

## **2003-2004 Campus Activities Board and Campus Programs and Events Office Policies and Procedures Governing Student Organizations**

*The following are guidelines by which the membership and status of student organizations on the campus of Olivet College will be determined.*

### **Membership**

Membership in active status clubs and organizations, and Greek Societies, will be limited to enrolled students of Olivet College, in good academic standing (a 2.0 CGPA and above), and members of the college faculty and staff (advisors and honorary members). *In accordance with Olivet College policies and procedures, no club or organization, or Greek Society, may discriminate on the basis of age, race, gender, sexual orientation, religion, handicap or disability, marital status, lifestyle, or national origin; provided that the Greek Societies may have gender-restricted membership.*

Student organizations should submit a **Student Organization Registration and Membership Listing Form** to the Campus Programs and Events Office by September 12, 2003 and also as soon as changes are made. This is to verify the cumulative grade point average of members and for other record-keeping purposes. These forms should be submitted each year for each student organization.

### **Registration**

It is the responsibility of each club or organization, and Greek Society, to submit a completed **Student Organization Registration and Membership List Form** by September 12, 2003. This form is available in the Campus Programs and Events Office or Greek Life Office. Also, each club and organization should submit a current constitution, by-laws, or policy manual each year. Any time that officer's change, or a new member joins, the **Student Organization Registration and Membership List Form** should be updated and re-submitted. Please refer to the *Student Organizations and Advisors Handbook* for guidelines on contents of constitutions, by-laws and policy manuals. All of the above materials and information should be submitted to the Campus Programs and Events Office or Greek Life Office. Only after the registration form and current constitution, by-laws, or policy manual have been submitted will Olivet College grant formal recognition and active status to a student organization. *Registration does not imply college endorsement of the purpose of the organization.*

### **Status**

**Active:** An organization with an active status maintains a membership of at least ten students in good academic standing. Only with a membership of at least ten will the organization be eligible for a budget from the Director of Student Activities and the CAB. Also, to uphold their active status, an organization must submit to the Director of Student Activities a report of monthly meetings, including a copy of the sign-in sheet proving the members in attendance. This record must be signed by the respective organization's advisor.

An organization with active status is one that enjoys the benefits of scheduling and presenting programs for the campus community; and may use the college facilities, services, funding, and personnel.

### ***Maintaining Active Status***

It is the responsibility of each club and organization, and Greek Society to submit any changes in officers, advisors, or members, and revisions to their constitution, by-laws, or policy manual to the Campus Programs and Events or Greek Life Office within one week of the changes. Annual written report outlining organization activities for the 2003-2004 academic school years, signed by the advisor, should be submitted to the Campus Programs and Events or Greek Life Office by September 12, 2003. Olivet College also requires each club and organization, and Greek Society, to attend and participate in the Student Activities/Organizations Fair scheduled for the spring of each academic year.

All CAB-funded student clubs, organizations and Greek Societies must assist with one CAB event per semester. At the start of each academic semester, the Director of Student Activities will provide each group with a calendar of events, highlighting the event for which they will be required to assist. Assisting with an event may range from making signs and posters to cleaning up after the event.

**Inactive:** An organization with an inactive status is one that may not enjoy the benefits of scheduling and presenting programs for the campus community, and may not use college facilities, property, services, funding, and personnel.

An inactive organization has either fallen below the minimum amount of ten members in good academic standing, or failed to turn in their signed attendance sheets and monthly meeting reports. *An inactive organization will lose all of its budgetary privileges.*

### ***Probation and Suspension of Active Status***

Any club or organization, or Greek Society, found in violation of any policy listed in the *Student Organizations and Advisors Handbook*, the *Community Standards*, or local, state, or federal laws may be placed on probation for one semester. If another violation occurs during the probationary period, the club or organization will be placed on suspension for one calendar year. Any organization which ceases operation will be placed on inactive status for the remainder of the academic year. *Greek Societies should consult the I.S.C. Constitution and the Olivet College Accreditation policies and procedures.*

### **Services Available through the Campus Activities Board and Olivet College**

The following is a list of services which the Campus Activities Board, (CAB) or Olivet College in general, may provide to recognized student organizations, including Greek Societies and Student Media Organizations, *per approval from an advisor*. All student organizations, including Greek societies, must maintain Recognition/Status with the CAB in order to utilize many of the below-listed services. Contact CAB at the Campus Programs and Events Office with questions or concerns.

### **Scheduling of Activities, Events, or Fundraisers**

Olivet College permits student organizations and employee groups to schedule activities, events, or fundraisers on campus with prior approval from the Campus Programs and Events Office and the Conferences and Special Events Office. Groups wishing to schedule an activity should complete **The Great Chart- Scheduling Request Form**, and any complementary forms, available from and returned to the Campus Programs and Events Office. Approval must be granted at least two weeks prior to the activity date. Once an event has been granted approval by the Campus Programs and Events Office, via the **Great Chart Form**, the activity will be submitted to the Conferences and Special Events Office for final approval and a *Facility Use*

*Contract* must be signed. Then, the event will be added to the campus's master calendar of events.

### **Facility Reservations**

Student organizations and employee groups may reserve Olivet College facilities for meetings, activities, events, and fundraisers. All reservation requests must be made via **The Great Chart-Scheduling Request Form**, previously described. The Conferences and Special Events Office will not take facility reservation requests directly from a student organization or an employee group. Once approved via **The Great Chart**, information will be forwarded.

### **Food Service Requests**

Student organizations and employee groups may request food services from the Marriott/Olivet College Dining Services. Recognized student organizations wishing to request food services utilizing organizational (CAB) budgets must pick up a **Food Service Request Form** from the Campus Programs and Events Office and fill it out completely, including pricing information from Dining Services, and obtain all required signatures at least 2 to 4 weeks prior to the event. The **Food Service Request Form** must be returned to the Campus Programs and Events Office who will then make the food service request, utilizing organizational budgets. Dining Services will not take food service requests directly from recognized student organizations, for services utilizing organizational CAB budgets, but will take all other requests for services.

### **Supply Purchases**

Student organizations and employee groups may purchase supplies from the Olivet College Bookstore. CAB will issue a **Supply Purchase Request Form** to those organizations needing budgetary funds for supplies. It is in the best interest of the group to hand in the **Supply Purchase Request Form** as far ahead of time as possible to insure that the monies are available. This shall be done in the same manner as described under *Food Service Requests*. The Olivet College Bookstore will not take supply purchase requests directly from a club or organization, for purchases utilizing organizational (CAB) budgets. The O.C. Bookstore will take all other requests for services.

### **Event Set-ups and Support / Use of College Vehicles**

Student organizations and employee groups that require event set-ups, maintenance support, technical equipment, college vehicles, etc. may request this support by indicating the request on **The Great Chart – Scheduling Request Form**. Any fees or charges will be charged to the student group. Recognized student organizations wishing to request services utilizing organizational (CAB) budgets must pick up a **College Vehicle Request Form** from the Campus Programs and Events Office and fill it out completely, including pricing information from the office receiving the request, and obtain all required signatures. The **College Vehicle Request Form** must be returned to the CAB office. The Campus Programs and Events Office or CAB will then make the request with the Physical Plant or Information Technology Services (ITS). The Physical Plant and Information Technology Services will not take requests directly from a student organization.

**Special Note:** Organizations will be fined for damages to equipment and facilities that occur during their events/activities.

**Copy Cards/Photocopying:**

A new procedure being implemented by CAB beginning in the 2003-2004 school years is the "Copy/Posting" procedure. This will allow any student organization to bring their documents, fliers, etc. to the Campus Programs and Events Office and request through the **Copy/Posting Request Form** a certain number of copies to be made. CAB will make the copies with a 24-hour turnaround period. The organization, if advertising, also has the option of employing CAB to post their documents, fliers, etc. This will also be done within 24 hours. The copies will be made at \$.05 a piece, charged to the organization's account. The posting will be done free of charge. CAB highly suggests/recommends that organizations take advantage of this offer. CAB guarantees that all posting will be done without violation to any of the posting policies. As always, documents, fliers, etc. must be approved and stamped for posting. See *Posting Policies*.

**CAB Policy Manual Items- items governing the use of CAB funding by Student Organization**

All disbursement of funds for CAB and its funded organizations must have the approval of the Director of Student Activities.

Student Organizations' and the CAB's budgets are to be determined by the CAB Executive Board.

Any income or fundraised monies earned by a CAB-funded student organization must be deposited into its designated account. A **Deposit Request Form** is available from the Campus Programs and Events Office and must be filled out with each deposit of incoming monies. CAB will accept the money and the deposit form, and guarantee an accurate and timely deposit of the money into the organization's account with the Business Office.

All CAB-funded organization budgets shall represent the following percentile components:

10% organizational administration- supplies, copies, dues, etc.

15% publicity- posters, tables tents, etc.

15% conferences and/or training- conferences/training members

60% programming/services- programs/services for campus

An outline of anticipated expenditures should be submitted with the group's outline of the upcoming year's events at the end of each academic year.

All CAB funds shall be spent to benefit the good of all of Olivet College's community members, not separate groups or individuals.

All CAB and funded organization programs, etc. must be open to all students of Olivet College.

CAB funds may only be spent on food if it is part of a contract or supports a performer's presence on campus. Funds may not be spent in order to feed the organization or its members, etc.

CAB funds may only be spent on transportation if it is part of a contract or supports an event's purpose. Funds may not be spent in order to provide transportation for members, etc.

All CAB funds must be used during the academic year. No rollovers will occur for any funded organization. This does not include income or fundraised monies placed in the organization restricted fund account.

CAB funded organization budgets must be 50% used at the end of the first semester. Thus, if 50% of the budget is not used by December 1, the organization will lose the remainder of the semester's 50% budget amount. The remaining spring 50% will still be accessible.

CAB funds may not be used on personal or souvenir items such as, but not limited to: t-shirts, sweatshirts, tassels, honor cords, novelty items, etc.

Frivolous spending will not be tolerated. If funded organizations are found spending CAB funds frivolously, a special CAB meeting will be held to determine the status of spending for that particular organization. Such organizations may lose their privilege for further spending and use of CAB funds, and may be responsible for reimbursing CAB for the funds that were used inappropriately or improperly.

No organization that receives CAB funding may participate in illegal activities or activities not in accordance with *The Olivet College Compact* or *Code of Student Rights and Responsibilities*. All Olivet College policies and procedures must be followed, exactly, along with local, state, and federal laws or the organization will lose its CAB-funded budget.

In order for funds to be utilized, **CAB Purchase Orders** and **Check Requests** must be utilized and submitted before purchases are made. Such forms are to be submitted only to the Director of Student Activities. If this procedure is not followed, spending will not be approved and the particular organization will be responsible for reimbursing CAB for funds spent. Also, further access to organizational funds will be restricted. These forms are due to the Campus Programs and Events Office by noon on Tuesday for checks to be issued on Friday.

All student organizations must be present at the Student Activities/Organizations Fair, regardless of receiving funds from the CAB, and are welcome to attend all CAB Staff meetings.

All CAB-funded organizations are to maintain their budgets and funds through the College Business Office, utilizing approved CAB deposit and withdrawal forms and line item numbers. No club or organization receiving funds from CAB is permitted to have an account outside of the College. Income from fundraisers and sales, etc. and membership dues are to be maintained in the above-mentioned line item numbers.

Account and line item transfers involving CAB accounts must have CAB authorization. Requests for transfers should be made via the CAB **Line-Item/Account Transfer Authorization Form**. This form is available in and should be returned to the Campus Programs and Events Office.

## **Olivet Planner Items**

### ***Advisors***

It is the responsibility of each club and organization, and Greek Society, to select at least one advisor who is a full-time member of the college faculty or staff. The advisor shall have all of the privileges of membership, except voting and the advisor is also responsible for approving all financial operations and disbursements and is required to attend at least two functions of their respective club or organization, or Greek Society. The advisor's signature must appear on each monthly meeting's attendance record that is submitted to the Campus Activities Board. They are also required to sign any **Request Forms** turned into the Campus Programs and Events Office, as well as **Great Chart Forms**.

### ***Olivet College Community Standards, and Local, State, and Federal Laws***

All campus clubs and organizations, and Greek Societies, are responsible for adhering to the college's *Community Standards*, the *Student Organizations and Advisors Handbook*, as well as local, state, and federal laws.

### ***Constitutions, By-Laws, or Policy Manuals***

Each club and organization, and Greek Society, shall operate according to a constitution, by-laws, or policy manual. See the section *Guidelines for Contents of Constitution, By-Laws, or Policy Manuals* of the *Student Organizations and Advisors Handbook* for further information and details.

### ***Guidelines for Alcohol Use***

Recognizing the increased consumption of alcohol on college campuses, and in many instances, increased occurrences of alcohol abuse, and recognizing the dangers of alcohol abuse in connection with personal injury, malicious destruction of property, driving accidents, and other related activities, Olivet College promotes the following guidelines pertaining to alcohol use by all clubs and organizations, and Greek Societies:

1. Clubs and organizations, and Greek Societies, are encouraged to promote alcohol awareness programs, and to help promote such programs on campus.
2. Clubs and organizations, and Greek Societies, may not portray alcohol consumption as being necessary for social, sexual, personal or academic success, or as a solution to personal or academic problems.
3. Activities may not be scheduled which promote drinking contests or which offer alcoholic beverages as prizes or incentives.
4. Publicity of social functions must be void of alcohol.
5. Refer to the college's *Alcohol Policy*.

### ***Guidelines for Fundraising***

Student clubs/organizations, Greek Societies, and departments/offices are encouraged to sponsor fundraising events. To do so, they are responsible for clearing each event/effort via the "**Great Chart- Scheduling Request Form.**" Peddling and soliciting of any kind, by students and other individuals, is not permitted on campus, including in the residence halls and theme houses. Guidelines for fundraisers are listed below:

1. Only a recognized and registered campus club/organization, Greek Society, or department/office may sponsor a fundraiser.
2. The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purposes of the College and its status as a tax-exempt, not-for-profit institution.

3. The sponsoring club/organization, Greek Society, or department/office must obtain permission from the supervising College administrator and the Campus Programs and Events Office. Off-campus solicitation must also be cleared with the Campus Programs and Events Office.
4. Requests to hold a fundraiser must be submitted at least two weeks in advance, via the **Great Chart- Scheduling Request Form**.
5. Fundraisers for personal gain are strictly prohibited.
6. Fundraisers on campus may only be held in the lobbies of Mott Academic Building and the Kirk Center.
7. The **Great Chart- Scheduling Request Forms**, used to schedule a fundraiser are available in the Campus Programs and Events Office and Tamyra Walters's Office.
8. Funds raised must be deposited into an approved CAB account through the Campus Programs and Events Office. The funds will then be deposited and receipted through Olivet College's Business Office to insure proper auditing and record-keeping. In addition, monetary and other *gifts* must be receipted through Institutional Advancement in order to ensure proper accounting and acknowledgement of gifts received.

### ***Posting Policy***

Various types of posting areas and bulletin boards are provided in Olivet College buildings to provide information to students, faculty, and staff. All posted materials should be stamped for approval by either the Campus Programs and Events Office (for students, clubs, and organizations, Greek Societies, and off-campus groups) or the Office of Community Life (for departments, staff, faculty, administration). Also, remember, the CAB is willing to post any material for any club or organization, via the **Copy/Posting Request Form**.

Posting is permitted in approved areas including bulletin boards, electronic display boards, showcases and table tents. Materials may not be posted on windows, entrance doors, walls, or in classrooms. All posted materials should be taken down within 24 hours after the event.

Students or student organizations wishing to erect, attach, or post signs, banners, posters, etc. of exceptional size or decorations on any part of campus property not covered by the policies listed above, are responsible for obtaining prior approval from the Associate Vice-President and Dean of Community Life (to include chalking sidewalks, etc.)

***Bulletin Board Posting Areas:*** Bulletin boards located in the Mott Academic Building, Kirk Center, Upton Conservatory, Blair, Shipherd, and Dole Residence Halls, MacKay Gymnasium, and the Library have been designated as approved posting areas. These are the only areas where posting is permitted. Exceptions can be granted only by the Associate Vice-President and Dean of Community Life.

All posted materials should have the following statement centered at the bottom of the item: ***Education for Individual and Social Responsibility***- in a regular non-serif font. Additionally, there are boards designated for specific topical use in the following categories: campus events, residence hall, and departmental. Procedures for posting on each of these types of bulletin boards follow:

***Campus Events:*** Boards are located in Mott Academic Center, Kirk Center, Upton Conservatory, MacKay Gymnasium, and the Library. Campus events boards are to be used for displaying information which is of interest to students.

Residence Halls: Boards are located in each of the residence halls. All postings in the residence halls should be coordinated with the Office of Residence Life. Residence Life staff members are not required to have items approved for posting in the residence halls. The Office of Community Life is responsible for posting materials in 19 designated places, via the Resident Advisors and Educators.

Departmental: Many departments on campus have specific bulletin boards which have been reserved for their use. Departmental boards will be clearly labeled as such and the use of these boards will be restricted to faculty/staff of that department. Permission for special posting on departmental boards should be received from that department.

Table Tents: Table tents may be put up in the Kirk Center by student organizations and should be approved by the Director of Campus Programs and Events.

Remember that clubs and organizations and Greek Societies may complete their posting through CAB.

**NOTE: NO POSTERS MAY BE ADHERED- BY ANY ADHESIVE- TO INTERIOR OR EXTERIOR WINDOWS.**

All postings must be removed within 24 hours following the event/activity for which it advertises.

***Violations of Posting Policy:*** Violations of the posting policy will result in one or more of the following consequences:

1. Immediate removal of the posting
2. Letter of warning to the individual or organization
3. Loss of posting privileges for a probationary period.