

# WRIGHT STATE UNIVERSITY - LAKE CAMPUS

## Student Organization Policies

### 1) Forming a Student Organization:

Each academic year, Lake Campus Student Organizations must complete the Registration Form. This form must be submitted by the end of the second week of Fall Semester classes (Saturday, 5pm) to 219 Dwyer.

- *Student Organization:* Registered Student Organizations have the ability to access to the following University resources:
  - advising for program and organizational development from faculty/staff
  - applying for funding
  - reserving campus meeting and program spaces
  - applying for leadership recognition awards
  - applying for web access
  - participation in campus wide events such as Welcome Wednesdays, Open Houses, etc.
  
- *Members:* Active Members of a Student Organization must be currently enrolled in classes at the Lake Campus (with the exception of Summer Semester) and must hold a GPA of 2.0 or higher for undergraduate degrees and a 3.0 or higher for graduate degrees. Student Organizations and their general meetings are not open to the public. Yearly fees may be required to participate, depending on each organization's individual constitution and by-laws.
  
- *Officers:* Each registered student organization, at minimum, must have a President (or Director/Chair/etc.) and Treasurer, which cannot be held by the same individual in the same term. It is also recommended that each organization has additional officers (Vice President/Assistant Director/Assistant Chair, Community/Campus Outreach Officer, Secretary, etc.). No student can hold more than one officer position during the same term (year). A maximum number of consecutive terms (years) for an individual position shall be dictated by the organization's constitution. In any organization, officers must be voted into position (not appointed) at the end of each academic calendar year (for the following academic calendar year) or at the start of the organization's forming. All terms will conclude at the end of the academic year. The Student Government/Senate, if active, shall keep voting open to all enrolled Lake Campus students; all other organization voting is based on active member votes only, as dictated by the group's constitution/by-laws.
  
- *Advisors:* Each registered organization must have a full-time or emeriti faculty or full-time staff advisor. The advisor volunteers to mentor student members and represent the University on behalf of a registered student organization. The advisor may provide advice and present ideas upon request. The advisor should be consulted when large sums of money are being expended by the organization or when changes are planned to be made to the organization's constitution/by-laws. Advisors are recommended to be present during any event hosted by, or traveled to, by the organization. For any overnight function, the advisor must be present, or find a University representative to do so with permission from the Lake Campus Dean. If an advisor terminates their position, the organization is not permitted to host any events, travel for functions, or spend funds during the absentee period. It is the responsibility of the organization to find a suitable and willing replacement advisor.

- *Student Organization/Activities Coordinator:* The Student Organization/ Activities Coordinator oversees all student organizations and can fill in for an advisor, if necessary and available, for the appropriate function. All marketing for internal/external student organization events must be created by or approved by the Coordinator prior to posting or distribution. The Coordinator must be informed about all tentative events and approve those plans prior to implementation; the Coordinator can then monitor similar events between organizations to ensure there is no overlap or competition of fundraising. A detailed event sheet should be provided to the Coordinator at least 30-days in advance. The Coordinator is also responsible for planning regularly scheduled meetings for organizations, including an Annual Student Organization Retreat and Semester Meetings.

## 2) Policies:

All registered student organizations and its members shall adhere to all University policies and procedures and state and federal laws. University policies include, but are not limited to, the Student Code of Conduct and Student Organization policies as published in the Wright State University Student Handbook:

[http://www.wright.edu/students/handbook/03\\_00indexb.html](http://www.wright.edu/students/handbook/03_00indexb.html)

- *Alcohol Policy:* No alcohol will be permitted for events hosted or co-hosted by any Lake Campus student organization, regardless of policies listed in the handbook. Students must abide by all laws of Mercer County and the State of Ohio.

- *Constitution and By-Laws:* Each potential organization is required to submit a constitution in order to gain official status as a WSU-Lake Campus student organization. A constitution is the governing document for operation of the registered student organization. It should contain the objectives of the organization, a membership clause, a description of the officers' responsibilities and duties of elected offices, and any standing committees. Organizations may decide to include the by-laws of the organization, which are rules that govern the election of officers and other procedures. By-laws should also include plans to replace officers for not fulfilling their duties or stepping down from their position. By-laws can increase the requirements of membership, as deemed necessary, which may include requirements for participation, attendance, GPA, etc. The constitution can dictate member fees as a way to track membership and increase funding to the group. All constitution by-laws and changes must be approved by at least 75% of the organizations' active members to take effect.

- *Event Policies:* All student organizations are required to abide by the Lake Campus Event Policies. It is strongly advised that all officers of the organization read these policies thoroughly before planning any function and to contact the Events Coordinator with any questions in advance. All events taking place at the Lake Campus must be scheduled through the Events Coordinator, generally at least 30-days in advance; internal and external event locations are subject to availability. Costs may be associated with partnership events, equipment or décor/linen rental, or functions charging an admission fee to attendees, etc. Final details should be completed at least two-weeks prior and submitted to the Student Activities Coordinator.

- *Fundraisers:* Due to the size of the campus and the quantity of Student Organizations, the Lake Campus will only permit one fundraiser to take place per week, which includes fundraiser events on/off campus and sales/solicitations. Fundraiser requests must be submitted to the Student Activities Coordinator at least two weeks in advance and, if approved, will be on a first come, first served basis. Please plan ahead.

- *Fundraisers hosted to benefit an individual or external cause must be submitted in writing at least 45-days in advance. If approved, the proper steps must be taken to set up an official fund through the proper channels and additional stipulations may apply. See the Student Activities Coordinator for details.*

▪ *Marketing Policies:* Student Organizations are encouraged to market their upcoming events and recruitment. All marketing for internal/external student organizations must be created by or approved by the Coordinator prior to posting or distribution. All marketing materials should list the following:

- Name of Event/Indication of Purpose
- Name of Hosting/Sponsoring Organization(s)
- Location of Event (as applicable)
- Time of Event (as applicable)
- Additional Informational Details regarding Function
- Contact Information for an Organization Member and/or Advisor

Student Organizations are encouraged to utilize the following forms of marketing [see Candace Phlipot for services and approvals]:

- Campus Televisions
- Bulletin Boards
- Lake Campus Facebook
- Lake Campus "Things To Do" Online Calendar (home page)
- Emails to Students/Faculty/Staff
  - A weekly email will be sent to the student body, outlining the following week's functions. If you wish to include any type of information from our organization, be sure to submit it via email to the Activities Coordinator by Wednesday for the meetings and/or events taking place the following week.
- Sidewalk Chalk [specific locations only]
- External Locations, where permitted and approved
- Additional options, as they become available

The hosting organization is responsible for removing all event signage in a timely manner following the function, generally within the next 1-2 business days.

### 3) **Termination of Registration:**

The registration of a student organization may be terminated for any (but not limited to) of the following reasons:

- At the written request of the officers of the organization;
- When a constitutional provision dissolves the organization;
- When an organization fails to attend training or update organization registration information by the deadline set forth by the Coordinator;
- When an organization fails to retain an advisor, required officers, or minimum number of members
- When an organization repeatedly fails to follow outlined instructions as provided by the Student Organization Coordinator, Student Services Director, Lake Campus Dean, Organization Advisor or other Supervisory Faculty/Staff of the Lake Campus
- For violation of university regulations or policy, the student code of conduct, or state and federal laws.

A student organization that has its registration terminated shall, for all purposes, cease to exist and will no longer be accorded any privileges provided by the university. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion). Any organization losing registration status with Student Organization/Activities Office will result in a monetary account closure. Should the organization become registered within a year of the account closure their account will become active. Inactive organizations for more than one year will result in permanent account closure. Should the group register after a one year period, they may establish a new account.

#### 4) Budget/Funding:

- A. Allocation of University funds is based on the University's fiscal year, typically July 1st through June 30th.
- B. An organization receiving University funding from the Lake Campus cannot commit monies for the next fiscal year. Remaining funds in the account will be returned to Lake Campus at the end of the fiscal year and any debt will be carried over into the next year.
- C. Organizations are required to keep financial records and develop a semester or yearly budget for planned activities. Annual Support Requests will be due by the end of September for each Academic Year and allocations by group will be determined by a Lake Campus Committee consisting of administrative and support staff. Based on the completion of the proper form, Student Organizations may be allotted funding for the year. Funding is not guaranteed and, if granted, may vary each year based on past expenses, contributions to the campus and community, and plans for the academic year.
- D. All money required for an activity must be identified, requested and approved prior to committing to any financial obligation for the activity. Identification may include an awarded donation or letter from a departmental or student organization sponsor.
- E. As of Fall Semester 2013, external bank accounts are not permitted for any Student Organization. All funds raised by the Lake Campus-sponsored group must be submitted to the Lake Campus. The organization is responsible for monitoring all financial transactions, including, but not limited to: records, receipts, requests, approvals and forms. These transactions will be overseen by the University.

#### *Use of Organizational Funds:*

- A. All expenditures must be consistent with the purpose of the organization and the identified requests.
- B. Under no circumstances may alcoholic beverages be purchased with funding from the Lake Campus. It is also against university policy to spend university funds on gifts, cards, or food for the purpose of celebrating a holiday, an individual's birthday, wedding, departure, etc. Student organizations who don't receive university funding, including funding from Lake Campus, may purchase food and certain recognition items.

#### *Forms & Required Signatures:*

- A. Before any funds can be expensed, the completion of the Annual Support Request Form must be completed and submitted to the Student Organization Coordinator, following the Advisor's approval .
- B. Once funds are determined by the committee, each individual purchase will require a Fund Request Form, outlining the specific cost of the purchase, to the Student Organization Coordinator at least two weeks in advance. A Fund Request Form must be completed for each vendor utilized for all purchases.
- C. All university forms authorizing any expenditure (Departmental Purchase Order (DPO) Purchase Requisition, Petty Cash Vouchers, Pro-Card Fund Request, Reimbursement or Cash Withdrawal, etc.) must be signed by the Business Manager and the organization's Advisor. Reimbursements cannot be processed unless the Fund Request Form is submitted and approved in advance.

#### *Authorization & Reimbursements:*

- A. No officer or advisor is permitted to authorize payment to him or herself. All reimbursements require the approval of the Business Manager and require proper documentation, including itemized receipts, cleared check, credit card statement, etc.
- B. Student leaders are asked to utilize the university's methods for payment of expenses and minimize the use of personal funds for reimbursement. When reimbursing an individual for an authorized business expense, state tax is not reimbursable. A certificate for tax exemption is available in the Business Office.
- C. If organizations plan to generate funds for their group's expenses, it is required they must have a Treasurer within the organization to monitor all monetary transactions which will be overseen by the University.

## 5) Travel:

- A. Organizations wishing to travel must submit a travel authorization form signed by the advisor at least two weeks in advance of the travel date. No reimbursements will be made for unauthorized travel. Student organizations that are traveling or using organizational funds in University accounts are required to meet with the Student Organization/Activities Coordinator at least two weeks prior to the trip to make the appropriate arrangements. Organization advisors must complete the driver application, emergency contact, assumption of risk and travel expectations agreement forms prior to the scheduled travel date. Exceptions to this policy must be approved by the Dean in advance.
- B. Students are not permitted to use organization funds to participate in external activities in which the advisor is not present. Advisors must be present during any event where the organization travels outside of the Lake Campus.
- C. University travel and expenditure policies are available in the Wright Way Handbook at (<http://wright.edu/wrightway/5601.html>).

## 6) Contracts:

- A. Contracts for services, rental spaces, etc. should not be committed to unless the expense has been budgeted by the organization and funds are identified or in the account.
- B. Under no circumstances should a student sign a contract on behalf of the university. Students signing contracts will have personal liability and payment of the contract.
- C. All contracts should be submitted to the Advisor or Student Organization/Activities Coordinator at least 2 weeks prior to the activity.
- D. If an activity requires a contract for payment and the performer or service provider does not have a contract, the Student Organization/Activities Coordinator will issue a University contract. Since the contract will require the provider's signature, groups should plan more than 2 weeks in advance for timely contract execution and payment.
- E. All contracts must include individual payee's social security number or an organizational Tax ID number for the IRS 1099 form.