

# LOURDES UNIVERSITY

*Student Organization Handbook*

*2011-2012*



# Contact Reference Guide

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Welcome!

I am excited you are committed to being involved with campus life and student organizations. Lourdes University offers various social, educational and cultural student organizations to enhance your overall college experience. There are great opportunities for students to be engaged outside of the classroom through active participation in the planning, coordination and implementation of programs and activities.

I look forward to working with you and if there is anything I can do to assist you or your organization, please feel free to contact me. Get involved, meet new people and make the best of your college experience.

Sincerely,

A small white rectangular box containing the handwritten signature "Becky Tobias" in black ink.

Becky Tobias

Director, Student Activities and Orientation

## Mission Statement

**Participation in Student Organizations at Lourdes University enhances the overall college experience for the involved student and provides unique and diverse experiences. The objective of involvement is to develop leadership skills that will contribute to professional development during and after college. Student Organizations engage the campus community by igniting interest, awareness, education and involvement.**

# I. Forming a New Student Organization

In order to form a new Student Organization at Lourdes, the following obligations must be met by the prospective group in order to be recognized as official:

- 1) Membership Requirement**
    - a. A minimum of **3** students is needed to apply for recognition as a new student organization.
  - 2) Application**
    - a. An initial application must be filled out by the prospective group. This application can be found online under the Student Organization section of the website.
    - b. The completed application and proposed constitution must be submitted to [leap@lourdes.edu](mailto:leap@lourdes.edu).
  - 3) Advisor**
    - a. An Advisor, who is employed by Lourdes as a Faculty or Staff member on an annual basis, must be secured to serve throughout the organizational process and for a minimum of one year from the date of recognition. It is strongly recommended that groups have more than one advisor, or an alternate, who can fill in as needed in the absence of the advisor.
  - 4) Constitution**
    - a. The group will be responsible for submitting a Student Organization Constitution.
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# The Process of Becoming a Student Organization

## Step 1

- Apply online to become a Student Organization.
- Online application can be found at <http://www.lourdes.edu/StudentLife/StudentOrganizations/ApplicationforNewStudentOrganization.aspx>
- You must have the names of at least 3 potential students for your new Student Organization.
- You may begin looking for potential faculty/staff advisors for your organization.

## Step 2

- After your application is received, you will be contacted via email with a template for a constitution. You will then create a Constitution following these guidelines.
- When your constitution is finished, you will email it to [leap@lourdes.edu](mailto:leap@lourdes.edu). It will then be reviewed.
- When your constitution has been reviewed, you will be contacted via email to set up a meeting time to go over the changes that need to be made in the constitution and discuss the rest of the process. This meeting will be with a Student Activities representative.

## Step 3

- After you have met with a representative from Student Activities, you will make suggested changes to the Constitution.
- When the final draft of the constitution is emailed back to [leap@lourdes.edu](mailto:leap@lourdes.edu) with the subject heading "Constitution - final draft" you will be contacted with the next date of an SGA meeting.

**Step 4**

- You will attend a SGA meeting and prepare a brief presentation regarding your Student Organization. At this time SGA will address any concerns/questions and then vote on the approval of the new Student Organization. Majority vote will approve the new organization. At this time you should have a confirmed advisor.

**Step 5**

- Your final step in the process is to set up a meeting with the Director of Student Activities, Becky Tobias. She will then go over your welcome packet and any questions you might have about starting up your new organization. Your advisor is encouraged to attend this meeting.
- Welcome packet includes:
  - Student Organization Handbook
  - Blank copy of each form used to request meetings and activities

## II. Student Organization Name

- 1) **The name of the Organization must accurately reflect the function of the group.**
  - 2) **If a Student Organization wishes to change their name;**
    - a) Submit an explanation of why you are changing the name of the group to leap@lourdes.edu.
    - b) With this explanation, please submit any changes that will be made to the mission statement. This should be assessed prior to the name of the organization being changed.
    - c) Please provide proof that this change was voted on or approved by all current members and advisors of the group. Appropriate documents to support this include minute meetings and a formal petition signed by members.
    - d) Finally, the advisor ought to provide a written statement approving of the name change. Email statements are acceptable.
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## III. Student Organization Constitution

- 1) **Constitution requirements**
  - a. All Student Organizations are required to maintain a constitution. This constitution will be constructed or revised using the standard template that was implemented in spring of 2010.
- 2) **The Constitution template is structured as follows;**
  - a. Name and Affiliations
  - b. Purpose and Objectives
  - c. Membership
  - d. Officers
  - e. Advisors
  - f. Meetings
  - g. Voting
  - h. Authority and Quorum
  - i. Finance
  - j. Amendments

### 3) Changes and Updates

- a. Any changes that are made to an existing constitution throughout the semester must be submitted to [leap@lourdes.edu](mailto:leap@lourdes.edu).
  - b. Constitutions will be submitted to [leap@lourdes.edu](mailto:leap@lourdes.edu) annually. If no changes have been made to the constitution, the date should be updated to the current year. These will be due 14 days after the start of the semester.
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## IV. Renewing a Student Organization

### 1) **The procedure for annually reactivating recognition is as follows:**

- a. Each fall semester, within 14 days after the first date of classes, active organizations from the previous year will return a complete and updated **Student Organization Registration Form** found online and an updated Constitution with the academic year stated. The registration form must list all current student leadership/executive positions and advisors.
- b. Organizations must have at least one active Advisor to be considered active.
- c. Organizations not providing updated information **will** be considered inactive for the academic year. To regain active status, the organization's active member must meet with the advisor and then contact Becky Tobias.
  - i. When an organization is inactive, it is unable to hold meetings, conduct activities, fundraisers, or represent Lourdes as a Student Organization at any event.

### 2) **Positions**

- a. All executive positions in the organization should be filled 14 days after the start of the semester. This is also the time that Student Organization Registration is due.
- b. It is recommended that Student Organizations hold spring elections so that all deadlines are able to be met.

## V. Finance and Budgeting

### 1) Primary method of obtaining funds

- a. All Student Organizations are encouraged to use membership dues or fundraising as their primary method of obtaining monetary stature. It is the responsibility of each organization to operate within a budget.

### 2) Budget maintenance

- a. Budgets are maintained by the Finance Office. A monthly statement is distributed to advisors, who will dispense the information to the organization.

### 3) Use of funds

- a. All Student Organizations are permitted and encouraged to use the funds that they raise. These funds carry over if they are not used each semester.

### 4) Fundraising for Charitable Organizations

- a. A charitable group is defined as any group that provides a gift to a public cause for benevolent purposes and the social well being of others.
- b. Fundraising for such charitable groups ought to reflect our Catholic Identity, Franciscan values and Lourdes Mission.
  - i. If the appropriateness of a charity is brought into question, please contact Campus Ministry.
- c. Organizations and committees are not permitted to host any other fundraisers or collection drives beginning the Monday before Thanksgiving through the remainder of the fall semester. All organizations and committees are encouraged to join their efforts with the entire community on the Lourdes' *Spreading the Joy* project.
  - i. Student organizations as well as Faculty, Staff and Institutional Committees at Lourdes are encouraged to be involved in a wide variety of outreach activities throughout the year. The Thanksgiving and Christmas season, however, presents a special challenge. Many at the university are involved in off-campus outreach efforts because of family, civic, and religious responsibilities and many organizations have their own favorite projects. In order to focus our efforts and to prevent people from being pulled in too many directions during the holiday season, Lourdes asks that we, as a campus community, draw together and collaborate on **one outreach project, *Spreading the Joy***, which is coordinated through the Office of Mission and Ministry. Planning for ***Spreading the Joy*** begins in October. Contact the Office of Mission and Ministry to learn how your organization can be a part of this project.

**5) Fundraising On Campus - Non Food Items**

- a. The Activity request form must be printed as a pdf file from the website, filled out and signed off on by an advisor, and submitted to SGA for review.
- b. Organizations are responsible for planning, promoting and financially supporting their events. They are also responsible for following up on any sponsored fundraising efforts.
- c. Non-Philanthropic fundraising is approved for 2 days in a row. This refers to fundraising that benefits the organization and no specific charitable cause or 3<sup>rd</sup> party.
- d. Fundraising events are permitted by one student organization at a time. To ensure your preferred dates, submit an activity request at least seven days prior to the event date. Students may check the campus calendar for available dates.
- e. In-kind donations are accepted on campus.

**6) Fundraising on Campus with the use/sale of food items**

- a. All food sales that are used to raise funds for the organization must be held on campus.
- b. AVI and Café Lourdes should be your primary contact for all food requests. Please email [cafelourdes@lourdes.edu](mailto:cafelourdes@lourdes.edu) for more information regarding your fundraiser. *(Student Organizations are able to use outside vendors if Café Lourdes is unable to accommodate your needs. The outside vendor must have the appropriate licensure per the food policy found in the Appendix of this handbook.)*
- c. Bake Sale items can be donated by members, however, it is recommended that treats be individually wrapped and should not require any heating or cooling needs. All treats should be able to be served and stored at room temperature.
- d. Student Organizations are encouraged to host non-food related events. For assistance with ideas, please contact the office of Institutional Advancement.
- e. Lourdes is limited to the number of food sale fundraisers annually. As an institution, we must not exceed 52 annually.

**7) Fundraising Off Campus**

- a. Fundraising (without the sale of food) is permitted off campus. The Activity Request form must be filled out, regardless of the location.
- b. The advisor must sign off on this Activity Request and be present at the activity to act as a chaperone or send another faculty or staff as a proxy.
- c. All fundraising that is solicited throughout the community should be approved by Institutional Advancement.

**8) Funding to assist the organization**

- a. Funding is meant to assist student organizations with hosting events, sponsoring special programs, or offering other activities that benefit members of the organization and the student body as a whole. It is not intended to cover expenses of the organization's routine activities. All organizations are encouraged to pursue other means of fundraising to cover these expenses.

**9) Rules and Regulations for Supplemental Funding according to the Budget Committee for Student Organizations (BCSO).**

- a. To be eligible for funds, student organizations must have a minimum of one student representative at the monthly open forum SGA meeting. The representative must be someone other than an SGA member.
- b. Applications for BCSO funds can be obtained by contacting the SGA office in the Ebeid Student Center or emailing [sga@lourdes.edu](mailto:sga@lourdes.edu).
- c. A representative from the organization, other than an SGA member, must attend the next SGA meeting to answer any questions regarding the application. Advisors are also encouraged to attend.
- d. SGA will make a decision soon after the aforementioned meeting. All organizations will be notified of the Committee's decision via the organization's email address.
  - i. For approved requests:
    1. Funds will be transferred to the organization's account within 72 business hours. These funds are non-transferrable to other Student Organizations.
    2. Copies of all receipts are required to be returned to the SGA treasurer within one week of the completion of the event. Any unused funds will be returned at this time.
    3. All organizations who receive funds must attend the following SGA open forum and briefly summarize their event.
  - ii. For denied requests:
    1. Each organization has the right to appeal the committee's decision. The appeal must be in writing and submitted to the SGA treasurer within 30 days of the original denial.

## VI. Meetings and Activities

### 1) Reserving Event Space or a Facility

- a. The location for a requested table is across from the Welcome Center (Ulrich Commons). Only one organization, two 8 ft. tables max., can occupy the space at a time.
- b. The designated Activity Request form can be obtained online in PDF format on the Student Organization page or the website. This activity request must be printed as a hard copy and given to an advisor for a signature. The completed form can be turned in to the SGA office or slid under the door during hours that the office is empty.
- c. To check for availability for your event, please refer to the campus calendar. There is only one campus fundraiser permitted at a time. Please plan ahead to ensure that you receive the dates requested.
- d. You will be notified when your event is approved or if there are pending problems regarding scheduling that need resolving.
- e. Your request has not been approved until it appears on the campus calendar and you have received confirmation by Mickey Ross or Kim Buckley.
- f. A fundraiser and a clothing/supply drive can take place at the same time as long as no monetary funds are being collected by the organization hosting the drive.
- g. If alcohol is present at an event, the student organizations advisor and campus security must be present. In addition, it must be stated on the activity request form that is submitted to SGA and Student Activities.

# Activity Request Process

## Step 1: Organization and SGA

- The Student Organization should check the campus calendar for the preferred date of activity. All activity requests should be submitted at least 7 days prior to the event date.
- The student organization will fill out an activity request form. Forms can be found online (pdf) or in the Ebeid.
- The form must be filled out completely, with an advisor signature and then submitted to the SGA office.
- SGA calendar manager would look at the dates and make sure:
  - There are no other fundraisers scheduled campus wide
  - The event does not conflict with Catholic identity or Franciscan values
  - The event is not requested for more than 2 days if it is a fundraiser
  - The student organization is active

**SGA signs off that they have been notified of the event.**

**It is then given to the Student Activities Department for final approval and scheduling.**

## Step 2A – Activities Department and SGA

### *The event has a conflict*

If there is a problem with any of the guidelines in Step 1, the activity request will be given back to SGA to make contact with the Organization.

Please contact:

- Student Organization email address
- Advisor
- The member that requested the activity if it was not the President

Please let them know why their event did not get approved and offer suggestions that would help them in getting their activity approved. They can fill out a new Activity request and begin the process over again

## Step 2B – Activities Department

### *The event can be approved*

*If the event can be approved*, meaning it has been signed off on by SGA and all scheduling needs can be met:

- **If a table or room has been requested**
  - Kim will contact Mickey Ross, the Campus Scheduler, to reserve the necessary space
  - Mickey Ross will email a confirmation to the organization advisor/contact, SGA, and Kim.
  - Mickey will add the event to the Campus Calendar.
- **Activity Requests that do not require campus space**
  - These will go to Kim for final approval
  - These will be reviewed, approved, and added to the calendar.
  - An email will be sent to the student org email address to confirm that the event has been approved and can be viewed on the Campus Calendar.

## VII. Advisors

### 1.) The Purpose of an Advisor

- a. An Advisor is selected to serve as a resource for an organization. They are able to offer information about campus resources, provide objective opinions, and offer guidance for the organization.
- b. Advisors are required to authorize event requests including fundraisers.
- c. An Advisor should be active in the group and have a clear understanding of the organization's goals.
- d. The advisor is encouraged to attend all group functions or to send a proxy faculty/staff member to act in their absence.

### 2.) Advisor Selection

- a. Each organization will choose an advisor based on the criterion established in their organization's constitution. The selection process may vary from group to group.
  - b. Each constitution will contain a section on the process of removing an advisor before their term has been served.
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## VIII. Student Organization Travel

### 1.) Automobile Travel

- a. The advisor or approved University designee of the group must be present for any event in which Lourdes is represented off campus.
- b. Students are permitted to use personal transportation when traveling within 35 miles of Lourdes University. All events outside 35 miles of Lourdes University require transportation to be coordinated through a faculty or staff member. University vehicles can be reserved by contacting the fleet director.

### 2.) Other Travel/Conference and Event Travel

- a. At least two faculty or staff members shall be present when student groups of twelve or less are traveling outside 35 miles of Lourdes University.
  - b. The ratio of faculty/staff to students shall be a minimum of one faculty/staff per twelve students.
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## IX. Communication

### 1.) E-Communication Policies

- a. Email accounts are made available by the IT department for each student organization. Please contact Alisa Smith in the IT department to make these arrangements.
- b. All formal communication to the campus (e.g. – the announcement of an upcoming event) is encouraged to be sent through the Weekly Howl. Please submit your event information to [leap@lourdes.edu](mailto:leap@lourdes.edu) one week prior to the event date.
- c. Emails informing the campus community of the event should only be sent out when the event has been approved and added to the campus calendar.

### 2.) Bulletin Board Guidelines

- a. All Student Organizations are permitted to hang informational flyers on approved bulletin boards in common spaces. Flyers must be hung properly by all four corners with masking tape or push pins or it will be taken down.

### **Institutional Advancement (*Per the Lourdes Student Handbook*)**

- 3.) Institutional Advancement (IA) plays a vital role at Lourdes. The departments within IA are the Offices of Corporate, Foundation & Government Relations; Development & Alumni Relations; and University Relations. The goal of the Institutional Advancement team is to raise funds to benefit students and to increase the awareness of Lourdes in the region. The Office of University Relations represents Lourdes to internal and external communities through advertising, marketing, media, publications and web communications. An integral part of Institutional Advancement, University Relations informs students, alumni, donors, friends and the general community of the latest developments and offerings at Lourdes. University Relations is available to student organizations and committees to help with media relations, publications and design, the website, and marketing and advertising ideas.

**Media Relations**

4.) Media Relations serves as a liaison between Lourdes and the local media. Lourdes requests all media outlets respect the privacy of Lourdes students and employees and submit their requests for interviews, access, and information through the Office of University Relations. Likewise, students who are approached directly by the media must refer them to the Office of University Relations to facilitate their requests. By contacting University Relations first, the Office will be able to properly facilitate any requests, and to direct media to the appropriate personnel and location. A University Relations member must be present when a Lourdes student meets with or is interviewed by the media. University Relations can assist the student with preparation before meeting with the media.

a. **Media relations is responsible for:**

- Creating news releases
- Pitching topics to publications
- Contributing articles to internal and external publications
- Copywriting, editing and proofreading

**MyPlace**

5.) Lourdes MyPlace is a campus portal solution that provides students, faculty, and staff with access to their academic and social information all in one place. Some of the key features to MyPlace are single sign on capabilities to Email, Sakai, Banner Self-Service, LiveText; social networking links such as Facebook, Twitter, and Flickr. Go to <https://mycampus.lourdes.edu> to log into MyPlace.

**AtLourdes**

6.) Lourdes’ magazine is published quarterly by the Department of University Relations. It is circulated to over 12,000 readers. *AtLourdes* features stories about students, faculty, staff, alumni, donors and campus programs, events and activities. Students are encouraged to submit information, articles and stories for consideration. *AtLourdes* can be found on the Lourdes website: [www.lourdes.edu](http://www.lourdes.edu) under “News.”

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## X. Operations

### 1) Security

- a. Lourdes has 24 hour Security. They may be notified in the event that they are necessary.

### 2) Custodial Services

- a. All Student Organizations are accountable for their workspaces.
- b. At the conclusion of events and meetings, the facility requested must be left in the same manner in which it was found.

### 3) Information Technology Services

- a. All IT needs should be requested in advance. Please contact Alisa Smith, IT help desk.

### 4) Student Organization Email Account Maintenance

- a. Please check this often. If you are unable to check the email account, please make sure that someone from the organization is able to do this.
- b. Please make sure that your organization keeps record of the password and any other user information.

### 5) Office Transition

- a. Each current executive board is responsible for transitioning new officers into their positions for the following term. This should be done before the close of the term in which elections were held.

### 6) University Website

- a. Student Organizations and Departments on the Web
  - i. Help show current and potential students the opportunities Lourdes has to offer. We're looking for:
    - Accurate information
    - Consistent look and feel
    - Clear, concise, and compelling content
  - ii. Not sure what to put online? Here are some ideas:
    - Concise description of your organization or department
    - Upcoming events

- Personnel and officers
  - Minutes and publications
  - Contact information
- iii. For more website information, contact Liz Boltz, Web Content Administrator, at 419-517-8864 or [lboltz@lourdes.edu](mailto:lboltz@lourdes.edu).

## XI. Appendix



*This sample constitution contains ten articles that must be addressed in your constitution and optional draft language.*

## STUDENT ORGANIZATION SAMPLE CONSTITUTION

*Month, Year*

### ARTICLE 1: NAME & AFFILIATIONS

The name of the organization shall be **[name of organization]** of Lourdes. [If the organization is affiliated with a national organization, please state the name of the national organization]

### ARTICLE 2: PURPOSE & OBJECTIVES

The purpose of the organization shall be...

[List the purpose of the organization]

[List any specific objectives if any]

[Incorporate the Lourdes mission statement]

### ARTICLE 3: MEMBERSHIP

Section I. Please address the following issues (if applicable): Section I. Explain any different types of membership (eligibility, active vs. inactive, voting/non-voting, removal, and other conditions of membership)

Section II. This organization shall not discriminate on the basis of age, color, gender, handicap, status, height, marital status, race, weight, sexual orientation, or religion.

### ARTICLE 4: OFFICERS

Section I. **Officers shall consist of [list officers], and shall be elected [month/date] for a term of [specify length of term]**

Section II. (if applicable) Qualifications for a leadership position within [organization name] are as follows: **[list qualifications]. Only currently registered Lourdes students may hold office. Officers of the organization shall not be on academic or disciplinary probation.**

Section III. Duties and responsibilities for each officer are as follows: **[specify duties and responsibilities for each leadership position]**

Section IV. Please describe the process/procedure for eligibility, active/inactive, voting/non-voting, handling of position vacancies and/or removal of officers in the organization.

Section V. Please describe the process installation of officers (retreats, training, frequency, etc.)

*ARTICLE 5: ADVISOR*

Section I. Please describe the process for selecting an advisor for the organization. [election, vacancies, removal]

Section II. Describe the length of term for the advisor position.

*ARTICLE 6: MEETINGS*

Section I. General Body Meetings will be held... [Describe frequency of the meetings.] *[Note: In this section you should indicate how often the organization will meet and how long it will meet.*

Section II. Executive Board Meetings will be held... [Describe frequency of the meetings.] *[Note: In this section you should indicate how often the organization will meet and how long it will meet.*

Section III. Standing Committee/Special Meetings... [Describe functions of committees if applicable]

*ARTICLE 7: VOTING*

Section I. General Body: Describe if and how voting will be used in general body meetings. [you should include a clause highlighting "in case of a tie" if there is an even number]

Section II. Executive Board: Describe how the Executive Board will make decisions pertaining to items not voted on by the General Body.

*ARTICLE 8: AUTHORITY & QUORUM*

[If applicable, address any parliamentary authority based upon your organization's desired procedures. If Quorum is used, you will need to indicate how it is determined. Quorum is the minimum number of voting members who must be present at a meeting in order to conduct business.] A simple majority of the voting members must be present to constitute a quorum.

*ARTICLE 9: FINANCE*

Section I. Please describe the financial structure, recordkeeping and allocation procedures for the organization (if applicable).

Section II. Please describe the "Dues" structure for the organization (if applicable).

*ARTICLE 10: AMENDMENTS*

[Address how your organization will amend its constitution.]

**It is further understood that if this organization desires at any time in the future to change in any way the provisions of this charter, that before such action is taken, the organization will submit for approval to leap@lourdes.edu.**

