Student Organization Handbook

Black Hills State University

~Transforming Lives~

BLACK HILLS STATE UNIVERSITY STUDENT ORGANIZATION AND ADVISOR HANDBOOK

2015-2016 STUDENT ENGAGEMENT & LEADERSHIP CENTER

The information contained herein is believed to be accurate at the date of publication, however the accuracy cannot be guaranteed. In case of any difference between the information contained and the current policy or procedure, the current policy or procedure shall be the one(s) which must be followed. The reader should confirm in advance any policies with the Student Engagement & Programming Coordinator.

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Welcome

Dear Student Organizations and Advisors,

Black Hills State University Student Engagement & Leadership Center is here to serve students, support organizations, and the BHSU community through organization advisement and support, involvement activities, leadership development and a wide range of program offerings. Such efforts, implemented in collaboration with students, faculty, staff, and alumni, aid in the growth and development of the individual. They are an integral part of the educational mission of Black Hills State University.

We view students as partners in the creation and implementation of co-curricular endeavors at BHSU. This shared responsibility is achieved organizational involvement, the promotion of student decision making, and celebrating the achievements of our students.

The information contained in this handbook is meant to serve as a resource to student organizations, their officers, and advisors.

Our hope is to build a partnership with you that will ensure success for your organization. We hope that you will attend our various programs, training and workshops that have been tailor made to meet your needs. If you have questions throughout the year, do not hesitate to visit our offices and the staff will be happy to provide you with assistance.

Best wishes for a prosperous year!

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Student Organization Rights & Responsibilities

Fundamental Rights of Individuals Involved in Student Organization

- The right to maintain close contact in relationships with friends and family members who are not involved in the organization.
- The right to disagree with group members without being belittled.
- The right to say "no" or "I need to think about this," whether it is about expectations of members, dues, activities, or time requirements.
- The right to ask questions and to express opinions.
- The right to know the history of the organization.
- The right to be respected as an individual.
- The right to withdraw from the organization without fear or humiliation.

Along with the benefits of becoming a registered student organization at Black Hills State University, there are certain responsibilities that must be fulfilled. These responsibilities are outlined below:

Responsibilities of Organization

- Student organization officers must be currently enrolled BHSU students (not staff/faculty, community members, or alumni).
- 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.
- Student organizations must file, and keep current, their officer and membership rosters and constitution with the Student Engagement and Leadership Coordinator.
- Organizations and their members will comply with the University's anti-discrimination and anti-hazing policies.
- Officers will develop honest and open lines of communication with the organization's Faculty/Staff Advisor, keeping them apprised of the group's activities.

Organization Formation and Recognition

Policies for Forming a New Student Organization

Students, if they are unable to find an organization that meets their specific interests, may form a new organization. The following criteria must be met to form a new organization:

- Must have a minimum of 5 members
- Must have a membership that is 75% BHSU students
- Must have an advisor that is a full-time faculty or staff member of BHSU
- Must have a written constitution.

Procedure

Students interested in starting a student organization should make an appointment with the Student Engagement & Programming Coordinator to talk through the process as well as receive important information regarding the policies and procedures about the organizations.

Members of the organization must submit the following information to the Student Engagement & Programming Coordinator to begin the process:

- Constitution
- Submit the online Recognition Form
    - The recognition form contains student contact information, advisor's name, membership roster, and short description of the organization
    - The form is found here: http://www.bhsu.edu/StudentLife/StudentUnionActivities/ClubsOrganizations/RecognitionProcedures/RecognitionForm/tabid/491/Default.aspx

When all of the required information is received, the Student Engagement & Programming Coordinator will review it to ensure adherence to BHSU and BOR polices. If any changes or suggestions are needed, they will be made to the group. Upon satisfactory completion of all required documents, the information will be forwarded to Student Senate with a recommendation to approve or deny. Senate will take two weeks to approve/deny, the first week they will read the proposed constitution and vote on the second week. Upon approval from Student Senate, the organization has all of the privileges granted to recognized student organizations.

Inactive/Defunct Organizations

Organizations can be made inactive or defunct two different ways. The first would be if a representative of the organization and the advisor contacts the Student Engagement & Programming Coordinator and requests the group be made inactive. The group will then be immediately classified as inactive. The second way happens when an organization fails to submit their recognition form within the fall semester of the current year. This form must be submitted at the end of every spring semester or very beginning of fall semester and failure to do so makes the group inactive.

To reactivate a group, representatives must meet with the Student Engagement & Programming Coordinator to complete a constitution review and submit an updated constitution as well as a new organization recognition form. Upon receipt of the required material, the organization is reinstated to active status.

Constitution Outline: A good constitution should contain the basic elements of how your organization functions. It should have fundamental information on the structure of the 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, elections, removal or dismissals, special appointments, finances, and voting.

Organizations may request a constitution template from the Student Engagement & Programming Coordinator. The following is a suggested list of components to be included in your constitution (all italicized phrases MUST be in all constitutions).

Article I – Name

Section 1. This organization shall be known as ***(Organization Name)*** or **Acronym or Abbreviation.**

Article II – Purpose/Mission Statement

Section 1. *It is the responsibility of **(Organization Name)** to uphold the Student Code and the educational mission of Black Hills State University.*

Section 2. The purpose of ***(Organization Name)*** is:

A. **List purposes here.**

Section 3. The goals of ***(Organization Name)*** are:

A. **List goals here.**

Article III – Membership

Section 1. *We, members of **(Organization Name)**, will not discriminate on the basis of a person's race, religion, color, creed, veteran status, national origin, sex, sexual orientation, age, marital status, disability or status due to receipt of public assistance. Discrimination also includes any allegation that, because of a person's race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability, has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services or with respect to the participation in the activities of officially recognized organizations.*

Section 2. *The members of, **(Organization Name)**, agree to comply with Black Hills State University and South Dakota Board of Regents' policies governing organizational use of alcohol and other drugs.*

Section 3. *Membership is open to all enrolled BHSU students, and BHSU students must comprise 75 percent of the total membership.*

Section 4. Describe your types of members here. Who can be members and what rights are they entitled to?

Section 5. The process for member or officer removal is as follows:

A. Grounds for expulsion include a member who**:**

B. *The offending member or officer will have a chance to address the membership in defense of the charges.*

Article IV – Voting Procedures

Section 1. Elections will be held in the following manner

Article IV – Officers

Section 1. *To be eligible for office, members must have the following qualifications: currently enrolled BHSU student,*

Section 2. The ***(Organization Name)*** will have the following officers and subsequent duties:

Article V – Advisor

Section 1. *The **(Organization Name)** will have an advisor registered with the Student Engagement Office who is a current staff or faculty member at BHSU.*

Section 2. *In the event of the need to consider removing an advisor, the organization will consult with the Student Engagement and Programming Coordinator regarding possible options.*

Article VI – Finances

Section 1. *The ultimate responsibility for financial obligations of **(Organization Name)** rests with the membership.*

Section 2. *The **(Organization Name)** will utilize an on-campus account only to deposit and expend its funds. If **(Organization Name)** shall become and remain inactive for a period of eighteen consecutive months all funds in accounts belonging to **(Organization Name)** shall be transferred back to the University.*

Article VII – Quorum

Section 1. What amount of members will constitute quorum?

Article VIII – Method to Amend Constitution

Section 1. How will your organization change their constitution if the need arises?

Article IX – Statement of National or Local Affiliation (this is only needed if you are affiliated with a national organization whose rules you will need to follow as well)

Section 1. The ***(Organization Name)*** is affiliated with a national chapter of:

Section 2. *In the event of a conflict between the **(Organization Name)** constitution and BHSU policies and procedures, BHSU policies and procedures shall supersede*

Article X – Statement of Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order which the organization may adopt.

Article XI – Effective Date

Section 1. Define when your constitution will be effective.

Student Engagement & Leadership Center (SELC)

Our Mission: The mission of Student Engagement & Leadership Center is to create an environment in which all students and student organizations are encouraged and aided in the development of positive social, cultural, intellectual, recreational, and leadership programs and activities. The Student Engagement & Programming Coordinator supports programming which promotes learning, personal growth, self-governance, social responsibility, and understanding.

General Information: Several resources are found within the SELC for student organizations. These include the following:

- Work room with many different supplies available for use.
- Meeting space, available on a first come-first serve basis.
- Work space cubicles.
- Storage and file cabinets, contact the Student Engagement & Programming Coordinator for available space.
- Student organization mailboxes.
- Work offices
    - Student Engagement & Programming Coordinator office
    - Student Senate office
    - Campus Activities Board (C.A.B.) office

Monthly Student Organization Officer Meetings: The Student Organization Officer Meeting 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 Student Engagement and Programming Coordinator will host monthly meetings throughout the year for student organization officers. Guest speakers and community leaders may be invited to participate in various sessions to offer their expertise. These meetings are the ideal way to network with other student organizations.

Attendance at this meetings are a requirement of remaining in good standing as a Student Organization.

Monthly Report Forms: The Student Organization monthly reports are an essential tool in helping to access the outreach and impact student organizations are having on a monthly basis here at BHSU and in the community. This report is vital to our assessment at the end of each semester. Reports of due by the 7th day of each month for the previous month.

Attendance & GAF Funds: All organizations are required to send at least one representative to every meeting and to complete the monthly reports. A registration form will be sent around at each meeting and given to the Student Senate Office Administrator. Those organizations that do not have representatives at every meeting may be penalized when requesting GAF funds for the upcoming year.

Development Opportunities

Leading Edge: Annual Leadership Conference/Retreat: During the beginning of the fall semester we host an annual leadership conference. This may take place on or off-campus and may be either a one or two day leadership experience. This is a free leadership conference open to all students. This is an amazing opportunity to grow and develop as an individual and as a team.

Leading Edge: Leadership Development Series: The Leadership Development Series was created as an opportunity for students to gain valuable training and skill development in a variety of leadership areas. Each workshop will focus on different aspects of leadership and personal development. Some topic areas include, discovering leadership styles, characteristics of authentic leaders, ethics and role modeling, communication, and leaving a legacy of leadership.

Leading Edge is a six week development series that takes place in both the fall and spring semesters. Each student that completes the series receives a certificate of completion, leadership pin, a framed copy of their personal leadership credo and a letter of recommendation upon request.

For specific information regarding dates and times, please contact the Student Engagement and Programming Coordinator.

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.

Program Planning

Reserving Student Union Space: Student organizations may reserve rooms within the Student Union free of charge during regular business hours. Larger events, technology use, and after hour programs may incur a fee for use. Contact the Student Union Office Manager for more information regarding any potential fees and for any large scale events at 605-642-6102. To reserve a room in the student union, you need to fill out the online room request form, found here: http://www.bhsu.edu/StudentLife/StudentUnionActivities/EventServices/RoomReservations/tabid/542/Default.aspx. The following spaces are available in the Union:

- Lobby Tables
- Upper Conference Room (206)
- Swarts Conference Room (213)
- Trump Conference Room (212)
- Lower Hive *Select Hours Available
- Club Buzz
- Jacket Legacy Room

Reserving Academic Space: To reserve a classroom, you must fill out the on-line request form found here: http://www.bhsu.edu/Services/InstructionalSupport/MultimediaClassrooms/RoomRequestForm/tabid/10179/Default.aspx. Anne Stevens schedules classroom space and will confirm the meeting time with the organization advisor.

Technology Needs: When completing the online reservation forms, indicate what technology needs your event will have. It is possible that you will need to coordinate with Terry Hupp to schedule additional needs beyond what the room supplies.

Other Event/Program Location Reservations: The following locations require a special reservation process:

- **Campus Green/Outdoor Spaces**: To reserve the campus green or other outdoor spaces, reservations must be done through Jeanne Hanson with Facilities Services at 605-642-6560.
- **Young Center**: To schedule events in the Young Center, other than designated classroom space, you must contact Brock Anundson at 605-642-6196 or 605-642-6882.
- **Woodburn Theatre**: To schedule an event in the Woodburn Theatre, you must contact Bert Juhrend at 605-642-6268.
- **Pangburn Lab Theatre**: To schedule an event in the Lab Theatre, you must contact Bert Juhrend at 605-642-6268.
- **Meier Recital Hall**: To schedule an event in the Meier Recital Hall, you must contact Chris Hahn at 605-642-6888.

Program Planning Checklist

When planning an event or program, the following checklist may be of use. Please note that not all sections may apply to every program, however they are included to ensure they aren't forgotten.

Program Name:_____

Date:_____ (Check the campus calendar to ensure no conflicts)

Location Reserved:_____Date Confirmed:_____

Activity Grant Request to C.A.B.:_____

Budget:_____Contract Needed (Y/N):_____

If contract needed, BHSU contract sent to artist/agent date:_____

Contract(s) sent to VP of Finance (date):_____ Signed (date):_____

Copies of all signed contracts sent to artist/agent (date):_____

Security Request:_____

Sales & Solicitation Form Completed (48 hours in advance):_____

A'Viands Contacted for food needs:_____

Supplies Purchased:_____

Payment Request sent to Business Office:_____

Promotion Options:

- ☐ Posters created
- ☐ Posters delivered to SELC 48 total (8 to SU & Jonas, 2 Young Center, 1 Library, 1 Meier Hall, and 36 to Residence Life)
- ☐ Atrium Banner created
- ☐ Sidewalk Chalking
- ☐ E-Newsletter submitted
- ☐ Campus Calendar
- ☐ Facebook

Liability Waivers

Event Wrap-up

Evaluations of Event completed:_____

Thank You notes written and sent:_____

Advertising Activities and Events: Several different opportunities exist to help organizations publicize their events and activities. Please ensure your group reviews the campus posting policy thoroughly to help make promotion smooth and easy.

Campus Posting Policy: 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. We have considered the natural posting patterns across campus in order to maintain effective and accessible publicity. It is expected that all advertising materials posted will be reasonably neat and attractive in the interest of the advertiser and the university. All advertising will adhere to the university community's sense of decency and good taste. Offensive, obscene, inflammatory advertising, etc. will not be permitted.

1. Posters and flyers size is recommended to be 11" x 17" or smaller and in a portrait orientation.
2. Posters and flyers must provide the name of the BHSU sponsoring department or organization. The sponsor's name must be spelled out. The event time and location must be included.
3. All posters must conform to the BHSU visual identity standards.
4. There are approximately 12 bulletin boards designated for campus activities available to post BHSU flyers/posters. Posters may be left at the Student Engagement and Leadership Center to be hung on the proper boards.
5. There are community boards designated for off-campus entities to advertise community events, ads, and classifieds. The Student Engagement and Leadership Center can direct individuals to these boards.
6. Signs, posters, flyers, etc., should be posted for a period not exceeding two weeks.
7. No posters are permitted in which alcohol consumption or alcohol sales are part of the advertisement.
8. Signs may be posted in areas designed for posters only (i.e. bulletin boards and strips). Publicity may not be attached to windows, doors, walls, floors, trees, light posts, or any other part of the university grounds.
9. Chalk on the sidewalks is permitted only for promotion of university related programs and activities. All chalking must be approved at the Student Engagement and Leadership Center during business hours the day before the chalking is to occur.
10. Due to Spearfish city ordinance (Article I. Sec. 3-28), "No person shall throw or deposit any handbill in or upon any vehicle."
11. Publicity for Residence Halls can be sent to the Residence Life office. 36 posters are needed for every wing/floor in all residential buildings. Only Residence Life staff will hang posters in the designated areas within the residence halls.
12. Table tents must be approved by the Student Engagement and Leadership Center and must follow BHSU visual identity standards and the above listed policies.
13. Special exemption from any of these policies may be requested at the Student Engagement and Leadership Center.

Sidewalk Chalking: As per the posting policy above, sidewalk chalking may be done with permission from the Student Engagement & Leadership Center to promote University Events

only. The chalk may only be on the sidewalk surfaces and may not be applied to any buildings. It is the responsibility of the sponsoring organization to remove the chalking following the event.

Student Union Atrium Banners: Organizations may create a banner using the supplies in the workroom located in the Student Engagement & Leadership Center to advertise their events in the Student Union Atrium. The banner may be displayed for one full week before the event. Contact the Student Engagement & Leadership Center for more information about creating a banner.

Campus E-Update Weekly Newsletter: Every Monday and Thursday during the academic year the e-newsletter is published to all faculty, staff, and students. Announcement may be placed in the newsletter by submitting the online form: http://www.bhsu.edu/FacultyStaff/FacultyStaffAnnouncements/AnnouncementsEmail/tabid/16684/Default.aspx?utm_source=eNewsletter&utm_medium=CampusUpdate&utm_campaign=Campus%20Update

Campus Calendar: Events can be placed on the campus calendar in several different ways. When a room is reserved in the Student Union, the event is placed on the calendar by the Student Union Office Manager. Events can also be placed on the calendar by the Student Engagement & Programming Coordinator and the Marketing and Communications Department. The entries on the calendar are promoted to the campus and community through several different avenues, making it very beneficial to get all events listed.

Social Media: BHSU maintains a presence on social media sites such as Facebook, Twitter, and YouTube. To have your event promoted or featured on these sites, contact the Marketing and Communications Department. Also, ensure the event is listed on the Campus Calendar, as quite often events from there are promoted through these channels.

Visual Identity Standards: When creating posters and promotions for events, all groups must adhere to the BHSU Visual Identity Standards. These standards provide the campus with comprehensive guidelines on how Black Hills State University represents itself in printed publications as well as on the web and other multimedia formats. The intention of the standards is not to have all visual communication be identical, but to share visual elements that identify them as coming from BHSU. By defining the framework by which visual communications are created, some design options are limited but ample room for creativity remains. For full information on colors, fonts, logos, and other information on the visual identity standards: http://www.bhsu.edu/FacultyStaff/MarketingandCommunications/VisualIdentityStandards/tabid/7749/Default.aspx.

Finances

When it comes to finances, it can be quite confusing to do business on campus or on behalf of the organization. This section of the handbook will attempt to make it as easy as possible, however questions always arise. If that happens, please contact the Student Engagement & Programming Coordinator, the Campus Activities Board Activity Grants Director, or the Student Senate Office Administrator. These individuals know how to find the answers to your questions.

On-Campus Accounts

There are two different accounts that student organizations may have on campus. These are Buzz Cards and Revenue Accounts. Each account fulfills different needs and not all may be needed. Please read the definition of each below to determine which is most useful for your specific group.

> **Buzz Cards**: All organizations have the option of having a Student Organization Buzz Card issued. Most organizations opt to have their Student Senate or Activity Grants allocations deposited on their Buzz Cards as they can be used anywhere on campus as well as to pay for any Wal-Mart purchases. A majority of the Student Organization Buzz Cards are kept at the Student Union Information Desk and may be checked out by any organization member with their own personal Buzz Card.
>
> **Revenue Accounts**: A revenue account is a FOP (Fund, Org, Program). It consists of three different sets of numbers, a 6 digit fund, 6 digit org, and 2 digit program. These numbers denote several different things regarding where the funds came from, which institution they are located at, and what group it is for. This account would primarily be used to pay an entertainment fee from contracted entertainment or to order items that may not be purchased on campus or at Wal-Mart. These accounts have the ability to have deposits made. When an organization does a fundraiser and needs to deposit their profits, one of these accounts is required. Once the funds are deposited, they may be utilized in the same manner as the funds in an FOP. Make sure to contact the budget office to assign these funds before they can be utilized.

Off-Campus Accounts: Organizations are not allowed to have accounts held at off-campus institutions.

Funding Sources: Student organizations have several different methods of obtaining funds to operate and provide programs. Below are the most common sources as well as a brief description of policies regarding them.

> **General Activity Fee (GAF)-Student Senate**: Every year, Student Senate is given a portion of the General Activity Fee paid by all students taking classes on campus. Their share of this fee is meant to be allocated out to the various student organizations on campus to help promote extracurricular activities, encourage development of civic skills and responsibilities, and stimulate uninhibited and vigorous debate and discussion. Each spring, the Student Senate Office Administrator will

distribute the operational budget request form along with the guidelines for requesting funds to all student organizations. Below is the policy outlined by the South Dakota Board or Regents regarding funds for Student Organizations:

> Only recognized student organizations may receive disbursements from the fund to finance the organizations' general operational expenses and to subsidize cultural, social, recreational and information activities and events sponsored by the organizations.
>
> A. The institution may only distribute funds to support the general operational expenses of a recognized student organization if the organization's activities
>
> 1. Have a valid secular purpose;
> 2. Do not have the primary effect of advancing or inhibiting religion; and
> 3. Do not foster excessive entanglement between the state institution and religion.
>
> If a funding request by a registered or recognized student organization fails to meet any of these requirements as determined by the institution, until circumstances warrant otherwise, that particular organization shall not be eligible for funding of its general operational expenses.
>
> B. The institution may not distribute student activity fee proceeds to support the general operational expenses of a recognized student organization affiliated with a political party or of other recognized student organizations if such organizations use the funding to:
>
> 1. Advance any candidate or ballot issue in an off-campus election; or
> 2. Finance off-campus lobbying or political activities of non-students.
>
> This section does not prohibit a student governance body, recognized by the institution, whose leadership is popularly elected by the students, from using student fees to communicate its position on behalf of all students, either through lobbying efforts before legislative bodies or through publicity communicating its positions on initiated or referred measures.
>
> C. The institution may distribute student activity fee proceeds to support on-campus cultural, social, recreational and informational activities and events that are open to all members of the campus community and that are sponsored by a recognized student organization, even if the organization would not be eligible for fees to support general operational expenses, but only if the activity or event has a valid secular purpose and does not have the primary effect of supporting a religious ceremony. For purposes of this section, the incidental or passing invocation of deities shall not be deemed to require than an otherwise secular student organization sponsored activity be deemed a religious ceremony.
>
> D. Each institution that elects to provide activity fee support pursuant to section 3(C), above, shall develop a procedure that will distribute monies

without regard to the content of a proposed activity or to the positions advocated. Such content-neutral mechanisms may include, without limitation, random selection from among student proposals or prioritization based upon frequency of funding or other objective factors unrelated to the content or purpose of proposed events or activities.

Fundraisers: 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 and charity funding projects. Prior to selling ANYTHING or soliciting funds on campus, your organization must complete the Sales and Solicitation Form a minimum of 48 hours before the event. This form can be found at the Student Union Information Desk.

All Student Organizations conducting fund raisers in the community must be pre-approved by the Vice President of Institutional Advancement, located in the Joy Center. This includes solicitation of donated good from local and national corporations.

For organizations wishing to sponsor a fundraiser that involved food, please refer to the Food Based Fundraiser section of this handbook.

Activity Grant Request: Student Organizations may request a onetime allocation for a project or activity from the Activity Grants joint committee, led by the Campus Activities Board. These forms may be found on the Student Organizations webpage. The forms must be received a minimum of two weeks before the event or activity if the proposed funds do not exceed $100. A minimum of 3 weeks are needed if proposed funds exceed $100. For more information on this process, contact the C.A.B. Activity Grants Director.

Purchasing Guidelines: Below are basic guidelines for Student Organizations when making purchases, both on and off campus. Please review them thoroughly as it is the organization's responsibility to ensure they are in compliance.

Wal-Mart Card: The Wal-Mart charge card may be used by BHSU student organizations that receive funding from Student Senate and/or Campus Activities Board and have an active Buzz Card with sufficient funds to cover the purchase. In order to use this card, you must follow the funding procedures below, along with the funding procedures set by Student Senate and/or Campus Activities Board. The Wal-Mart card may be checked out from the Student Engagement & Leadership Center.

Student Union & Activities Procedures:

- Every organization and person using the Wal-Mart card will need to sign it out. Please have your organization's account number available when signing out card.

- Your personal Buzz Card will be held as a deposit until the Wal-Mart card and receipt are returned, no substitutions.
- After the purchase is complete, you will need to return the Wal-Mart card and receipt with the organization name written on it.

University Support Service Procedures:

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

How to charge at Wal-Mart:

- 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 the Wal-Mart card) ***before*** purchases are put on the counter (if you fail to do so, your organization will not be allowed to check out the card until the receipt has been taken back to Wal-Mart and re-rung without the 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.
- Return the receipt to the Student Union (we recommend you make a copy for your financial records).
- The amount of the purchase will be deducted from your student organization Buzz Card.

Restrictions: The following items cannot be purchased at Wal-Mart

- Electronics
- Computers and Computer Items
- Gift Cards
- Greeting Cards
- Picture Frames
- Home Décor Items

On-Campus Purchases: Purchases on campus may be made using your organization's Buzz Card. You may use this to purchase items at the Bookstore, printing, food from A'viands, and technology/facility charges.

Off-Campus Purchases: Organizations that need to make purchases of items that cannot be gotten on campus or at Wal-Mart may do so, however they must follow University purchasing procedures. This may be accomplished through standing purchase orders or through the on-line purchasing system. If this is the case, please contact your advisor or the Student Engagement & Programming Coordinator to begin the process.

Food Guidelines

A'vainds Dining & Catering Services: A'viands is the exclusive food service provider for the BHSU campus. This means that all food served on campus, in the dining halls or during special events, is required to go through them. Student organizations who wish to have food for any event must visit with A'viands to order food or receive approval for food from an off-campus source.

To order food for an event you must contact the catering coordinator, Brenna Williamson. She will help with the process as well as ensuring you receive the discount given to student organizations on campus. Bob Dooley, Director of Dining Services, will be your contact to receive approval to order food from an off-campus source.

Food Based Fundraiser: Often times organizations desire to hold fundraisers involving food, such as a bake sale or a special meal. Due to health concerns serving food to the general public, the following guidelines have been established by the University.

> **Student Organizations CAN:** Sponsor a bake sale or candy sale and sponsor any non-perishable food sale (i.e. prepackaged popcorn/nuts in a tin, etc.)
>
> **Student Organization CANNOT:** Sell perishable food without special permission.
>
> **Special Requests**: For exception to this policy, student organizations must submit a written request with the Sales & Solicitation form. These two documents should be submitted to the Student Union Information Desk. The Director of Dining Services, or their designee, will review your special request. Once notified of the decision, the Student Union Director will approve or deny the Sales & Solicitation and contact the organization with their decision.

Contracting for Services

Contracting Process: When organization opts to bring a special event to campus, such as a speaker, comedian, DJ for a dance, or hypnotist; quite often contracts are involved. Listed below is the process that must be followed when executing contracts.

- Contact the individual or agent you wish to contract for their services and discuss the following:
  - Dates
  - Price
  - Technical Requirements (to ensure BHSU is able to accommodate their needs)
  - Hospitality Requirements (we cannot pay for hotel, transportation, or food separately, this must be negotiated into the total price, usually called a "buy-out")
- Once all of the details have been agreed to, a copy of the BHSU Performance Contract (found on the Human Resource Forms webpage) must be completed with the negotiated details and sent to the artist/agent to be signed.
- Often times, entertainers/agencies will have their own contracts. This can be sent at any time, but it must be signed first by the artist/agent.
- Once the BHSU Performance Contract and artist/agency contracts have been signed by the performer/agent, both copies need to be sent to the Vice President for Business and Finance to sign on behalf of BHSU. This office is the only authorized place to have contracts signed. **NO ONE** else is authorized to sign contracts!
- When the contracts are signed by the VP, copies of everything need to be sent to the artist/agency for their records.
- It is very important that the terms of the contract are fulfilled as written, unless otherwise negotiated. The items in there are requested for a specific purpose and are vital to the show/performance.

Travel Policy

All students who are traveling as part of a student organization must complete a travel request form and the trip **MUST** be registered in the Student Engagement & Leadership Center for insurance purposes. Failure to do so could result in cancellation of the trip or failure to be reimbursed for travel expenses.

Travel Request Form: A travel request form is required for all individuals who will be traveling on behalf of the organization. The form can be found on-line here: http://www.bhsu.edu/Portals/0/facultystaff/univ_spt_svcs/BHSU_fillable_travel_request2.pdf. It needs to be filled out in its entirety, although assistance from your advisor may be needed for some areas. When completed, it needs to be taken to the University Support Services Office, Woodburn 216, and a copy needs to be submitted to the Student Engagement & Leadership Center.

Out of State Travel: 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. All paperwork for out of state trips must be completed a minimum of 2 weeks prior to travel.

Student Insurance: All organizations that travel are required to purchase student insurance. The cost for this insurance is minimal, $0.20/student/day, and is billed directly to their organization account or Buzz Card.

Vehicle Request & Proof of Insurance: If a vehicle is needed for travel, from the University Fleet, it must be indicated on the Travel Request Form and also requested via the online form here: http://www.bhsu.edu/FacultyStaff/CampusServices/UniversitySupportServices/TravelRequestManual/TravelRegulations/VehicleRequest/tabid/10729/Default.aspx. In addition, if a student will be driving the vehicle, they will need to complete a Volunteer Agreement Form (found on the vehicle request form page above) as well as provide a valid driver's license and proof of valid auto insurance.

General Policies & Procedures

Board of Regents Policy for Alcohol, Marijuana, and Controlled Substances: 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 4 and 5;
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 Senior Student Affairs officer each semester identifying all actions taken pursuant to the disciplinary policies required in this code;
8. Refer to South Dakota Board or Regents Policy Manual, Section 3:4 for additional guidelines pertaining to disciplinary policies.
9. Institution may impose additional or more restrictive conditions on official recognition.

Disciplinary Measures 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 shall 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 conduct sanction 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 shall 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 shall 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: 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 Sate 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 represenatative from Student Union and 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 ther audience are paramount. The Student Union and Activities representative will review the security needs of each group and determine if there is need for additional security druing the course of the event.

Sound/Signage/Advertising: When planning the event with the Student Union and Activities representative, the group or indivudal will be referred to the University Posting Policy and the Sales and Solicitation Policy. 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 students." While responsible for compliance to the entire code, please note the sections on harassment and disruption of University business.

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 socity. The mere fact that some may find the content of a demonstration or expression of free speech distasteful is no reason to ban that activitiy 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.

Hazing Policy: Hazing includes any activity intended to test another person's willingness or readniness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation or other risks of emotional or physical harm; willing participation in a hazing exercise by ther person being hazed does not excuse hazing. Any student, group of students or student organization found to have committed the following misconduct is subject to the conduct sanctions outlined in Section 3, Student Conduct Policies of the BHSU Student Handbook.

Public Viewing of Films/Movies: 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 emodied 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 "performance in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are 'public performances subject to copyright control" (Senate Reprt 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 leasts $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

If clubs and organizations are unsure if a license is needed or how to go about obtaining a license, please contact the Student Engagement and Programming Coordinator. The office will be able to assist with issues pertaining to movie/video licensing for public showings of copyrighted materials.

Sales & Solicitation Policy: *Solicitation or sales of any product or ideology at Black Hills State University by any group or individual must obtain a written permit. 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 at least 48 hours in advance through the Student Union Information Center at 642-6062.*

Sales and solicitation will be permitted 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 Dining 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 48 hours 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.
9. The requesting party must adhere to all federal, state, municipal and university regulations and have the Sales & Solicitation Permit readily available and visible during the stated approved time on the permit.

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 charge to cover additional operational expenses to the institution. If applicable, completion of the security request form may be needed.

Resources & Services

Student Union Services: The Student Union offers numerous services to student organizations, several which have been previously mentioned. These services include:

- Hosting office and meeting space within the Student Engagement & Leadership Center
- Leadership Training
- Event promotion through online calendar and newsletters
- Poster Approval and distribution throughout campus
- Customized trainings and seminars for organizations, free of charge, through the Student Engagement & Leadership Center

Mail Services: All student organizations are entitled to a mailbox in the Student Engagement & Leadership Center. The address format for organizations is as follows:

Name of Organization
Black Hills State University
1200 University Street, Unit 9000
Spearfish, SD 57799-9000

If a group wishes to mail items, they may do so in the Mail Center located in the lower level of Pangburn Hall, using their Buzz Card to pay postage.

Marketing & Communications Services: The Marketing and Communications Department offers many different services to student organizations. These services include:

- Free publicity design, to ensure your publicity complies with the University's visual identity standards.
- Assistance with setting up a bhsu.edu website for your organization.
- Publicity on the campus calendar and through social media.

Advisor Information

Philosophy of Advising: The organizational advising model at BHSU represents a collaborative and interactive relationship between Student Life - Student Involvement and faculty/staff in the University who volunteer to serve as organization advisors. This partnership allows student organizations to benefit from the expertise and insight from a team of professionals, with each having distinct roles and responsibilities to the organization.

Role of the Advisor: As an advisor to a student organization, it is sometimes tough to determine exactly what students are expecting. The specific roles of an advisor can vary from group to group. However, the roles that an Advisor takes on will depend on the relationship that is developed. The following list consists of common functions/roles that an Advisor may serve.

Teacher/Coach

- Serve as a resource in your area of expertise
- Challenge the organization to build upon previous accomplishments
- Challenge students to meet high performance standards and expectations
- Congratulate on successes and provide feedback on possible improvements

Leadership Development

- Assist in the development of the "whole" individual by developing leadership skills, ethical and moral judgments, community responsibilities and an appreciation for diverse cultures, lifestyles and opinions.
- Help plan retreats and training programs

Financial Guidance

- Remain aware of organization budgeting, expenditures and income
- Assist the Treasurer with accurate record keeping

Transition Assistance/Continuity

- Assist with elections and orienting new officers
- Encourage written reports and evaluations on programs to be kept on file
- Maintain historical information to be passed on to future officers

Interpretations of Policy

- Be familiar with university policies and procedures and educate students
- Serve as an agent of the University as well as an advocate for students to keep the best interests of both

Program Planning

- Play an active role in planning meaningful and successful programs
- Openly offer ideas and suggestions for areas of improvement

Counseling

- Interact with students on various levels to encourage honest communication
- Provide appropriate referrals if students have personal or academic problems