

Advisor and Student Organization Guide

Concord University is comprised of many elements and one of the most important is the various student organizations that add so much to the diversity of the campus. These groups make important contributions to the quality of the Concord experience and their efforts permeate throughout the University and local communities. Deciding to join a university student organization offers many opportunities to meet fellow students with the same interests and interact with faculty and staff outside the classroom. It also allows you the chance to make a difference both on and off the campus. The various student groups offer members the opportunity to pursue personal interests, to develop leadership potential through cooperative group efforts, and make significant contributions to the Concord University community.

The University recognizes the importance of student organizations to their members and to the campus community as a whole. Certain facilities and services are available to these organizations to enhance their effort to be successful members and contributors to the campus.

This booklet is a resource for both the organization and the advisor. It contains a variety of information that, if utilized, will help the students and advisors develop the best student organizations possible. But it is up to both the student members and the advisor to do this. If they, for whatever reason, decide not to make use of this information, then their organization will not offer a quality experience to its members nor represent Concord University in a positive manner.

If you have questions or concerns, please feel free to come by the Student Center Office, Student Center Building Room 203, or call us at (304) 384-5310/5311.

Good luck and thank you for participating!

The Advisor

Advisors and groups have their own specific needs and expectations of each other. However, there are several criteria that apply to almost every advisor. They include:

1. Some knowledge of the group's purpose.
2. Be both a source and a liaison between the University and your group.
3. Knowledge of the group's finances.
4. Be willing to attend meetings and social functions.
5. Know the members, especially the officers.
6. Realize that, ultimately, it is a student group and they are responsible for its success.

Remember:

1. The advisor serves as the University's representative to the group.
2. It is the advisor's responsibility to ensure the group is aware of the University's policies and regulations.
3. Advisors should be involved in planning the group's program.
4. Be a role model to the group.
5. While taking part in discussions, the advisor should not dominate the discussion.
6. Be willing to tell the group when they are wrong and offer alternatives.
7. Know that sometimes the group will not take your advice.
8. An advisor may be a counselor to members having problems.
9. Encourage service projects.
10. An advisor facilitates transition between outgoing and incoming officers by passing on important information.
11. Working with a group of diverse students, with different beliefs, can cause conflicts.
12. Be aware of hidden agendas – this is why you need to be involved.
13. Some groups do the same thing over and over, offer alternatives.

A successful group results when...

1. Individuals come together because of their belief in a common vision and goals.
2. Individuals see opportunities as a group opportunity, not as an individual opportunity.
3. They place individual advancement second to group advancement.
4. Members view success in terms of the group succeeding.
5. All members feel responsibility for the group.

Helpful Hints...

1. When your group starts planning an event, the first thing to do is to check the Master Calendar in the Student Center Office for possible conflicts. Similar events conflict and are not allowed and rooms book quickly.
2. Remember that if you rearrange the furniture, have refreshments, etc., clean up after yourself and put the furniture back to its original location.

3. Your organization's SGA representative is responsible for sharing the SGA information with the group, especially in budgetary matters.
4. If your group submits a budget for SGA funding, be sure whoever presents it can explain it well.
5. Be sure you understand your group's budget.
6. If your group receives SGA funding, be sure you understand the process and do not use your credit card until you have an approval. Keep all receipts for reimbursement.
7. If your organization receives SGA funding, don't delay in using it!
8. Make sure the organization completes the proper paperwork to initiate payment.
9. The Student Center Office will assist you with your questions about paperwork but the staff cannot do the paperwork for you or the group.
10. When your group plans an event, don't wait until the last minute to get things done. Waiting is unprofessional and places an unnecessary burden on people who have to assist you.

A successful relationship between the Advisor and the group includes:

1. Shared responsibility for building the relationship.
2. Communicating with each other in a direct and open way.
3. Recognizing that it is a student organization and ultimately its success depends on its student members.
4. Both the advisor and the students being involved in this experience are continually growing.

Your responsibilities include:

1. Serving as a resource person to the entire group.
2. Acting as a liaison between the University and your organization.
3. Attending meetings and activities from beginning to end.
4. Assisting the group's officers.
5. Providing continuity.
6. Assisting with problem resolution.
7. Being a catalyst for new ideas.
8. Being a good role model to the group.

"The Character of any group is reflected in the standards it sets for itself." Successorite.com

"People support what they create." Patty Hamilton, Concord College, 1988

"People may forget what you say, people may forget what you do, but people will never forget how you made the feel." Maya Angelou

What can the Student Center do for you and your organization?

The Student Center offers both the advisor and the group support in many ways. These include but are not limited to:

1. Mail boxes for officially recognized campus organizations.
2. Source for finding University and State budget forms.
3. Advertising events on the Google Calendar.
4. Scheduling of events.
5. Assistance with information on the SGA budgetary process.
6. Finding meeting locations.
7. Having staff members available for consultation.
8. Knowledge about the University and its policies, such as Solicitation, etc.
9. Help with developing organizational constitutions.
10. Gaining official campus recognition for your group.

Should you or your organizational members have any questions, please contact the Student Center Office either in person or at (304) 384-5310 or (304) 384-5311.

Why have student organizations?

The college experience should not be limited to only the classroom and intellectual pursuits. Much of what is learned occurs outside of the classroom and Concord University realizes the importance of this experience to all students. This is why we support over 70 student organizations ranging from honor to Greek life, to service, to religious affiliations, and to special interest groups. There is something for everyone, and if you are not satisfied with what currently exists, you can create an organization that reflects your own interests. All groups are advised by faculty and staff who share the same interests and enjoy working with students outside the normal classroom setting.

Involvement in a student organization provides the student with opportunities to acquire leadership and other interpersonal skills; to participate in meaningful university and community service projects; to learn about themselves through involvement with other people, including international students and staff, who they otherwise might never meet; to learn more about the value system they bring to college and, perhaps, build on it; and hopefully have a rewarding, life changing experience during their time at Concord University.

Student organizations can only flourish when their members are actively involved in its success. Members must be ready to invest their time and efforts in the organizations. This will require them to learn how to manage their time, especially if they are members of more than one group. They must be aware of the enabling effects of successful involvement. This includes leadership, organizational and motivational skills, interpersonal skills, and confidence from succeeding. Members must also be ready to share the experience of purpose and resulting satisfaction as persons from different backgrounds work together toward common goals.

Groups meeting in the Student Center should not exceed 2 hours per meeting and during Greek Week and Homecoming Week, meetings or practices in the Center may be limited to one (1) hour per week to

accommodate as many groups as possible. Groups shall request meeting space for no more than 2 nights per week as well.

The Recognition Process:

Concord University encourages students of a common interest to organize and join together. To officially form a student organization, the following process **MUST** be completed.

1. The student organization **MUST** have five (5) members who **MUST** be full-time Concord students.
2. The organization's advisor **MUST** either be a Concord University Faculty or Staff member.
3. The organization's constitution and by-laws **MUST** be submitted to the Student Center Office for approval. It cannot contain any statutes contrary to the rules and regulations of Concord University, town, county, state and/or federal laws. Once approved, it will be kept on file in the Office. To be a viable constitution, it should be revised every three years. By-laws can be added anytime but they **MUST** be submitted to the Student Center Office once they are approved by the organization's members.
4. Submit a completed **Organizational Officers, Membership, and Advisor Form** with the original constitution. This form **MUST** have officers listed on it and they must include the following: President, Vice-President, Secretary, Treasurer, Service Representative, and the Advisor's name and signature. **This form MUST be completed at the start of each fall semester.** During the school year, it is the group's responsibility to notify the Student Center Office of changes in officers, membership, or advisor.
5. Each organization and its constitution, by-laws, etc. will be non-discriminatory pertaining to membership, ethnic origin, sex, or religious affiliation of prospective members-except when the expressed and legitimate purpose of the organization restricts membership (fraternity membership is limited to males and sororities to females).
6. All fraternities and sororities, especially national groups whose functions are primarily social, should be members of either the Interfraternity Council or the Panhellenic Council.
7. **NO** split organizations are allowed at Concord. Organizations that attempt to have members on more than one campus tend to be weak and do not have the ability to act in a strong manner. They do not reach their full potential and, therefore, deny their members valuable experiences.
8. When forming a group, two interest meetings are allowed to be scheduled in the Student Center without an advisor's signature on the Activity Form.

Please remember: If organizations wish to use campus facilities, they **MUST be officially recognized on campus. Also, to be an SGA recognized organization, they **MUST** attend SGA meetings and meet their organizational requirements as well.**

All organizations/groups shall conform to town, county, state, and/or federal laws and/or ordinances as well as the rules and regulations established by Concord University. This not only includes on-campus behavior, but also off-campus behavior.

Being an officially recognized student organization entitles your group to:

1. Turn in your current Organizational Officers, Membership, and Advisor Form to the Student Center Office at the beginning of the fall semester to be officially recognized on campus. (Also,

make sure you have an up-to-date constitution and by-laws on file in the Student Center Office.) Then you can use the University's facilities upon their availability and approval.

2. Be listed in University publications.
3. Use of the University Post Office and its services which include a free mailbox.
4. Receive assistance from the Student Center Staff and the Student Activities Committee.
5. Advertise organizational events on campus. Ads must comply with all local, state, and University laws and posting regulations.
6. Apply for SGA funding by meeting the budget criteria: (See SGA By-laws for information.)
 - a. Attend 5 consecutive meetings to gain voting privileges.
 - b. Maintain voting rights for your organization and then you can request funds the next semester.
 - c. Provide an allocation request each semester on the proper forms. Be specific as possible avoiding general terms and no items shall be listed as miscellaneous.
 - d. Turn in the request as directed by the Student Senate representative.
 - e. Provide accurate and complete information on the form.
 - f. Organizations MUST show an attempt to acquire funds through fundraisers, department, donations, etc. and not use SGA as their primary source of funding.
 - g. Organizations that receive SGA funding shall not spend any portion on Homecoming.
 - h. No funds shall be allocated for shipping and handling, banquets, food costs, awards, and dances. Exceptions are the Homecoming and Spring Fling budgets. (Subject to change each semester per the Budgetary Committee).
 - i. Organizations may only submit ONE allocation request per academic semester except in the case of a critical need exception.
 - j. The benefit and importance of the event to Concord University, SGA, and the requesting organization shall be evaluated by the SGA council.
 - k. No organization may receive more than \$1,500.00 per year from the SGA.

CONCORD UNIVERSITY STUDENT ORGANIZATIONS MAY NOT:

1. **Disrupt the campus community with their activities. This also includes disruptive behavior off-campus. Both individuals and organizations may face civil, criminal, and university judicial action for both on and off-campus behavior issues.**
2. **Obligate Concord University by contractual agreements.**
3. **Fail to comply with University, local, state, or federal law.**
4. **Advertise events where alcohol will be available.**

FUND RAISING and SOLICIATION

The West Virginia Board of Education on September 5 & 6, 1951 passed the following order, which still holds true for today.

“Resolved that all solicitation and selling of products upon property under the jurisdiction of the West Virginia Board of Education is prohibited except by organizations and groups directly connected with the institution upon written approval of the respective presidents or superintendents.”

Special approval MUST be obtained before any fundraiser becomes a part of a student activity. Approval may be granted under this ruling if the fund raiser will benefit a student organization. Approval is granted through the Student Center Office by completing the correct form and submitting it to the Student Center Office. Groups should note that multiple groups holding fundraisers diminish the return for all the groups. Each officially recognized student group is entitled to two (2) fundraisers each semester. A fundraiser may last for up to five (5) consecutive days, with special approval, and still be counted as one (1) event.

The following resources may help your group in their fundraising efforts. The Concord University Student Center is not connected in any way to these groups and their web sites are for information purposes only. The sites are:

Idealzone.com

Nonprofit.about.com

Familyeducation.com

fundraising-yellow-pages.com

members.aol.com

NOTE: A primary reason for scheduling events with the Student Center Office is to eliminate scheduling conflicts, especially with fundraisers. Due to limited space, the maximum number of money-making activities in the Student Center is limited to five (5) groups at the same time and location. This is to ensure maximum benefit to the groups raising money.

Scheduling events is on a first-come-first serve basis. Get your completed Activity Form in to the Student Center Office as soon as possible to book your location and officially schedule your event.

ADVERTISING:

An Activity Form must be turned in to get approval to hold the event and if approved, events will be included on the Google Calendar and placed on the Master Calendar of Events in the Student Center Office.

Activity Forms are available in the Student Center Office or the Main Desk to officially schedule the event for your organization. NO student organizational event is approved without the submission of an Activity Form with full signatures.

MyCU announcements regarding University events and organizational service projects will be sent out by the Student Center Office for those requesting this service.

GUEST POLICY:

University facilities are for the use of Concord University students, faculty, and staff. Please be aware the students MUST carry their University Identification Card at all times and may be asked to show it to the University Police, Student Center Staff, Building Managers, or other University Officials. If you have a guest visiting campus, they MUST be accompanied by you, their host. Students are reminded that they are responsible for the conduct of their guests at all times. If the host leaves, the guest must leave also. If you are bringing a guest into the University Residence Halls, you must comply with the Housing Office requirements for guests. Please remember, "Each student is held responsible for his or her own conduct and that of their guests, invited or uninvited, as well as any damages to University property."

NEVER bring a guest into the Residence Hall that you do not know personally. This has the potential to create a serious safety hazard. (See the Concord University Student Handbook for more information.)

HONOR CODE:

In 2009, the Concord Community adopted an Honor Code, which states: "As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

CIVILITY CODE:

A true Mountain Lion makes a difference, stands up for others, is open minded, listens, helps those in need, apologizes, respects others and their beliefs, is a good friend and embraces differences.

DVD/VIDEO USAGE INFORMATION:

Increasingly, motion picture studios are opting to use their legal option to prosecute violators under the copyright law. If you are convicted of a copyright infringement, you and your organization could be subject to extensive legal fees and large fines.

Section 101 of the Copyright Act contains the following definition of public performance: *"To perform or display a work publicly means to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered."*

What does this mean to you? Simply put, it is **UNLAWFUL** to show a film from Redbox, Blockbuster, or any such company in your residence hall lounge, the Student Center lounge, SUBWAY, Ballroom, or a similar public area where it can be seen by the general public.

You should realize that for HOME USE means just that. Without paying a license fee, it is unlawful for you to exhibit DVDs/Videos publicly, outside of your home and beyond the scope of your family and close friends.

DVDs and Videos rented from retail stores confer no other license. Retail stores cannot offer you legal protection if you publicly exhibit their material.

Showing these materials in a public setting is a copyright violation, even if you don't charge admission.

If you are suspected of copyright infringement, there is now a very good chance you will be prosecuted. If you are convicted you could be subject to expensive legal fees, fines, court costs, and other penalties. "Willful" infringement of these rules concerning public performances for commercial or financial gain is a federal crime carrying a maximum sentence of up to five years in jail and/or a \$250,000.00 fine. Even inadvertent infringement is subject to substantial civil damages.

The **only legal way** a campus organization can show a DVD/Video is to purchase a public performance license by renting it from an authorized movie rental company such as Swank Motion Pictures, Criterion, etc., rather than from a video store, or by contacting the copyright holder directly.

SIGN ROOM REGULATIONS:

1. Located in the back of the Subway Sides Room on ground floor. Available only if room is not in use.
2. Only recognized student organizations may use this service. A signature and an ID are required to be given at the Student Center Main Desk to sign out the markers and your initials are required to log-out when you return them. Each individual checking out the markers will be held responsible for their return. If you do not return them, you will be charged for their replacement.
3. This service is to be used to make signs advertising ONLY officially scheduled ON-Campus events. (Not intended for personal use.)
4. Posters/Signs must be made on the table. DO NOT USE THE FLOOR OR THE WALLS.
5. Do not "BANG" markers on the table. The tips will become damaged. Return the marker to the correct can (same color) as soon as possible. They will dry out quickly if left exposed to the air.
6. Use these supplies sparingly. Plan your sign information ahead of making it.
7. Posters shall not exceed a maximum of 14" x 22" and banners shall be no larger than 4' x 8'.
8. Dispose of trash accordingly.
9. We do NOT provide tape, scissors, rulers, etc.
10. Notify the Student Center Main Desk employees if there is no paper available and if the marker can is out of ink. DO NOT attempt to fill the can yourself. Under no circumstances are you to remove the top of the marker can.
11. Follow all the University guidelines when posting your signs and posters. Sanctions may be imposed including but not limited to the suspension of use of the sign room and posting privileges, for violations of these regulations.

POSTING REGULATIONS:

Before you post or hang a sign or notice on campus, please make sure you are following the regulations listed below. If something is not addressed or if you have a question, feel free to call (304) 384-5310 or come by the Student Center Office and we will assist you.

1. Signs, posters, and banners must be neat, grammatically correct, and in good taste. Appearance and condition must be properly maintained at all times. If not, it will be removed and thrown away.
2. Signs, posters, banners, etc. must be approved before posting by the Director of that building or the designee.
3. Fliers, posters, announcements, advertisements are to be posted on bulletin boards only!
4. No glue, adhesive, or tape is allowed on paint, glass, wallpaper, bulletin boards, or finished surfaces.
5. No pins, tacks, or other fasteners allowed on draperies or walls, etc.
6. Posters/banners must be related to events sponsored by a recognized campus organization and all such advertising must include the name of the sponsoring group. Student sponsored events must have an approved Activity Form filed in the Student Center Office before the event is officially scheduled.
7. Banners are allowed in the stairwells only and shall be no larger than 4' x 8'.
8. Posters should be no larger than 14" x 22" for all bulletin boards.
9. Advertising of events or businesses where alcohol is served or sold is prohibited.

10. You are responsible for the complete removal within 24 hours following the event. If you do not, your sign will be removed and discarded. ONLY signs placed by the University may remain longer.
11. No materials are to be placed on vehicles. (per Campus Police)
12. Hanging of street signs must be approved by the Director of the Physical Plant and may not be placed over any traffic control signs.
13. Any posting of commercial advertising by off-campus individuals or organizations is restricted to the approval of each building director and if approved, is governed by the above restrictions.

SANCTIONS FOR POSTING VIOLATIONS: Each building Director is authorized to impose sanctions including, but not limited to, the suspension of posting privileges. Materials found in violation of the above will be taken down and disposed of.

SPECIAL POSTING NOTICE: (to persons and/or groups using the Student Center's facilities including halls and restrooms)

NO TAPE is to be placed on the ceilings, walls, glass, or blinds.

NO THUMB TACKS are to be used on the ceilings or walls.

NO FOUNTAIN type set ups allowed.

NO OPEN FLAME CANDLES (wick) allowed.

CLEAN UP is to be completed immediately after the event. (This includes removing food, decorations, and trash. Spills should be mopped up as soon as they happen.) Contact the SC Manager if there is a problem you need help in addressing.

SCHEDULING AND APPROVAL OF ORGANIZATIONAL ACTIVITIES:

The Student Center is used by many groups, both on and off campus. During the day numerous groups host tables in front of the Bookstore selling baked goods or other merchandise. In the evening, the meeting areas are booked and groups vie for meeting space.

NOTE: The first thing to do when planning a campus event is to complete an Activity Form to see if the appropriate space is available on the date needed before you begin advertising the event.

The following guidelines will help groups host a successful event:

1. Groups wishing to hold an event on campus MUST complete, acquire the necessary signatures, and turn in an Activity Form to the Student Center Office for approval and to schedule the event on the Master Calendar to ensure that there are no conflicts and that the space can be reserved. The group will have to:
 - a. Obtain the permission of the Building Director to use space within that building;
 - b. If food is a part of the event, the group must accept responsibility for any food preparation, (maintaining it at the correct temperatures, serving it in a sanitary manner, etc.) and must contact the Mercer County Health Department at (304) 324-8367 to obtain their approval for the event to be held. (Franchise food such as Domino's Pizza, Pizza Hut, Chick-fil-a, Wendy's, etc. cannot be sold on campus per our campus food service contact which is currently with Aramark.

- c. Turn in the completed form to the Student Center Office and do not advertise the event until approval has been given. Approval is based on several things, including whether the organization is officially recognized, whether space is available, if the event complies with Concord's rules, and if there are no conflicts.
2. Once approved, the event is placed on the Master Calendar and the Google Web Calendar and the space is reserved for the activity.
3. Avoid planning events at the last minute. Reserve the space at least one week prior to the event date. This helps to ensure that you will get the location you desire.
4. If you cancel the event, notify the Student Center Office immediately so that your event can be removed from the calendars.
5. The advisor needs to be in attendance during the entire event. If they leave, the event can be closed down.
6. Organizations sponsoring events will be held responsible for the successful completion of the events. Should a problem occur, the appropriate official(s) should be notified immediately. These include the Student Center Manager, Security, Maintenance/Janitorial Services, and the Resident Director or Resident Advisor.
7. NO ALCOHOL IS ALLOWED AT ANY ON-CAMPUS EVENT.
8. The event area is to be cleaned, the furniture returned to its original set up, and any problems communicated to the appropriate individual(s) before the members and advisor may leave. Charges will be administered if damages occur.

Should you have any questions regarding scheduling, please contact the Student Center Office for assistance.

FACILITIES TO FIT YOUR NEEDS:

Jerry L. and Jean Beasley Student Center:

Located on the 3rd floor is the Ballroom, large enough to host a 250 person event. Includes optional public address system, full air-conditioning, adjustable lighting, wireless internet access, and offers elevator accessibility. The Stage is 20' x 56', main floor is 92' x 56', and the ceiling is 13' from the stage area and 15' from the main floor.

The A-B Conference Rooms are located on the 3rd floor with a conference style setting large enough for a group of 75 people. Includes air-conditioning and the room can be arranged auditorium style if necessary.

Located on the 2nd floor is the Stateroom. This more formal meeting/dining area contains carpeting and pine paneling that was sawn from the trees that were cut in order to construct the Student Center building. Round tables, cushioned chairs, and chandelier lighting are standard in this room. It can accommodate 75 people and is great for smaller and more formal type events. A large screen TV and projector capabilities have been added. Regular organizational meetings are not allowed to be held in this room. It can only be scheduled for more formal events such as banquets and ceremonies.

The 1st floor or ground floor hosts the entertainment hub of the campus, the SUBWAY. This part of the building has a stage and restaurant style seating for 100-150 individuals and is the overflow room for the food venues located in the same area. It features an overhead projector and stage lighting.

The Subway Sides meeting room is behind glass doors in the SUBWAY area and has large conference style tables and chairs in it to easily accommodate a smaller group of around 40 individuals comfortably.

Leslie R. and Ruby Webb Carter Center:

This is the physical education and athletic complex. Their facilities consist of two gymnasiums, a dance studio, an Olympic-size swimming pool, as well as other sports related rooms and classrooms. The scheduling of these areas is very limited because of their continued usage by our teams.

Oakley Logan Alexander Fine Arts Center:

The Oakley Logan Alexander Fine Arts Center features airy classrooms, includes a spacious 730-seat Main Theater, and a cozy Studio Theater.

Marsh Hall (Administration Building):

This facility houses the administrative offices and classrooms. Divisions are responsible for usage of the rooms established in their division and/or department.

University Point:

This facility is available for weddings, special events, and conferences. It hosts the Wilkes Family Chapel and Museum, the John and Lucia Pais Family Fellowship Hall, the newly established Erickson Alumni Lounge, and a seminar room for meetings and conferences with a seating capacity of 20 or less. Pricing and information are available by calling (304) 384-6286 or by visiting the CU Events Office Room 207 in the Student Center Building.

ORGANIZATIONAL BOARDS:

There are approximately 48 spaces designated for organizations to display their logo on the walls of the ground floor of the Student Center. Space for organizational boards is very limited and therefore each organization is expected to create their board which identifies the group, and have it installed within seven (7) working days of receiving approval to use the location and that they maintain the area as long as they are active on campus and officially recognized. Any boards left unattended will be removed and the space will be allocated to another group. Contact the Student Center Office for more information.

SHOWCASE DISPLAY:

The Student Center display case is located on the main floor near the Dining Hall. Student organizations may schedule this area to display their activities such as recruitment materials, pictures, etc. An Activity Form must be completed and turned in to the Student Center Office to acquire this location. This space is shared by other organizations and is used for other University functions so scheduling is limited to one week at a time.

GOING GREEK!

Greek organizations are supported by a University appointed advisor for both the Interfraternity Council (IFC) and the Panhellenic Council (PanHel). All organizations using Greek letters, except for groups whose primary purpose is honoring educational achievement, performing community service or other similar activities, not of a primarily social nature, should belong to either the IFC or PanHel.

Hazing:

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing is strictly prohibited.

CAMPUS RESOURCES TO HELP THE ADVISOR AND STUDENT ORGANIZATION:

The Student Affairs staff will help you with leadership training.

The Student Center staff will help with university and state paperwork questions, organizational constitutions, mail distribution, sign room, meeting rooms, and Master Calendar of Events.

Business Office will guide you with financial matters such as reimbursement checks.

Student Government Association (SGA) provides funding for organizations per strict guidelines.

Procedures for receiving SGA funding:

1. Organization must fill out an “Application for Funding” form. This form can be picked up in the SGA Office or can be printed off of the official SGA website. Be as specific as possible about your request and do not leave any sections blank. If something is not applicable to your needs, specify so with “N/A” indicating that particular section does not pertain to your group. After the application is completed make a copy for your files and then make sure you place the original in the designated box in the SGA Office, located in Room 301, on the 3rd floor of the Student Center Building or deliver it to the SGA Budget Committee chair.
2. In order to request funds, you must have attended five (5) consecutive SGA meetings and gained voting rights. Your group must remain active that entire semester and may then request funds the next semester.
3. The SGA Budgetary Committee will review the application. If approved in committee, the application for funding will be brought before the SGA Senate. The Business Manager will present the application to the Senate, where it will then be approved or denied by a vote from the Senate members. It is at this moment when the organization finds out whether their request has been granted or not.
4. If approved, it is the responsibility of the group’s SGA representative member to turn in any invoices and receipts for proof of purchase by the deadline set in the SGA by-laws or by the Senate Budget Committee. Do not delay in processing your reimbursement.
5. After the deadline for paperwork to be turned in, the SGA Business Manager will then work with the SGA Advisor for the organization to see that a reimbursement form is signed and completed and receipts are attached to start the payment process. Checks can generally be expected

within 4-6 weeks after the correct paperwork is submitted to the Concord University Business Office. Checks are written in Charleston, not at Concord.

6. NOTE: Proper paperwork must be turned in to the CU Business Office by the respective organization's representative (Reimbursement Form, Travel Form, W-9 Form) for a reimbursement.

Constitution and By-Laws Information

An organization's constitution and by-laws defines what the organization is about; it describes the duties of its members and how it governs itself. The organization has the right to adopt a constitution and by-laws that meets the needs of the group, but only if it has been approved by its members and contains nothing that is contrary to Concord University policy, the laws of WV, and the United States.

A constitution is a compilation of the basic rules defining how the organization functions. Any by-law, enacted rule, or parliamentary procedure that conflicts with the constitution is invalid, insofar as the particular organization is concerned. By-laws may include the provisions sometimes found in a constitution and are usually more detailed than the constitution.

Before being recognized by Concord University as an official student group, the organization's constitution must be submitted to and approved by the Student Center Director. A Faculty/Staff sponsor form must also be submitted to the Student Center Office. Once all requirements are met, the Center Director will notify the group that it is approved and is now recognized as an official Concord University student organization.

Articles of a Constitution

A basic constitution contains provisions which should be set forth briefly in clear and easy to understand wording. There are seven provisions which are usually stated in separate articles. A preamble may preface the constitution and usually states the reasons for the organization's formation. REMEMBER, keeping everything as simple as possible is usually the best idea. The following is a guide for your constitution.

1. States the name of the group.
2. States the purpose and powers of the group.
3. States the qualifications for membership (membership may be limited or restricted to students with a special interest such as pre-law, social work, management, etc. This restriction cannot violate civil rights laws, etc.)
4. Lists the group's officers, their duties and responsibilities and length of term in office.
5. Provides for a Board of Directors, etc. If no Board is desired, this article is omitted.
6. States the time for regular meetings and provides a method for calling special meetings.
7. States the amendment process for the constitution and the required vote for passing amendments.

Initially constitutions should be kept simple and changes made as the organization grows. Some groups may require a detailed constitution, some will not. It is important that the group not get caught up in the process of writing a constitution and forget their original purpose.

By-Laws

By-laws contain all the details necessary to explain and carry out the provisions of the constitution. Similar subjects are grouped under one article which may be divided into sections. Many groups simply need a constitution and not by-laws. Again, be sure your group does not get caught up in this process and forget their original purpose. There are usually several provisions related to committees and each committee would have its own section while every section would be listed under the By-law for Committees. By-laws may include:

1. Kinds of memberships.
2. Detailed membership requirements.
3. Method of admitting members.
4. Dues.
5. Powers and duties of officers.
6. Powers and duties of committees.
7. Election of officers and committees, including the required vote for election.
8. The procedure for calling special meetings.
9. Parliamentary authority.
10. Number constituting a quorum.
11. Vote required for important decisions.
12. Procedure for amending by-laws.

Should you have any questions, problems, etc. about writing your organization's constitution, please come to the Student Center Office and someone will assist you.

ORGANIZATIONAL OFFICERS, MEMBERSHIP, AND ADVISOR FORM

CONCORD UNIVERSITY

President: _____ 774# _____ Phone #: _____
Vice-Pres: _____ 774# _____ Phone #: _____
Secretary: _____ 774# _____ Phone #: _____
Treasurer: _____ 774# _____ Phone #: _____
Student Service Organization Rep: _____ 774# _____ Phone #: _____
E-Mail: _____
Sponsor(s): _____ Phone #: _____

MAILING INFORMATION:

Post Office Box Number: _____ E-Mail Address: _____
Regular Meeting Location: _____ Regular Meeting Time: _____
Regular Meeting Date: _____

SPONSOR RESPONSIBILITY STATEMENT: (Please write legibly)

I agree to serve as the sponsor for the _____ organization for the _____ school year. I agree to adhere to all University regulations concerning the role of the advisor as related to student organizations. I have also read the advisor's section in the Student Organizational Handbook and will make every effort to be a good advisor. (In case of resignation, the advisor will immediately notify the Student Center Office.)

(Sponsor's signature)

(Co-sponsor's signature if applicable)

MEMBERSHIP ROSTER: (Print legibly)

Name:	774#:	Box #:	Name:	774#:	Box #:
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			32		

(attach another sheet if you cannot get all of your membership listed on this page)

(Complete all areas and return this form to PO Box D-130 or bring it by the Student Center Office, Room 203)

(Organizations not officially recognized on campus cannot ask for funds from SGA, sponsor a Homecoming Candidate, use campus facilities for meetings, socials, etc., advertise events, or hold fund raisers for the club.)
Information provided will be shared upon request. 17

Activity and Contract Form for Scheduling Events on Campus

(please print legibly)

Today's Date: _____ Organization: _____

Activity or Event Name: _____

Campus Mail Box: _____ Concord E-Mail Address: _____

(Only 2 money making projects are permitted per semester in the Student Center. A 3rd money-making project is allowed if the 2nd project is scheduled on a weekend.) Charity/service fund raisers are not included. This form is to be used for other campus facilities also. Rooms for campus organizational meetings cannot be scheduled for more than 2 hours at a time and no more than 2 times a week. (During Homecoming, time may be restricted to 1 hour.)

This is a money making event: _____ Yes, _____ No. Admission Charge (if any): _____
 Estimated numbers in attendance: _____ Open to Public? _____

Date(s) Requested:	Starting Time(s): (AM/PM)	Ending Time(s): (AM/PM)	Location(s) Requested:	Location Approval Signature:
1.				
2.				
3.				
4.				

Special Set-Up Arrangements (if any): _____

Food Requirements: If event includes outside food sales or homemade items you must acquire a signature from the Concord Dining Services Representative. This is MANDATORY.

 Concord Dining Services (Aramark)

 Date

Activity Guidelines and Contract (Page 2)

Student responsibility is expected to be a major determining factor in the activities held at Concord University. The care of equipment, general cleanliness, and order of the building depends on your personal acceptance of responsibility for this event. All activities shall conform to Concord policies and regulations as well as State, County, and City laws or ordinances. Concord sponsored events (such as SAC and Homecoming) may take precedence over use of facilities if the need arises. Sponsoring organizations shall:

1. Complete and submit an activity form for the event to the Student Center Office. Events are booked on a first come, first serve basis.
 2. Be responsible for floor supervision, door checking, decorating arrangements, clean-up and the actions of the group. NOTE: if the facility is misused in any way, future use may be denied. Clean-up includes but is not limited to, throwing away trash, mopping up spills, cleaning tables, removing signs, decorations, tape, and returning the room to its original set up, etc. immediately after the event is over. **NO open flame candles.**
 3. If you sign up to use a table and you play music, excessive volume and inappropriate language (explicit lyrics) are not permitted. If any employee asks that the music be turned down, you **must** comply.
 4. Have at least ONE faculty/staff chaperone present at your event, with the understanding that they will cooperate with and assist the students in an advisory manner and be present during the entire event. If the chaperone leaves before the event is over, the event can be cancelled by the Student Center Director or the Student Center Managers. The person signing this form **MUST** be the chaperone.
 5. Assume full responsibility for the staging of the event and the conduct of the group and individuals present at the event. At the conclusion of the event, the chaperone(s) and the student organization members will help clear the room of people and assist in a general clean-up of the room (see #2).
 6. Be responsible for any DAMAGES to the facility used. This includes the halls and restrooms. Immediately notify the Building Manager of damages you see. Once assessed, the replacement or repair charges will be billed to the organization and the advisor/chaperone.
 7. Food safety is the number one priority for all goods and services at Concord University. In accordance with keeping the entire campus community safe, Concord Dining Services (Aramark) is the **EXCLUSIVE PROVIDER OF ALL FOODS ON CAMPUS.** All requests for outside food sales (including homemade items) for fundraising purposes **MUST** be approved by Concord Dining Services. Sales of perishable or non-packaged items are forbidden as they are a potential food safety hazard.
 8. Unruly, loud, noisy or inappropriate behavior, or any excessive display of affection, will not be tolerated.
 9. Must ensure that the activity, including clean-up and take-down, does not exceed the building hours.
 10. All regulations regarding the posting of signs, banners, and notices must be followed. Information is posted on each bulletin board throughout the Student Center. (No tape is to be placed on glass or painted surfaces.)
 11. The Student Center Hours are: Monday-Friday from 7:30 a.m. to 11 p.m. Saturday and Sunday from 9:30 a.m. to 11 p.m. Approval for use of the Center outside these times will require permission from the Center Staff. Use after the set closing time will also require an organizational volunteer clean-up crew, and the presence of the Advisor until the area is clean, etc. If problems occur, future use may be denied at the discretion of the Student Center Director and sanctions may be issued.
-

I understand the above statements of responsibility and by my signature below, I hereby agree that my organization will conduct the event according to State and University Law. (Please be aware of numbers 4, 5, 7, and 11).

Faculty/Staff Sponsor's Signature

Signature of Organizational Officer Initiating the Form

(Print name legibly)

(Phone Number)

Sponsor's Phone Number: _____

(Campus Box Number)

Weekly Meeting Room Reservation Request

Room(s) Requested: _____

Date: _____

From To

Start time: _____ End time: _____

Organization/Group Requesting the room: _____

Contact Individual: _____ E-Mail Address: _____

Phone Number: _____ Address: _____

Type of Event: _____ Est. # attending: _____

If recurring, list individual dates requested:

Aug. _____	Sept. _____	Oct. _____	Nov. _____	Dec. _____	Jan. _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Feb. _____	Mar. _____	Apr. _____	May _____	June _____	July _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Special Requests: _____

Set-up desired: _____

Event Approved: YES NO

Date: _____ Name: _____

