committee is a subcommittee of the Student Finance Committee. The Club Programming Committee does not guarantee funding.

For more information and complete guidelines for funding, please refer to the most current Club Programming Committee Application for Funding distributed by the Department of Student Activities. Application booklets can be obtained outside the Student Leader Resources Center in Hurlburt 235.

GUIDELINES FOR MANAGEMENT OF ORGANIZATION PRIVATE FUNDS

Many registered student organizations at the University are not funded by the University. These organizations raise money in a variety of ways including the collection of dues, soliciting donations, and sponsoring fund raising promotions (i.e., sales).

Whereas these organizations are basically private associations registered with the University rather than functional entities of the University (i.e., Biology Club), it is not appropriate nor desirable for the University to be involved in the collection, deposit and maintenance of these funds, expenditures, etc. beyond providing guidelines related to sound business practice.

RECOMMENDED GUIDELINES

- 1.** Registered student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Organizational funds should not be co-mingled with the private funds of any officer or member.
- 2.** Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identity Number (FEIN), similar to a Social Security Number for an individual.
 - It is not appropriate to use any individual's SSN for the organization's banking purposes.
 - **No organization is authorized to use the University's FEIN.** FEIN applications are available online at <http://www.irs.gov/pub/irs-pdf/fss4.pdf> (form) and <http://www.irs.gov/pub/irs-pdf/iss4.pdf> (instructions).
- 3.** It is recommended that, when establishing or renewing an account, two signatures be required on checks, usually the organization's president/treasurer and advisor.
- 4.** All financial obligations should be paid promptly. Failure to do so could result in the organization's suspension based on violations of good business practices as specified in the organization's registration agreement.
- 5.** Deposits should be made promptly and appropriate security should be maintained over any cash or checks collected.
- 6.** Receipts should be issued for any money collected by the organization.
- 7.** It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or advisor and that the organization's books be "closed out" and audited during the transition from one treasurer to the next.

OFF-CAMPUS EVENTS AND ACTIVITIES

Clubs and organizations that are funded by student activity fees, must receive approval from Radford University prior to sponsoring an off-campus event. Other clubs and organizations are free to schedule off-campus events and activities without approval from Radford University. The group, its officers, and its membership are solely responsible for the quality, success, and any attached liability of its off-campus programs. Groups choosing to sponsor such events should observe all applicable local, state, and federal laws. Rules, policies, and principles of an organization's governing body (if such a relationship exists) should also be followed. Additionally, all local and state law related to advertising of events must be observed. Violation of law at an off-campus program may result in university judicial action being taken against the organization and may jeopardize the group's status with the university.

No alcohol is permitted at events hosted by clubs/organizations in on-campus facilities.

If you would like to discuss means of conducting a safe and lawful program off-campus, consult the Associate Director for Student Activities and Leadership (831-5255). It is not possible to erase risk, but it is certainly possible to reduce your group's risk and liability.

If your club or organization is sponsoring an event at an off campus location, be sure to have your club advisor review any contracts before any paperwork is signed. Students cannot sign agreements/contracts; so, work with your advisor before entering into business deals or viewing presentations.

Please consider the following subjects which frequently cause concern for many clubs and organizations.

Alcohol

There are three Virginia Alcohol Beverage Commission laws with which people most often have trouble.

Age of Alcohol Consumer - Persons who are 21 years of age may buy, drink and possess beer, wine and distilled spirits (hard liquor). Individuals who are under 21 years of age may not buy, drink or possess any alcoholic beverage. It is against the law for anyone to buy alcoholic beverages for under-age persons.

Location of Consumption - It is illegal for an individual to drink or offer a drink of alcohol to another individual in a public place (excluding businesses licensed for on-premise alcohol consumption). This includes any area that can be seen from your neighbor's property (i.e., areas or porches).

The Sale of Alcohol - Alcohol may be sold by individuals or groups only if they hold an Alcohol Beverage Control Commission license. The "sale" of alcohol includes receiving money for drinks, "sign-up" collections, admission charges, or sale of items such as cups or t-shirts which entitle the buyer to "free drinks."

Organizations may apply for a license that allows them to sell alcohol at a specific off-campus function. For further information about license applications, email enforcement@abc.virginia.gov, contact 540/562-3604, or write to Regional Office in Roanoke, 2943 D Peters Creek Road, Roanoke, VA 24019. For on-campus events, refer to the Reserving University Facilities section of this manual.

Please also note that the unlicensed sale of alcohol will result in suspension from the university for individuals involved. Further information can be located in the standards of student conduct in the statement on alcohol and other drugs (page 21).

Under Virginia State Law, persons can be fined if caught drinking alcoholic beverages in public. In addition, under Virginia State Law, those persons attempting to use a fake or altered I.D. to purchase alcoholic beverages shall be guilty of a Class 3 misdemeanor, and upon conviction of a violation of this section (46.2-347) (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+46.2-347>), the court shall revoke such convicted person's driver's license or privilege to drive a motor vehicle for a period of not less than thirty days nor more than one year.

- ◆ It is illegal for intoxicated persons, regardless of age, to purchase or possess alcoholic beverages. Under Virginia State Law, persons convicted of this violation are subject to a fine of up to \$2,500 and up to 12 months in jail or both.
- ◆ It is illegal to purchase alcoholic beverages for, serve, or sell alcoholic beverages to a person who is suspected of being under age or intoxicated. Persons who are intoxicated must not be permitted to remain in an area where alcohol is served. Under Virginia State Law, the purchaser or seller may be sentenced to 12 months in jail or fined up to \$2,500 or both.
- ◆ Driving a motor vehicle while under the influence of alcohol is illegal. Note: Under Virginia State Law, if persons are charged with driving while intoxicated the car could be impounded, even if it belongs to parents or a friend, persons could face fines or a jail sentence, and would probably lose their driver's license.
- ◆ Open container penalties. It shall be unlawful for any person to be in possession of glass, can, cup, or opened container of any description containing any alcoholic beverage (whether or not mixed with some other beverage) in or on public parks, playgrounds, or public streets in the City of Radford, Virginia. Any person violating this subsection shall be guilty of a Class 4 misdemeanor and shall be punished by a fine of not more than two hundred fifty dollars (\$250.00).

Noise Ordinance

To maintain quiet and peaceful neighborhoods in the City of Radford, an ordinance has been adopted to minimize any unnecessary, unusual, or loud noises that may disturb others. One specific provision states that residents are not permitted to operate radio, TV, stereo, musical instrument, or a similar device if the sound is plainly audible at the property line. Penalties for violations of the noise ordinance include up to 10 days imprisonment and a fine of \$500.

Drugs

Possession, use, distribution, and manufacture or sale of legally controlled substances is prohibited. The possession of paraphernalia in conjunction with drugs or drug residue is prohibited.

Note: Distribution includes the sharing in any way of legally controlled substance.

Safety and Security

The organization sponsoring the event, and its members, are responsible for the safety and security of all members and guests during the event.

A sample guest registration form is included in the manual appendix of forms.

SECTION III - PUBLICITY GUIDELINES

1. A reservation confirmation for the event must be received from the Information/Event Planning Office in Hurlburt before on-campus activities are permitted.
2. All announcements (written or verbal) of activities must include:
 - The name of the sponsoring organization
 - Date of the event
 - Time of the event
 - Location of the event
3. Organizations may publicize on-campus events on dining room tables in Dalton, Muse, and the Bonnie for a period not to exceed three days after first receiving permission from University Dining Services (831-5351). The table tents are to be no more than three inches high and five inches wide.
4. The Office of University Relations (831-5324) should be contacted for assistance in obtaining media coverage of a major event or item of special interest to the campus and the community.
5. The Office of University Relations will attempt to place notices in the hometown newspapers of your club/organization new members. In order to do so, the Office of University Relations will need the following information:
 - The member's full name
 - Criteria for membership in your organization
 - The member's major
 - The member's academic classification
 - The member's hometown
 - The member's parents'/guardians' names and addresses
 - The name of the newspaper to which the notice is to be sent

GUIDELINES FOR POSTING BANNERS

General Information

Banners may be displayed for a maximum of one week and a minimum of one day.

Railing space may only be used to advertise events scheduled on the Radford University campus unless an exception is granted through the Assistant Vice President for Student Affairs/Director of Student Activities.

The sponsoring organization's name must be clearly displayed on the banner. All banners must specifically list an event, time, date, and place.

References to illegal activities are prohibited.

Banners are to publicize major events or activities and are not to be used for personal messages or communications between organizations.

Exceptions to the policy must be approved through the Associate Vice President for Student Affairs/Director of Student Activities and will be granted only under special circumstances.

Violations of the banner policy or guidelines will result in removal of banner and may result in judicial action and a loss of privileges by the sponsoring organization or department. Damage charges resulting from improper posting will be the responsibility of the offending organization or department. Fees will be assessed accordingly.

Specific Banner Guidelines

Location: Heth Hall/Dalton Hall bridge-way railing

Reservations should be made through the Hurlburt Information and Event Planning Office and will be made on a first-come, first-served basis.

Professional quality banners must meet the following specifications:

- Be constructed of canvas or vinyl with waterproof paint only. Other materials will not be approved.
- All lettering must be stenciled or professionally lettered.
- Size is limited to a maximum of 3' high by 12' wide.
- Banners must have grommets and be attached by rope, cord, etc. **NO TAPE IS ALLOWED TO SECURE BANNER TO RAILING.**

All student club/organization banners must be approved by the Department of Student Activities in Hurlburt Student Center.

STUDENT EXPRESSION AND DEMONSTRATION AREA

Student Expression

Students, both individually and collectively, are encouraged to express their views through the normal channels of communication. Students are also free to express their views by demonstrating peacefully and constructively for concepts and beliefs they wish to make known. The University is obligated to protect the rights and freedoms of those students who choose not to participate in a demonstration, as well as being obligated to protect property and prohibit interference with scheduled activities of students, faculty, staff, and any person who may be a guest on campus. Persons who are unsure about the applicability of the policy should contact the Director of Student Activities or the Dean of Students prior to the activity. Persons who are not members of the Radford University community are free to express their opinions at demonstrations providing they are sponsored by a recognized campus student organization.

Demonstration Area

Heth Plaza and the Hurlburt Student Center Plaza have been designated as the primary Demonstration Areas at Radford University for demonstrations or peaceful assemblies. Standard reservation procedures must be followed if a demonstration is to be held on campus; this includes registering the event with the Information Planning Office in the Hurlburt Student Center. Exceptions can be made for alternative sites on campus, as needed, by the Director of Student Activities. Outdoor on-campus activities involving the use of amplified sound must be approved by the Director of Student Activities.

PRINTED MATERIALS

Printed Materials General Regulations

Radford University is dedicated to fostering an environment that supports and celebrates diversity and, therefore, encourages all areas of the University to reflect that commitment. The University expects that:

- Publicity and/or advertising are consistent with Radford University's Affirmative Action Policy and Non-discrimination Clause which states: *Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission, or employment practices. Inquiries regarding the University's policy may be directed to the Director of Human Resources/EO at 704 Clemet Street, (540) 831-5421, TDD (540) 831-5128.*
- Publicity and/or advertising must not make reference to or depictions of illegal activity such as the underage consumption of alcohol or the use of drugs.
- Publicity and/or advertising of all campus public events must include a statement that appropriately addresses accessibility issues. Publicity and/or advertising may include this statement: *Individuals with disabilities needing accommodations to participate should call the sponsoring organization or TDD 831-5128.*
- Publicity and/or advertising of all events should prominently display the sponsor's name and must be date, time, and place specific.
- The official stamp from the Department of Student Activities identifies the advertising of events sponsored by recognized student organizations and University departments. Because the University does not endorse, support or sponsor the publicity, event and/or advertiser for personal, off-campus commercial, or public service organizations the official stamp is not required.
- Posting of publicity and/or advertisements is strictly prohibited on windows, doors, or painted surfaces.
- Flyers may be displayed on the following eight bulletin boards:
 - Dalton Hall
 - 2 bulletin boards located at the west entrance leading to Heth.
 - 1 located by the ATM machine next door to the Post Office
 - RU Post Office
 - 1 bulletin board to the right of the main entrance.
 - Heth Hall
 - 2 located on lower level
 - Peters Hall
 - 1 bulletin board on the ground floor.
 - The Bonnie Hurlburt Student Center
 - 1 located by the Jefferson Street entrance
 - 1 located by the Information and Event Planning Office on the 1st Floor
 - 1 located by the Student Computer Lounge
- Bulletin Boards in all academic, residence halls, and service departments are maintained and monitored by individual departments. Departments will identify campus advertising bulletin boards and are responsible for the information posted.
- Access to classroom bulletin boards is granted to recognized campus organizations, departments, and individual members of the University community to advertise events or for service and personal advertisements.

- Handbills are prohibited as a form of advertising by any department, student organization, business, or commercial group.

Specific public bulletin board guidelines for recognized student organizations and university departments

- All recognized organizations and those club interest groups who have approval from the Associate Director of Student Activities and Leadership to seek formal recognition from the university reserve the right to advertise on campus.
- Publicity and/or advertisements to be posted and that are related to these organizations and University departments must be stamped by the Department of Student Activities (2nd floor in the Bonnie) prior to posting.
- Printed publicity and/or advertisements should be limited to 8.5" X 11" flyers. Exceptions will be made by the Department of Student Activities on a limited basis for events of major interest to the University community. Maximum size not to exceed 18" X 22".
- A total of twenty-five (25) flyers will be stamped at one time.
- There will be a limit of up to two (2) flyers per bulletin boards (depending on available space).
- Printed publicity and/or advertisements will remain on the bulletin boards for a maximum of one (1) week. Bulletin boards will be cleared weekly and materials discarded.

Specific public bulletin board guidelines for personal and off-campus commercial or public service organizations

- The same general regulations must be adhered to as those listed above for on-campus organizations.
- No posting is allowed in any residence (area designated as a domicile) or academic building.
- There will be a limit of up to one flyer per bulletin boards (depending on available space).
- If public bulletin board space is limited, recognized student organizations and University departments stamped publicity and/or advertisements will take precedent over unstamped materials.
- Bulletin boards will be cleared weekly and materials discarded.
- Use of other advertising media on campus is encouraged. This includes the Campus TV network, *The Tartan*, Whim, Radio Free Radford and ROC-TV.

TABLE TENTS (A table tent form is provided in the appendix.)

1. Table tents must be professionally printed on a 3"x 5" index card.
2. Table tents must be approved by Dining Service Management (831-5351) in advance of display. Please bring the proposed table tent to the main office in Dalton Hall for approval.
3. Placement in Dalton Dining Hall, Muse, and the Bonnie must take place in between meal periods.
4. All Dining Services facilities will pull table tents off of the tables (and discard) at the close of business on Friday (8:00 P.M.) of each week during the academic year. Further, table tents will be pulled if soiled or if the date of the event has concluded. For maximum exposure, it is suggested that table tents be placed on Saturday or Sunday morning.

SUCCESSFUL EVENT PLANNING

QUESTIONS TO ASK BEFORE YOU START

Why are we having this event? Who is intended to benefit? Who is the primary audience?

Having a clear set of goals will help you plan for and evaluate the success of the event.

What will draw the intended audience to the event?

An event may be of interest to people in your field, but if you want attendance by more than just a few people in that field, you must know why others would want to attend your event. What will compel students to take interest in your organization? You must have clear answers to these kinds of questions in order to plan attendance realistically and promote the event.

How much time do I need to prepare adequately?

Some aspects of planning, such as promotional publications, require advance preparation. If it is clear that you will not have enough time to prepare appropriately, it may be best to postpone the event until a later date.

What financial resources will I need?

Some expenses are obvious, such as a speaker's standard fee: some are not so obvious. It is tempting to skimp on the areas that do not seem essential, but they may make or break the event's success. For example, if a speaker, entertainer or event is rather costly, it is realistic to spend more on successful promotion of the event.

PROMOTING YOUR EVENT

- Planning and producing promotional materials takes time. Remember that effective promotion for major events also costs money.
- Think about your intended audience and be creative in imagining ways to reach them.
- Are there special interests, publications, or media that can reach members of your target audience?
- Spread the word to faculty, staff, administrators, and other clubs and organizations that may be interested in attending your event.

KEEP YOUR EXPECTATIONS REALISTIC

Check various calendars to make sure your event is not competing with another worthwhile program. Success is not always measured in large crowds, but it may mean choosing a smaller venue rather than a large one that would remain mostly empty. It means working creatively on promotion. It also emphasizes the importance of choosing events carefully and thoughtfully, keeping in mind more specific goals, audiences, and resources.

SECTION IV – ORGANIZATION ADVISOR

Further information can be located in the Club/Organization Advisor Manual. The following excerpts are from the book, Advising Student Groups and Organizations, by Norbert W. Dunkel and John H. Schuh, Jossey-Bass publisher, 1998.

CHALLENGES AND REWARDS

Regardless of why you have become an advisor - be it a role freely chosen or one thrust upon you - an understanding of the challenges and rewards of advising will help you fulfill your responsibilities more effectively.

Challenges

Institutional challenges include finding the increased need for supplies, meeting times, office space and other amenities to help the organization function. The students involved in the organization face challenges that include recruitment, funding, and motivation of members. In your work as an advisor, one of your greatest challenges is managing your time and not becoming over committed. A student organization can be very demanding of your time. In addition, typical training for the advisor is minimal. The most important challenge is for you to clarify for the member what your role is in the organization. Students will have ideas; your role should be discussed as soon as possible following the election of new officers. Following a discussion of everyone's expectations, it is also important to discuss what you and your office staff can provide, and how to communicate effectively.

Rewards

An institution's ability to attract and recruit new students is generally increased by the visibility and involvement of student organizations. Improved retention is another institutional benefit. Naturally, the primary organizational reward is in providing students with an opportunity to participate in an enjoyable activity or to achieve a valuable purpose. Students participate to gain a sense of acceptance by their peers. One of the several rewards for you as an advisor is being able to observe the development of students during their college matriculation. It is rewarding to watch a student move from membership to leadership roles, or from being reserved to participating fully. You should feel flattered in serving as a reference for students. You will be recognized by the institution, students, and the organization for a job well done. The most fulfilling aspect of being an advisor is in serving as a mentor for students.

ADVISOR ROLES

You must play numerous roles while working with individual students and student organizations. Naturally, you will be most comfortable in the role with which you are most familiar; however, you must understand that although comfort in a specific role may diminish your sense of needing to know about other roles, student groups and organizations will continually challenge you to assume and work with various roles depending on you or your situation. If you understand the variety of roles, take time to practice techniques associated with the various roles, and work with student groups and organizations to reach a collective agreement as to your limitations and expectations of the roles, you will be much more effective.

In your work with student groups it is important to realize which role you fulfill. The following are typical roles that student organizations seek:

- Mentor - develop a relationship and genuine interest in students and their organization
- Teacher - to broaden the groups understanding, to examine challenges from all points of view
- Leader - connecting people to each other, providing communication and a shared vision
- Follower - you understand the goals and work of the student organization

ADVISOR JOB DESCRIPTION

The following represent duties for which an organization adviser might be responsible:

- Meet weekly with the organization's president
- Meet weekly with the executive board
- Attend all organization meetings and events
- Give a report during the organization meeting
- Keep the executive board informed on institutional matters
- Maintain a relationship with institutional accounting
- Audit finances with the treasurer
- Attend trips to conferences, business meetings, etc. and advise delegations during these events
- Provide developmental activities to the executive board to assist in developing group cohesiveness
- Assist the organization with election concerns
- Respect and encourage all organizational functions
- Provide a background history and insight to the organization
- Maintain a history of the organization
- Hold a goal-setting meeting for the executive board
- Coordinate an executive board retreat annually
- Assist with risk management decisions

BEGIN WITH A DISCUSSION

At the very beginning of the year, the advisor and executive officers need to sit and discuss the following points:

1. How well do you know the each other, and in what context?
2. Do we know how to contact each other, besides during meetings?
3. Should the advisor attend the organization's events? meetings? socials?
Is the advisor an active participant, decision-maker, or a passive observer?
4. Why is the advisor interested in your organization? How do you know this?
Why is the organization interested in you as an advisor? How do you know this?
5. Is the advisor approachable? Is the advisor available to provide advice and counsel to you when you have problems?
6. Does everyone know the goals of the organization? What evidence do you have to support this?
7. Does the advisor help clarify what you have learned by participating in the organization?
In what ways?
8. What role does the advisor play in the financial management of the organization?
What advice has the advisor provided about fund raising?
9. When it is clear that the advisor has ideas that differ from those of the group about how to handle something, what happens?
10. If there was one thing you could change about your previous Advisor/Executive Board's performance, what would that be?

Shown below are two evaluation forms suggested for review. These forms should be reviewed at the beginning of the year and then answered openly and honestly at the end of the year.

FROM THE STUDENT'S POINT OF VIEW

Please answer the following questions about your organization's advisor:

<u>Yes / No</u>	<u>Item</u>
<i>Yes No</i>	The advisor provides motivation and encouragement to members.
<i>Yes No</i>	The advisor knows the goals of the organization.
<i>Yes No</i>	The advisor attends regularly scheduled executive board meetings.
<i>Yes No</i>	The advisor attends regularly scheduled organizational meetings.
<i>Yes No</i>	The advisor meets regularly with the officers of the organization.
<i>Yes No</i>	The advisor attends the organization's special events.
<i>Yes No</i>	The advisor assists with the orientation and training of new officers.
<i>Yes No</i>	The advisor helps provide continuity for the organization.
<i>Yes No</i>	The advisor confronts the negative behavior of members.
<i>Yes No</i>	The advisor understands principles of group development.
<i>Yes No</i>	The advisor understands how students grow and learn.
<i>Yes No</i>	The advisor understands the principles that lead to orderly meetings.
<i>Yes No</i>	The advisor has read the group's constitution and bylaws.
<i>Yes No</i>	The advisor understands the principles of good fundraising.
<i>Yes No</i>	The advisor understands how issues of diversity affect the organization.
<i>Yes No</i>	The advisor attends conferences with the organization's students.
<i>Yes No</i>	The advisor knows the steps to follow in developing a program.
<i>Yes No</i>	The advisor can identify what members have learned by participating in the organization.
<i>Yes No</i>	The advisor knows the members.

FROM THE ADVISOR'S POINT OF VIEW

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

Yes / No Item

- | | |
|---------------|--|
| <i>Yes No</i> | I actively provide motivation and encouragement to members. |
| <i>Yes No</i> | I know the goals of the organization. |
| <i>Yes No</i> | I know the group's members. |
| <i>Yes No</i> | I attend regularly scheduled executive board meetings. |
| <i>Yes No</i> | I attend regularly scheduled organizational meetings. |
| <i>Yes No</i> | I meet regularly with the officers of the organization. |
| <i>Yes No</i> | I attend the organization's special events. |
| <i>Yes No</i> | I assist with the orientation and training of new officers. |
| <i>Yes No</i> | I help provide continuity for the organization. |
| <i>Yes No</i> | I confront the negative behavior of members. |
| <i>Yes No</i> | I understand principles of group development. |
| <i>Yes No</i> | I understand how students grow and learn. |
| <i>Yes No</i> | I understand the principles that lead to orderly meetings. |
| <i>Yes No</i> | I have read the group's constitution and by-laws. |
| <i>Yes No</i> | I recommend and encourage without imposing my ideas and preferences. |
| <i>Yes No</i> | I monitor the organization's financial records. |
| <i>Yes No</i> | I understand the principles of good fundraising. |
| <i>Yes No</i> | I understand how issues of diversity affect the organization. |
| <i>Yes No</i> | I attend conferences with the organization's students. |
| <i>Yes No</i> | I know the steps to follow in developing a program. |
| <i>Yes No</i> | I can identify what members have learned by participating in the organization. |
| <i>Yes No</i> | I know where to find assistance when I encounter problems I cannot solve. |

Inactive Student Organizations

Each year some student organizations are placed on the "inactive" list due to a variety of reasons. Those reasons can vary from lack of membership and absence of leadership to being placed on probationary status and then removed from campus.

A student group is listed as "inactive" for one academic year. At the end of the year, the group is either removed from the University's listings or is reactivated. The Bonnie Hurlburt Student Center keeps a historical record of every inactive organization.

If a student is interested in reactivating a group, contact the Student Leader Resources Center in Hurlburt Student Center Room 235. Complete records of the Radford University Inactive Student Groups can be located in Hurlburt Student Center Room 235.

SECTION V - APPENDIX OF FORMS

1. Club and Organization Web/E-mail Account Request Form
2. Dining Hall Table Tent Form
3. Grade Release Form
4. Public Performance (MPAA Video Piracy Brochure)
5. Sample Event Guest Registration Form
6. Sample Waiver

Club and Organization Web/E-mail Account Request Form

For a copy of the Club and Organization Web/E-mail Account Request Form, please visit the Student Leader Resources Center in Hurlburt Student Center Room 235 or visit <http://www.radford.edu/stuact/forms.html>.

Dining Hall - Table Tent Form

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(fold)

1. Table tents must be professionally printed on a 5"x 3" index card.
2. Table tents must be approved by Dining Service Management (831-5351) in advance of display. Please bring the proposed table tent to the main office in Dalton Hall for approval.
3. Placement in Dalton Dining Hall, Muse, and the Bonnie must take place in between meal periods.
4. All Dining Services facilities will pull table tents off of the tables (and discard) at the close of business on Friday (8:00 P.M.) of each week during the academic year. Further, table tents will be pulled if soiled or if the date of the event has concluded. For maximum exposure, it is suggested that table tents be placed on Saturday or Sunday morning.

Radford University

Student Grade Release Form

I, _____ (print full name),

give my permission for my grades and grade point average to be released to

(name of organization)

for the sole purpose of verifying grade point average requirements for membership.

Student ID Number: _____

Signature: _____

Date: _____

Public Performance Copyrights and Your Rights (Video Piracy Information)

To inquire about how to obtain a public performance license, please contact the Office of Student Leader Resources by phone at 831-5255 or by email at ruleader@radford.edu. Radford University currently works with Swank Motion Picture, Inc. for licenses (800/876-3344).

“PUBLIC PERFORMANCE” (from www.mpa.org)

Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

“The Congress shall have power... To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings or discoveries...”

Article I, Section 8, The United States Constitution

“FAIR USE”

In some instances, it is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs. This “face-to-face teaching exemption” applies only IF: A teacher is in attendance and the showing takes place in the classroom setting and the movie is used as an essential part of the current curriculum being taught. Examples of situations where a Movie Copyright Compliance Site License must be obtained are: public libraries, day-care facilities, and non-classroom entertainment movies being used at school for after school activities.

This legal requirement applies:

- Regardless of whether an admission fee is charged;
- whether the institution or organization is commercial or non-profit;
- whether a federal or state agency is involved.

WHAT THE LAW SAYS (from www.copyright.org)

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and **non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.**

This 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.

What Are “Public Performances?”

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same videocassette and showed it at a club event. In this case you have infringed the copyright of the movie. Simply put, videocassettes obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Penalties for Copyright Infringement

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for each illegal showing.

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films.

By law, as well as by intent, the pre-recorded videocassettes and DVDs (“Videos”) which are available in stores throughout the United States are for home use only – unless you have a license to show them elsewhere. Rentals or purchase of Videos do not carry with them licenses for non-home showings. Before you can legally engage in non-home showings, you must have a separate license which specifically authorizes such use. These simple, straightforward rules are embodied in the federal Copyright Act, as amended, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of Videos should be aware of the Copyright Act’s provisions governing the showing of Videos, which are highlighted below.

- The Copyright Act grants to the copyright owner the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a Video does not carry with it the right “to perform the copyrighted work publicly.” (Section 202)
- Videos may be shown without a license in the home to “a normal circle of family and its social acquaintances” (section 101) because such showings are not “public.”

- Videos may also be shown without a license for non-profit educational purposes and in certain narrowly defined “face-to-face teaching activities” (Section 101.1) because the law makes a specific, limited exception for such showings. (Sections 106 and 110(1))
- Other showings of Videos are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64)
- Institutions, organizations, companies or individuals wishing to engage in non-home showings of Videos must secure licenses to do so – regardless of whether an admission or other fee is charged. This legal requirement applies equally to profit-making organizations and non-profit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)
- Showings of Videos without a license, when one is required, are infringements of copyright. If done “willfully and for purposes of commercial advantage or private financial gain,” they are a federal crime and subject to a \$150,000 penalty per exhibition (Section 506)
- In addition, even innocent or inadvertent infringers are subject to substantial civil damages (\$750 to \$30,000 for each illegal showing) and other penalties. (Sections 502-505)

FREQUENTLY ASKED QUESTIONS

Q. *We own the Video, do we still need a license to view or show it in public?*

A. Yes. The location requires a license regardless of who owns the Video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q. *We do not charge admission. Do we still need a license?*

A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. *We are non-profit. Do we still need a license?*

A. Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. *We are not open to the general public. Do we still need a license?*

A. Yes. Any location outside of the home is considered public for copyright purposes.

Sample Event Guest Registration Form

Only members of the sponsoring organization should write on this form.

PLEASE PRINT

Sponsoring Organization: _____

Date: _____

I, the undersigned, understand that in sponsoring a guest, I assume full responsibility for my guest's behavior and the consequences of any acts they may perpetrate at this event.

<i>Guest Name</i>	<i>ID#</i>	<i>Sponsor</i>	<i>ID#</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Sample Waiver

When hosting events or holding various programs, it can be important for clubs/organizations to create event waivers.

The waiver described below is simply a sample – so, be sure to compose your club/organization with your advisor!

Waiver Form for XYZ Event

Full Name: _____

Address: _____

Email address: _____

Telephone: _____

Emergency contact name and telephone number:

I am aware that during my participation in the XYZ event that the organization will not be held liable for any personal injury that may occur during this event. Certain risks and dangers may arise including but not limited to hazards and/or death are inherent by participation in this event and/or careless acts by other participants or personal injury from the facilities area.

By signing this waiver, I am aware of the risks and accept full responsibility for all injuries that may occur during this event. I will not hold the organization liable for any injury as a result of an accident during this event.

Signature: _____

Date: _____

The Office of Student Leader Resources
Bonnie Hurlburt Student Center Room 235
ruleader@radford.edu
(540) 831-7127
www.radford.edu/~stuact
Visit RUInvolved today!