

# Student Organizations

# Manual

Policies and procedures for a smooth running student organization.



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## Procedure for Recognition

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- Refer to the policies outlined in this handbook to verify your organization is in compliance with SD Board of Regents and University regulations.
- Submit your organization's constitution and by-laws to the Student Union, Room 121, to the Student Engagement and Programming Coordinator. (For more information on writing a constitution, refer to the constitution guidelines on page 13-14).
- Complete and return the Student Organization Recognition Form, available at the Student Union Information Center or also online at:  
<http://www.bhsu/RecognitionForm/tabid/6010/Default.aspx>
- Upon review of the submitted information, the paperwork will be forwarded to the Student Senate for formal recognition.

## University Policies for Student Organizations

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1. Any recognized student organization must be in compliance with all regulations of the University, Board of Regents, and the laws of the State of South Dakota.
2. Student organizations must file, and keep current, their officer roster (including current telephone numbers and addresses), by-laws, and constitution with the Student Union & Activities.
3. Changes in the roster of organizational officers must be submitted immediately to the Student Union Information Center.
4. Membership of student organizations must be at least 75% BHSU students.
5. All student organizations must have a BHSU faculty/staff advisor.
6. There must be 5 members to begin and maintain a student organization.
7. Student organization officers must be BHSU students (not staff/faculty or community members.)
8. Student organizations will not discriminate on the basis of race, religion, color, creed, sexual orientation, veteran status, disability, or status due to receipt of public assistance.
9. Organizational funds, unless otherwise specified, must be returned to the University if the organization is disestablished.
10. In the case whereby a recognized student organization receives donated equipment or other possessions and becomes defunct, the property immediately belongs to the University and must be returned within one month of disbandment.
11. All student organization fund raisers must be pre-approved by the Vice President of Institutional Advancement, Woodburn 114. This includes solicitation of donated goods from local and national corporations.
12. Prior to selling items or soliciting funds on campus, organizations must complete the Sales and Solicitation Form which can be obtained from the Student Union Information Center.
13. Any student organization that does not abide by the policies stated in this handbook are subject to discipline and loss of recognition.

## Special Considerations

Any BHSU recognized student organization or special service group, dealing with the mental and/or physical health and well-being of others, must follow the established regulations:

1. A University prescribed advisor will be directed for the group to supervise and develop educational training for the members.
2. There will be constitutional guidelines and ethical standards set forth for membership according to the guidelines set by the professional organizations of which the student organization is affiliated.
3. The advisor will have signature authority of all monetary accounts.

## SD Board of Regents

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### Policy for Alcohol, Marijuana, and Controlled Substances for Student Organizations



**The privileges of official recognition by South Dakota public universities may be extended to student organizations including those that maintain residences for their members only if such organizations agree to adopt and to enforce policies that, at minimum:**

1. Prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21;
2. Prohibit the manufacture, possession use or dispensing of marijuana or illegal controlled substances at organizational functions or in the organizational residence;
3. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana or illegal controlled substances.
4. Prohibit the informal collection from the members or residence of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances;
5. Require that whenever this section permits consumption of alcoholic beverages at organizational functions or in the organizational residence, the function must adhere to the Board guidelines for alcohol usage set out in Board Policy 4:27(E) at page 5 of 6; (<http://www.sdbor.edu/policy/4-Personnel/4-27.doc>)
6. Establish disciplinary policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under Board policies, except that limited use of alcoholic beverages is permissible as set out above, and except that, in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership, including residence privileges;

7. Require that a report be filed with the Vice President for Student Life each semester identifying all actions taken pursuant to the disciplinary policies required in this code;
8. Refer to South Dakota Board of Regents Policy Manual, Section 3:4 ([http://www.ris.sdbor.edu/policy/3-Student\\_Affairs/3-4.doc](http://www.ris.sdbor.edu/policy/3-Student_Affairs/3-4.doc)) for additional guidelines.
9. Institutions may impose additional or more restrictive conditions on official recognition.

## Disciplinary Measure for Infractions of Drug & Alcohol Policy

**When an officially recognized student organization has abrogated any of the conditions of recognition established, it shall be disciplined as follows:**

1. On the first offense the organization will be required to forego the use of alcohol at any of its functions, to remove all alcohol from the residence or both for one calendar year from the date on which this discipline is imposed. Additionally, the organization may lose the right to conduct social functions for a like period of time or, at the discretion of local officials, may incur additional sanctions including the loss of recognition.
2. A second offense within four years against any of the conditions of recognition or a violation of a sanction imposed following a first infraction will result in the suspension of the privilege to solicit and to accept new members for one calendar year from the time the sanction is imposed and may result in the loss of recognition.
3. A third offense will result in the loss of recognition.
4. In monitoring the enforcement of the foregoing conditions, the universities shall advise student organizations promptly whenever they learn of infractions in order to afford the affected organization an opportunity to initiate appropriate disciplinary measures. Imposition of disciplinary measures by a student organization will not prevent a university from imposing institutional disciplinary measure as it deems appropriate.
5. Where the universities find cause to impose a discipline, they shall notify the affected organizations in writing of the basis for that belief. The organizations shall then be afforded an opportunity to respond to such charges prior to the imposition of any sanction contemplated hereunder.

# Free Speech Policy

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## General Policy:

The University acknowledges the right of students and others to assemble in groups for peaceful purpose. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of exchanging thought and opinion. It is the right of the University to expect that such assemblies will be conducted in an orderly manner, with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes in a manner that prevents the disruption of regular University business, including classes, study, residential living, and the operation of the institution. Further, the University has the responsibility to preserve the safety of the students, faculty, staff, visitors, and property on our campus, over and above any concerns or endeavors.

## Specifics to Consider:

**Location:** Black Hills State University has no designated area for free speech. Therefore, it is essential that those wishing to participate in a public forum or demonstration coordinate with the representative from Student Union Activities area at least 48 hours before the event. This individual can be located through the Student Union Information Desk.

**Security:** Reasonable precautions for the safety of individuals and their audience are paramount. The Student Union Activities representative will review the security needs of each group and determine if there is need for additional security during the course of the event.

**Sound/Signage/Advertising:** When planning the event with the Student Union Activities representative, the group or individual will be referred to the University Posting Policy and the Sales and Solicitation Policy. Both policies allow for posting of signs and graphics in visible locations on the campus. Both policies take into consideration the prohibitions for the same as noted in civic ordinances and the student conduct code.

## Reminder:

The students are held to the tenets of the student conduct code, a copy of which can be found on the Black Hills State University website under "current student." While responsible for compliance to the entire code, please note the sections on harassment (cite) and disruption of University business (cite).

## Conclusion:

A University is a place in which dissenting and controversial views can be aired and discussed. These exchanges of views are not merely tolerated, but are a source of diversity and strength for our society. The mere fact that some may find the content of a demonstration or expression of free speech distasteful is no reason to ban that activity from campus. Accordingly, the right of expression is not a license to violate the law or interfere with the rights or safety of others to conduct business or express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on a university campus.

## Videotape Policy

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By law, as well as by intent, the pre-recorded videocassettes and DVDs 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 purchases of home videocassettes 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 them.

These simple, straightforward rules are embodied in the Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code. Any institution, organization, company or individual wishing to engage in non-home showings of home videocassettes should be aware of the Copyright Act's provisions governing showings of video materials, 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 home videocassette does not carry with it the right "to perform the copyrighted work publicly" (Section 202).
- Home videocassettes may be shown, without a license, in the home to "normal circle of family and its social acquaintances" (Section 101) because such showings are not "public."
- Home videocassettes may also be shown, without a license, in certain narrowly defined "face-to-face teaching activities" (Section 110.1) because the law makes a specific, limited exception for such showings. There are no other exceptions.
- Other showings of home videocassettes 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 home videocassettes must secure licenses to do so – regardless of whether an admission or other fee is charged (Section 501). 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 home videocassettes or DVDs 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 (Section 506). In addition, even innocent or inadvertent infringers are subject to substantial civil damages (at least \$750 for each illegal showing) and other penalties (Section 501-505).

*Stated from Motion Picture Licensing Corporation, Copyright 2001*

*Website [www.mplc.com/cpyrght\\_law.html](http://www.mplc.com/cpyrght_law.html)*

## Fund Raising Policy

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Organization fund raisers include, but are not limited to: bake sales, raffles, balloon sales, flower sales, T-shirt sales, sponsoring a community business on campus, collecting credit card applications and charity funding projects. Prior to selling ANYTHING or soliciting funds on campus, your organization must complete the *Sales and Solicitation Form*. This form is located at the Student Union Information Center.



All student organizations conducting fund raisers in the community must be pre-approved by the Vice President of Institutional Advancement, Woodburn 114. This includes solicitation of donated goods from local and national corporations. If you have any questions regarding this aspect of the fund raising policy, contact the Institutional Advancement Office at 642-6228.

For organizations wishing to sponsor a food fundraiser, please refer to the next guideline.

## Food Fundraising Policy

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Due to health concerns serving food to the general public, the following guidelines have been established by the University for Student Organizations.

### **Student Organizations CAN:**

Sponsor a bake sale or candy sale.

Sponsor any non-perishable food sale. (i.e. prepackaged popcorn/nuts in a tin, etc.)

### **Student Organizations CANNOT:**

Sell perishable food.

### **Special Requests:**

*For exception to this policy, student organizations must submit a written request with the Sales and Solicitation form. These two documents should be submitted to the Student Union & Activities Information Center. The Director of Dining Services, or his designee will review your special request. Once notified of the decision, the Student Union Director will approve or deny the Sales and Solicitation. The Student Union & Activities will contact the organization.*

## Sales & Solicitation Policy

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*Solicitation or sales of any product at BHSU by any group or individual REQUIRES WRITTEN PERMISSION. The Director of the Student Union is the University official responsible for granting such permission in the Student Union, and the Vice President for Student Life is the University official who may grant such permission for University wide sales and solicitation. Off-campus organizations are required to attain sponsorship from a recognized student organization or academic department. Such sales or solicitations are limited to no more than two days per semester. Arrangements should be made through the Student Union Information Center at 642-6062.*

**PERMISSION FOR SALES AND SOLICITATION MAY BE GRANTED IF ALL OF THE FOLLOWING CONDITIONS ARE MET:**

1. An officially recognized student organization in good standing is either selling the item itself or agrees to sponsor the sale or solicitation.
2. The product is not sold in direct competition with products sold in the University Bookstore or University Food Service (exceptions may be granted for periodic bake sales, or school spirit items such as hats, sweat shirts, etc.).
3. The product is not sold in direct competition with another approved sales or solicitation. The sale of similar but not identical items may be approved.
4. When working with external groups or agencies, the sponsoring club or organization is guaranteed at least 15% of the gross sales or a flat rate of at least \$50.00 per day; whichever is higher.
5. The proceeds from any sale must benefit the entire sponsoring organization and not simply some members who might use the organization as a front to set up such sales.
6. This form has been completed and approved five class days in advance of proposed sale or solicitation.
7. The Vice President of Institutional Advancement must approve raffles and sales of merchandise (shirts, hats, etc.).
8. The University retains the right to restrict time, place and manner of solicitations in order to protect the educational environment of the institution.

The business of any approved sale or solicitation must be conducted in the confinement of the area (or space) approved. The University may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.

**Your First Stop – The Student Union Information Desk to get an application for sales/solicitation approval!**

# Student Organizations & Walmart Charges

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The Walmart charge card may be used by BHSU student organizations that receive funding from the Student Senate and have an active university account. In order to use this charge card, you must follow the funding procedures below, along with the funding procedures set by the Student Senate.

## Student Union & Activities Procedures:

- Every organization and person using the Walmart card will need to sign it out. You will need to include your name, name of organization, account number, date and time signed out.
- Your personal Buzz card will be held as a deposit until the Walmart card and receipt are turned in.
- After the purchasing is completed, you will need to return the Walmart card and mark the time and the amount of the receipt.
- The signed receipt must be handed in at this time.

## University Support Services Procedures:

- Never use the self check-out aisles. This is because you would be charged tax in the self-check aisle and the University is tax exempt.
- No one item can be over \$25.00.
- The total purchase cannot exceed \$100 in a given day.

## How to charge at Walmart:

- Use an aisle with a checker. Tell the checker that the purchase is a charge to BHSU.
- Show the **tax exempt identification card** (kept with Walmart card) *before* any purchases are put on the counter (If you fail to do this step, your organization will not be allowed to check out the card until the receipt has been taken back to Walmart and re-rung without tax).
- If you are charging items for more than one account/organization, the purchases **must** be rung up separately, and separate receipts will be needed for each account number used.
- Know your account number! Sign your name on the receipt, include *your account number*, and the name of your organization. Please write legibly on the receipt.
- Give one signed receipt to the Walmart checker.
- Return the final receipt to the Student Union (we recommend you make a copy for your financial records).

❖ **The Walmart Charge Card can be checked out from Student Union, Room 121 or the Student Supervisor at the Student Union Information Center after 4:00 p.m.**

## Campus Posting Policy

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The intent of this policy is to provide Black Hills State University students, faculty and staff with maximum opportunity and space to advertise approved events at designated locations throughout the campus. It is the responsibility of the Student Organization or University Department to ensure that their promotional materials meet all University Identity Standards which can be found at: [www.bhsu.edu/Portals/0/facultystaff/pdf/VisualIdentity.pdf](http://www.bhsu.edu/Portals/0/facultystaff/pdf/VisualIdentity.pdf)

1. Posters and flyers must not exceed 14" x 22" in size.
2. Posters and flyers must provide the name of the sponsoring Organization or group. The organization's name should be spelled out. The event time, location, and price must be included.
3. Signs, posters, flyers, etc., should be posted for a period not exceeding three weeks.
4. No posters are permitted in which alcohol consumption or alcohol sales are part of the advertisement.
5. Signs may be posted in areas designed for posters only (such as bulletin boards and strips). Publicity may not be attached to windows, doors, walls, floors, sidewalks, trees, light posts, garbage cans or any other part of the University grounds.
6. Lawn signs on the Campus Green may be used for special occasions but must be approved through the Student Union Information Center. For lawn signs surrounding the vicinity of the Young Center, approval must be given from the Young Center office.
7. Chalk on the sidewalks is permitted only for promotion of University related programs and activities. All chalking must be approved by the Student Engagement and Programming Coordinator or a designated Student Union staff member the day before the chalking is to occur. The organization is responsible for removing the messages after the events.
8. Due to Spearfish City Ordinance (Article 1. Sec. 3-28), "No person shall throw or deposit any handbill in or upon a vehicle."
9. Only University affiliated groups and organizations can post information in the designated "Campus Events" areas. "Community Boards" are available for non-University flyers and promotional materials.
10. Student Organizations are welcome to post their promotional material in the official designated locations across campus after they have obtained signed approval on each poster at the Student Union Information Desk.
11. The sponsoring organization is responsible for removing any and all promotional information within 48 hours after the event. Failure to remove all forms of promotional materials, or posting in unauthorized locations, may result in the organization being billed for promotional material removal and possible denial of future posting privileges.
12. There are easels in the Student Union for special displays as availability allows. The easels can be checked out at the Information Center. All easels must remain in the Student Union Building.

## Student Development Workshops

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The Student Development Workshop Series was created as an opportunity for student organizations to discuss program ideas and needs, share information, and keep updated on other organization's events and activities. In addition, organizations are able to gather necessary forms and information for program planning and obtain answers to various questions on policies and procedures.

The office of Student Engagement will host four workshops throughout the year for student organization members. Guest speakers and community leaders may be invited to participate in various sessions to offer their expertise. These workshops are the ideal way to network with faculty, staff, community members and other students while expanding your leadership skills. Each workshop will focus on different aspects of leadership and personal development.

You have the opportunity to change the world. Start today by improving yourself, your organization and your university. The impact you make here may seem small but it can affect the world. Becoming a positive force can start now by attending these workshops.

## Student Organization Office Space

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Student Union Room 121A is the Student Organization office. This room is available for group meetings, banner and project making, storing supplies, and serves as the location of student organization mailboxes. Supplies, such as markers, glue, etc. are located in the closet and may be used by student organizations. Students may obtain the closet key at the Student Union Information Center.

## Student Organization - Buzz Cards

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Each student organization is entitled to an BUZZ card. Student organizations may deposit money on their BUZZ cards to make copies and purchase supplies at the University Bookstore. The BUZZ card may also be used at the University Printing Center. Your card may be checked out at the Information Center in the Student Union.

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## Additional Funding

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### *Student Senate:*

The Student Senate is an elected body of students that work to accomplish goals and to represent the whole student population at Black Hills State University. The Senate is led by an executive team consisting of President, Vice President, Minister of Finance, and Executive Secretary. The Senate also consists of senators, each representing different constituencies at BHSU. Three senators represent each college, Business and Technology, Art and Sciences, and Education. There are also senators that represent the Residence Hall Association, Part-Time Students and Freshman Students.

The main functions of Senate include allocating student organization funds, collaborating with BHSU Administration, and representing the BHSU Student Association to the South Dakota Board of Regents. Senate meets weekly and all regular meetings are open to any BHSU student. For more information on meeting times, submitting feedback or running for a Senate seat, please visit the Student Union information desk.

**Senate Funding:** The Senate allocates approximately \$20,000 for clubs, organizations, and special projects on a yearly basis. Student organizations will be notified in their organizational mailboxes and by e-mail about budget proposal deadlines. Specific details regarding this process will be noted at that time.

### **University Programming Team:**

The University Programming Team (UP TEAM) is a student run organization that plans large events for the entire student body and the surrounding community. Their events cover a wide range of interests, topics and formats. Activities include musical, cultural, social and educational programming. To learn more about the UP TEAM and how to be involved, please visit the Information Desk in the Student Union.

The University Programming Team is funded by the General Activity Fee. A portion of their budget is given to the Co-Sponsorship Committee. This committee allocates funding to other student organizations for programs that are open to the entire campus. They can fund up to 50% of the proposed program not to exceed 10% of the co-sponsorship budget. Funding for travel, workshops, and/or things that do not fall into the category of programs (i.e. mailings) will not be funded. Applications must be submitted four weeks prior to the program. For additional information and criteria, contact the University Programming Team located in the Student Union, room 123 or call 642-6418.

# Constitution Guidelines

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A good constitution should contain the basic elements of how your organization functions. It should have fundamental information on the structure of your organization and the rules you follow to perform your stated goals. A constitution is a set of rules and guidelines which outlines how your organization functions. It should include information about membership, election rules, removal or dismissals, special appointments, finances, and voting.

The following is a suggested list of components to be included in your constitution.

- 1. Name of the organization and date of submission**
- 2. Purpose of the organization**
  - A. State the purpose and goals of your organization?
  - B. What will members gain from this organization?
- 3. Membership of the organization**
  - A. Define who is eligible for membership
  - B. BHSU Student Organizations must be comprised of no less than 75% currently enrolled BHSU students the other 25% can be community members or BHSU faculty and staff. All officers must be BHSU students. Please state this fact in your constitution.
  - C. You must include an Affirmative Action Statement: "We, members of (the organization's name), will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, sexual orientation, age, marital status, disability or status due to the receipt of public assistance."
  - D. You must also include the statement regarding organizational use of drugs and alcohol. "The members of, (the organization's name), agree to comply with Black Hills State University and South Dakota Board of Regents' policies governing organizational use of alcohol and other drugs."
  - E. Incorporate the criteria for membership, including GPA, dues, attendance at meetings, etc.
  - F. Define the membership categories including the rights and voting privileges of each.
  - G. State the removal process from membership, such as: grounds for removal, procedure for removal, vote required and appeal process.
- 4. Election and voting procedures for the organization**
  - A. Decide when the elections are to be held and who will call for the election.
  - B. Define the nomination procedure. (Will it be self nomination, filing, nominating committee, or
  - C. By application?)
  - D. Define the election procedure. (Will the vote be taken by secret ballot, show of hands, or verbal?)
  - E. State when the new officers will begin their term and the length of the term. (Will it be in the spring or fall semester?)

### **5. Officers of the organization**

- A. Specify the qualifications for becoming an officer besides the requirement of being a currently enrolled BHSU student. (Do the individuals need to be members of the Organization for a certain amount of time? Is there a GPA requirement? Are there leadership criteria?)
- B. State the various officer positions and the responsibilities of each office.
- C. State the terms of the office.
- D. Define the procedure for filing vacated offices. (Will there be a special election? Will your Organization use an ascending order, appointment or interview process?)
- E. Define the procedure for removal from office. (Who initiates it, what is the vote required and what is the recall procedure?)
- F. Explain the appeal process for removal. (Does the appeal need to be in written form? Is there a time period? Who receives the appeal?).

### **6. Definition of a quorum**

- A. Define what the quorum for the organization will be. (Will the organization need 2/3 of the members present or 1/2 plus one? Will a quorum be necessary to carry on business?)

### **7. How can you change the constitution?**

- A. State the procedures for proposing amendments. Establish the length of time between notification and voting on the amendment. (Will the amendment be read at two consecutive meetings before a vote can be taken?)
- B. Should be difficult, usually at least two-thirds or three-fourths vote of actual membership.

### **8. Advisor of the organization (must be current faculty or staff member at BHSU)**

- A. Define the role of the advisor.
- B. Define the duration of term and criteria for selection of advisor.
- C. Define the criteria for changing the advisor.
- D. Define the appeal process for advisor if removed

### **9. State how the constitution, as it presently reads, goes into effect.**

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## **Room Scheduling**

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As a recognized student organization, your group may reserve Black Hills State University facilities free of charge during regular business hours. For larger events and after hour programs a fee may be incurred.

### **MEETING ROOM SPACE:**



### **David B. Miller Yellow Jacket Student Union**

Contact: Student Union Information Center  
Phone: 642-6062

Note: The Jacket Legacy Room has three smaller meeting rooms and one larger meeting space. There is also two additional conference rooms and the student organization space to be used for meetings.

## Classroom

Contact: Anne Stevens

Phone: 642-6064

On-line: [www.bhsu.edu/FacultyStaff/CampusServices/RoomRequestForm/tabid/3585/Default.aspx](http://www.bhsu.edu/FacultyStaff/CampusServices/RoomRequestForm/tabid/3585/Default.aspx)

Note: You must have your advisor confirm the organization's meeting time.

## Donald E. Young Center

Contact: Teri Royer

Phone: 642-6630

Note: You need to reserve the room at least two weeks in advance to ensure availability of the facility. You must have your advisor call to confirm the organization's meeting time.

## LARGE GROUP SPACE:

### David B. Miller Yellow Jacket Student Union

#### Jacket Legacy Room

Contact: Student Union Information Center

Phone: 642-6062

Capacity: 400 (lecture) 250 (banquet) 750 (standing)

Electricity: Standard 110 outlets. Plus, a 50 amp 125/250 volt receptacle. When using higher power outlets Facility Services will need to be contacted. **You will need to know:** a) voltage needed; b) number of amps needed; c) single or three phase power needed.

**Note:** Staging and some audio visual aids are available upon request.

## Room Scheduling

### Woodburn Auditorium

Contact: Ginny Sunding

Phone: 642-6262

Cost: Approximately \$10.00 per hour, per person, for stage and technical set-up and tear-down.

Capacity: 400 people

Stage: Width – 27'8" Depth – 24' Apron – 12' X 32'

PA System: yes

24 channel board

3 electrical outlets

Note: Food and beverages are not allowed in the auditorium.



### Donald E. Young Center Gym

Contact: Teri Royer

Phone: 642-6630

Gym Capacity: 3,800 people (seated)

Note: Groups using the facility on a regular basis will be required to show proof of student membership. Reminder: student organizations must have 75% student membership.

### Meier Recital Hall

Contact: Janeen Larsen

Phone: 642-6241

Capacity: 280 people

Stage: Width of 44 feet, by a Depth of 31 feet.

PA System: Must be brought in.

## Out of State Travel

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Student organizations must be preapproved for out of state travel by their advisor, Dean or Vice President of the Department and the President of the University. The organization advisor must accompany the students on out of state trips unless special permission has been granted by the Director of Student Services.

## Student volunteer Awards Celebration

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The Student Volunteer Awards Celebration is held each spring semester to recognize organizations and students for their achievements throughout the school year. A letter and e-mail notice will be sent to organizations letting them know when nomination forms are due and when applications are due. The following awards are given out:

### *Individual Awards*

#### **Outstanding Freshman (one award)**

Awarded to an individual with freshman classification who is actively involved in at least one student organization and participated in campus activities and programs outside the classroom. The recipient must have demonstrated enthusiasm, cooperation, and a willingness to learn.

#### **Outstanding Residence Life Involvement (one award)**

Award to a residence hall student who demonstrated involvement in residence hall activities and programs, supported the goals and purposes of residence hall living, demonstrated academic achievement and contributed to the quality of life in the residence all community.

#### **Outstanding Leadership In Residence Life (one award)**

Awarded to a residence hall student who has gone above the call of duty to serve the students and has made a positive impact through his/her leadership in the residence halls.

#### **Outstanding Student Organization Advisor (one award)**

Awarded to a volunteer advisor who contributed to the organization in the following ways: participated in meetings, consulted with organization members and officers, allowed the organization to set goals and make decisions, encouraged and supported officers and members.

**Outstanding Volunteer (one award)**

Awarded to the person who does not hold a leadership position, but has consistently donated his/her time and effort to the university and its student organizations. The recipient demonstrates enthusiasm for the organization they affiliated and faithfully contributes time and talents for the betterment of the organization(s) and the campus community. Award consideration is for accomplishments from Fall 2003 semester to the present time.

**Vice President For Student Life Rising Star (one award)**

Awarded to the person who holds a leadership position and has demonstrated exemplary leadership skills. The recipient must be a sophomore at BHSU with 32-63 credits. The recipient exhibits the ability to successfully work with the organizations, leads the organization with innovative ideas, delegate's responsibilities and provides direction to members and officers.

**Outstanding Student Leader (one award)**

Awarded to the person who holds a leadership position and has demonstrated exemplary leadership skills. The recipient exhibits the ability to successfully work with the organization, leads the organization with innovative ideas, delegates responsibilities, provides direction to members and officers, and is familiar with university policies and regulations.

**Excellence In Leadership (numerous awards may be given)**

Awarded to individual students who have best demonstrated involvement on campus throughout their enrollment at BHSU. Eligible candidates must have senior status and must have a minimum 3.25 cumulative GPA. The recipient will demonstrate extensive involvement in campus and community activities; personal integrity and exemplary character; a commitment to helping other students by encouraging, supporting and nurturing their involvement; and academic achievement. This is the only award that evaluates the candidate's activities throughout their college career. Nominees must also include a letter of reference with their application.

**Outstanding Student Organization Member Award (one award for each organization, chosen after the regular nomination process)**

Awarded to an individual selected by his/her organization for outstanding service to the group. A fellow member will be asked to present this award.

### ***Organization and Program Awards***

**Outstanding New Student Organization (one award)**

Awarded to a new student who has successfully recruited members, held activities and regular meetings, and is financially responsible.

**Outstanding Student Organization (one award)**

Awarded to a BHSU recognized student organization that has been successful in the following areas; membership retention, meeting attendance, social and educational activities, campus contributions, fundraising and/or community service projects.

**Most Improved Student Organization (one award)**

Awarded to the organization that has demonstrated the greatest improvement in the past year.

**Outstanding Program / Activity (several potential awards)**

Awarded to student organizations that sponsored a specific activity or program that exhibited creativity, encouraged student growth and development, and contributed to quality of student life on campus. Numerous awards will be given such as, community focus, campus focus, entertainment focus, cultural focus, etc.

**Outstanding Community Service Project (several potential awards)**

Awarded to a student organization for sponsoring a community service project that benefited someone in need and/or a service organization that supported and encouraged student commitment to volunteering and has a long-lasting value and impact.

***Board of Regents Awards***

**Board of Regents Award for Organizational Leadership (one award)**

The purpose of this award is to recognize student organizations for outstanding activities that provide effective student or community leadership.

**Board of Regents for Academic Excellence (one award)**

The purpose of this award is to recognize student organizations for outstanding contributions to the academic environment at their university or to the academic performance of students.

**Board of Regents for Community Service (one award)**

The purpose of this award is to recognize student organizations community service external to the campus.