

A Student Government Association Publication

# Organizational Management at Susquehanna University

FOR

# CAMPUS LEADERS

**Your Organization's  
Guide to Success**

---

Your organization  
driving you nuts?  
Increase your group's  
effectiveness in  
20 pages or less!



*Organizational Management  
at Susquehanna University  
for Campus Leaders*

**Susquehanna University  
Student Government Association**

Compiled by: Brittany Bunting and Elizabeth Rhoads  
[www.susqu.edu/sga](http://www.susqu.edu/sga)  
Updated November 2008

---

Welcome to the second edition of SGA's Organization Guide! We hope that you find this guide a helpful supplement to the various other resources available on campus. As you continue to lead your organizations in positive directions, we would like to offer these tips as a starting point for the rest of the material in the guide:

10. Do what you do best.
9. Focus on a few things.
8. An event's not over until everything is put away and everyone is thanked.
7. Communicate in such a way that people don't just hear you, but they actually respond to what you're saying.
6. If you do it all yourself, then you're not leading anyone.
5. Integrity is not a personality trait.
4. Sometimes you meet your expectations, so keep them high.
3. Be on the lookout for someone to take your place.
2. Your greatest opportunities to lead may lie at the point of someone else's frustration.
1. The ultimate failure is the failure to finish.

Adopted from "Top Ten Student Leader Success Tips" StudentInc.

# Table of Contents

<b>1.</b>	<b>Setting Goals</b>	Pages 4-5
<b>2.</b>	<b>Running an Effective Meeting</b>	Page 6
<b>3.</b>	<b>Program and Event Planning</b>	Page 7
<b>4.</b>	<b>Publicity</b>	Page 8-9
<b>5.</b>	<b>Recruitment &amp; Retention</b>	Page 10-11
<b>6.</b>	<b>Leadership Transition</b>	Page 12-13
<b>7.</b>	<b>Advisors</b>	Page 14-15
<b>8.</b>	<b>Policies</b>	Page 16-22
<b>9.</b>	<b>Organization Recognition</b>	Page 23
<b>10.</b>	<b>Notes</b>	Page 24

# 1 Setting Goals

## *Setting Goals*

Goals help define your organization, give direction and avoid chaos. Goals can help motivate members by communicating what the organization is striving for as well as providing a basis of recognizing accomplishments and successes. Organizations that set goals also are more effective in recruiting members.

### **There are three levels of defining your organization's priorities:**

- **Purpose or Mission** is a broad, general statement that tells why your organization exists: it usually doesn't change from year to year and is often the first statement in your constitution.
- **Goals** are statements describing what your organization wishes to accomplish, stemming from your purpose or mission. Goals are the ends toward which your efforts will be directed and often change from term to term or year to year, depending on the nature of the group.
- **Objectives** are descriptions of exactly what is to be done, derived from the goals; they are clear specific statements of measurable tasks that will be accomplished as steps toward reaching your goals. They are short term and have deadlines.

### **Setting Goals Together:**

Set your goals as a group. This creates many positive results because people will support

and be responsible for what they help create.

You can expect:

1. Greater commitment and motivation among officers and members to help achieve goals.
2. Clearer understanding of the goals and the rationale for selecting them.
3. With everyone's ideas and opinions considered, your goals will represent a group consensus rather than one person's opinion.

### **Steps for Setting Goals & Objectives:**

1. Brainstorm a list of potential goals as a group.
2. Choose from the brainstorm list those you want to work on.
3. Prioritize.
4. Determine objectives for each goal and plans of action for each objective.
5. Move into action, follow through. Many groups fail to evaluate and revise; thus their goals are never achieved.

### **Developing An Action Plan:**

- What is to be done?
- How will it be accomplished?
- What are your resources in terms of people, money and materials?
- Who is responsible for completing each task? What is the deadline?
- How will you know when it is accomplished? How will you measure the results?

Modified with permission from documents created by the Student Activities and Leadership Office at the University of Michigan.

# 1 Setting Goals

## *Tips for Setting Goals:*

- Make goals realistic and attainable.
- Set goals that will improve the organization (moral, monetary, etc.).
- All the people should be involved in the goal-setting process.
- A program should be developed to achieve each goal.

*In addition, there are four characteristics (U.S. Army Handbook, 1973) of goal setting:*

**Goal Difficulty:** Increasing your members' goal difficulty increases their challenges and enhances the amount of effort expended to achieve them. The more difficult goals lead to increased performance if they seem feasible. If they seem too high, members will give up when they fail to achieve them.

**Goal Specificity:** When given specific goals, members tend to perform higher. Telling them to do their best or giving no guidance increases ambiguity about what is expected. Members need a set goal or model in order to display the correct behavior.

**Feedback:** Providing feedback enhances the effects of goal setting. Performance feedback keeps their behavior directed on the right target and encourages them to work harder to achieve the goal.

**Participation in Goal Setting:** Members who participate in the process, generally set higher goals than if the goals were set for them. It also affects their belief that the goals are obtainable and increases their motivation to achieve them.

## Six Steps of Goal Setting

- 1. Vision** The first step in setting goals and priorities is to personally develop what the organization should look like at some point in the future.
- 2. Goals** The second step involves establishing the goals, with the active participation of the team. This will establish the framework of the vision.
- 3. Objectives** Definable objectives provide a way of measuring the movement towards the achievement of the vision. Objectives are stated in precise, measurable terms.
- 4. Tasks** The fourth step is to determine tasks. Tasks are the means for accomplishing objectives. Tasks are concrete, measurable events that must occur.
- 5. Times Lines** In this step, the tasks must be prioritized and assigned a deadline.
- 6. Follow-up** The final step is to follow up, measure, and check to see if the team is doing what is required. Also, note that validating does not mean to micro-manage. Micro-management places no trust in others, whereas following up determines if the things that need to get done are in fact getting done.

*Adapted from <http://www.nwlink.com/~donclark/leader/leadled.html>. Visit this site for more info.*

# 2

## Running an Effective Meeting

### *Running an Effective Meeting*

Careful planning is the secret to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. However, with proper planning any meeting can be productive and fun.

#### **Before the meeting:**

- Define the purpose of the meeting. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
- Develop an agenda.
- Choose an appropriate meeting time. Set a time limit and stick to it.
- Distribute the agenda and any other materials before the meeting so that members can be prepared.
- The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus.
- Be sure to select a location that will accommodate the size of your organization.
- Take time to check out the room prior to your meeting to ensure that the space is appropriate.
- Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every week.

#### **During the meeting:**

- Greet members to make them feel welcome and be sure to introduce any new members.
- If possible, serve light refreshments.

- Start on time. End on time.
- Follow the agenda.
- Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
- Keep the discussion on topic and moving towards an eventual decision.
- Keep minutes of the meeting for future reference in case a question or problem arises.
- The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
- Set a date and time for the next meeting.

#### **After the meeting:**

- Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
- Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
- Put unfinished business on the agenda for the next meeting.
- Most importantly, give recognition and appreciation to the members for excellent and timely progress!

Modified from *Registered Student Organization Manual*, Office of Student Activities and Leadership Development, University of Texas at Austin

# Program and Event Planning

## *Program and Event Planning*

Program and event planning help your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. The following list will describe some basic programing tips that will help keep you on track.

### **Concept**

- Determine the goals of the program.
- Examples: to bring a community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to provide opportunities, to socialize, to recreate
- Brainstorm the type of event and possible themes that will match your organizational goals.
- Examples: speaker, film, dance, fundraiser, trip, food, festival, athletic event, recreational tournament
- Decide on a program within your budget.
- Discuss the options within your organization and make a group decision.

### **Planning**

- **Date** Find a convenient date for members in the group and for the entertainment/speaker. Choose a date that does not conflict with other existing campus programs.
- **Entertainment/Speaker** Determine the type of entertainment/speaker you would like to sponsor. Research local, regional and national possibilities and negotiate a fee.
- **Location** Project the attendance to make sure that you have reserved an adequate facility. Determine the type of space that is needed for your event and any special needs you may have. Specific facility needs may include the need for: chairs, tables, lighting, sound, a stage, open

space, a cooking area, an outdoor area, lecture hall, etc.

- **Time** Determine a convenient time for your targeted audience. For example, if you want commuter students to attend your program, many are on campus during the day; so plan a time between day classes for a program. Do not plan a program when major organizations have standing meetings.
- **Budget** Project all expenses and incomes such as fees, advertising, security, food, etc. Stay on budget. Brainstorm additional funding sources if you need more money.
- **Food** Determine food needs. Are you planning a dinner or a reception? Do you need this event catered? For more information about student catering services go to: <http://www.campusdish.com/en-US/CSE/Susquehanna/Catering/>

### **Implementation**

- Develop a list of tasks that need to occur before, during, and after the event; then determine who will be responsible for each one.

### *On the day of the program*

- Arrive early to check on room arrangements and the set up.
- Prepare a brief introduction statement.

### *After the program*

- Do an evaluation of the program at the next meeting.
- Determine if you have accomplished your program goal.
- Send thank you notes to appropriate people.

Modified from *Registered Student Organization Manual*, Office of Student Activities and Leadership Development, University of Texas at Austin

# 4 Publicity

## Publicity

### Electronic Options

**E-Newsletter:** Distributed Monday and Thursday of each week. All posts must be submitted to the **Campus Bulletin Board by 10:00 am** of the next release date. To post something go to **www.susqu.edu/login**, Campus Bulletin Board then Make a Post.

*HINT: Beat the system and publish your announcement closer to the deadline in order to be on the top of the list. Using capital letters and catchy tag lines can help separate your announcement.*

**Digital Display:** To post on the Digital Display, go to [http://www.susqu.edu/campus\\_activities/](http://www.susqu.edu/campus_activities/) and follow the link to Evert Dining Hall Digital Display. Make sure to follow all of the guidelines .

**Facebook/MySpace:** Create an event or group on Facebook. Make sure to tell your friends to invite their friends to expand the audience. HINT: Include a tagline that POPs and use eye-catching photos.

**Email friends/professors:** Make sure to include a relevant/fun subject heading so your invitation does not get ignored. HINT: Make the subject heading all CAPS and add emphasis to your invitation by marking it with the RED EXCLAMATION POINT!

**SU Scroller:** This service is through the Office of Communications. Contact Sandy Troxell at [troxellsandy@susqu.edu](mailto:troxellsandy@susqu.edu) to have your event on the SU homepage under News and Events. If your organization has a website, include that so it can be linked to the event.

### Interactive Options:

**Hand out promotional gifts to students.**  
**Set up a table in Deg to promote event.** Go to the information desk to get a request form for a table or go to [http://www.susqu.edu/campus\\_activities/reservations/](http://www.susqu.edu/campus_activities/reservations/)

### Utilizing On-Campus Advertising and Firms

**Crusader** Submit a bulletin to the Crusader. Submissions should be approximately 125 words. E-mail submissions directly to the Crusader at [crusader@susqu.edu](mailto:crusader@susqu.edu) with the word "bulletin" in the subject line. Submissions must be received by Tuesday at 7p.m. for the same-week publication.

**WQSU** Submit a Public Service Announcement by contacting the production director at [wqsufm@susqu.edu](mailto:wqsufm@susqu.edu).

**Sterling Communications and PRSSA** Student organizations can contact these organizations for assistance with advertisements, brochures, event planning, fundraisers, newsletters, press releases, and web page consulting.

## Publicity (cont.)

### Visual Aid Options

**Posters:** Posters can be placed in the campus center, gym, library, and all academic buildings. *Restrictions for hanging posters:*

- Do not hang posters on walls, doors and windows.
- Place posters in the designated areas in the stairwells of the campus center.

**Banners:** Contact Scott Hollenbach for permission to hang banners in the Campus Center and on the patio of the Degenstein Campus Center.

**Foam Boards:** A poster for the event can be enlarged by the Student Activities Committee for \$5 and placed on an easel in Mellon Lounge to help publicize for the event.

**Mailbox Stuffers:** Inform students of an event by stuffing mailboxes. This takes a long time and is not as eco-friendly, but if you have a creative idea it can be effective.

#### *Tips:*

- The mailroom asks students to stuff boxes after 10:30 am in order to avoid the morning rush.
- Make ads small so that they are easy to fit in the boxes and print on recycled paper.

### Print Shop

**What:** The University's Print Shop provides any printed piece ranging from class handouts, brochures, flyers, booklets and forms to more elaborate two-color and low volume full color publications.

**Where:** The University's Print Shop is located on campus, behind the O.W. Houts Gymnasium at the end of the parking lot in the old Physical Plant office building. Customer parking is available for those who wish to drive to the office. Our Customer Service representatives are available to meet with you. When possible, please call ahead for an appointment.

**When:** The hours are 8:15 - 4:30 PM during the academic year and 8:00 - 4:00 PM during the summer. We are closed for lunch from 12:00 - 1:00 daily.

**How:** The University's Print Shop is constantly working towards purchasing the most up-to-date, efficient equipment and technology to provide its full range of services. A Laser printer for typesetting, an HP 8500 Color Laser Jet 11 x 17 printer for smaller quantity reproductions from electronic file, disc or scan, an electronic scanner, offset presses, a high-speed copier, color copier, folder, cutter, booklet-maker, staplers, binding equipment and laminator are all standard in the department.

<http://www.susqu.edu/Duplicating/default.htm>

# 5

## Recruitment and Retention

### *Recruitment*

#### **Begin Immediately**

Start recruiting new members the year before during open houses for prospective and accepted students. Try hosting a welcome event during the first week of school. Have creative displays at the activities fairs.

#### **Showcase Benefits**

Highlight the different aspects of becoming involved—community service, career and networking opportunities, leadership opportunities, a team environment, national recognition, etc.

#### **Continue Recruitment during the Year**

Allowing students to join at any time during the year will increase enrollment. Encourage members to bring along friends and partner with other organizations to collaborate on projects.

#### **Avoid:**

·*Being unprepared:* Be prepared to answer questions about the club and explain its purpose. This is essential to conveying the right message about your club.

·*Being negative:* Show your team spirit and let the members know how excited you are about the organization.

·*Allowing only one or two people to recruit.* All members should help to recruit other members in order to have a broad cross section of members.

### *Retention*

#### **Team Bonding Activities**

If team members have a bond with one another, working together becomes more fun and easily accomplished.

#### **Including All Members in Decisions**

Individual involvement is essential. One way of accomplishing this is by developing smaller subcommittees and allowing members to pick which ones they want to be involved in. Another option is to distribute occasional surveys to obtain feedback from members about how they feel about involvement.

#### **Incorporating “Younger” Members into Leadership Roles**

Freshmen and sophomores should be encouraged to take on leadership roles both within their committees or within the organization as a whole. Especially if they have developed an idea for a project, they should be empowered to lead or organize the effort.

#### **Avoid:**

·*Being dishonest:* You must be able to fulfill your promises to members about what the organization could do for them and what they could do for the organization.

·*Thinking that meeting once a week is enough.* You need to be communicating continuously and incorporating their ideas.

·*Keeping members who do not participate.* Accountability is essential and must be taken seriously.

# Recruitment & Retention

## *Retention (Cont.)*

Students stay with organized, dynamic groups that meet their personal goals for membership. Prospective members want to know that the organization is moving forward and will be successful in achieving its goals. Identifying the needs of the individual members is the key to having a strong organization with enthusiastic members. To remember why students join organizations and what helps retain them, just think of GRAPE.

### **The Grape Principle:**

#### ***G is for Growth***

Does your organization provide growth opportunities for all interested members? Are there opportunities for members to move into positions of leadership or are leadership opportunities usually “saved” for the senior members?

#### ***R is for Recognition***

Do you recognize members when great things occur in your organization? Don’t wait until the end of the year. People need and appreciate being recognized in a timely manner for their hard work and accomplishments. Recognition or awards that are presented may also serve as a motivating factor for other members who would like to achieve a certain level of success.

#### ***A is for Achievement***

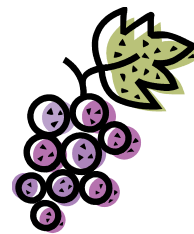
A sense of “team” achievement is important. Healthy organizations make sure that everyone feels as if they contributed to the success of the organization. When the organization is honored, it is important to realize that everyone has contributed and should have a feeling of accomplishment, from a member who may have done a simple task to the president of the organization.

#### ***P is for Participation***

Can everyone participate in programs and events? Make sure your organization is open and willing to accept all student members’ contributions

#### ***E is for Enjoyment***

Volunteering and working hard in an organization has to be fun! If being part of a group isn’t fun, why be a member? A student’s time is valuable and there are many opportunities for involvement. Make sure one of the best options on campus is being involved with your organization!



Modified from *Registered Student Organization Manual*, Office of Student Activities and Leadership Development, University of Texas at Austin

# 6

## Leadership Transition

### *Leadership Transition*

Implementing an effective officer transition for your student organization is a critical responsibility of outgoing leadership. Here are some reasons why transitioning is important:

- provides the new leader with significant organizational knowledge
- minimizes the confusion of leadership change throughout the entire organization
- outgoing leaders gain a sense of accomplishment and closure
- helps the incoming leadership take with them some of the special expertise of the outgoing leaders
- increases the knowledge and confidence of the new leadership
- minimizes the loss of momentum and accomplishments of the organization
- provides a sense of continuity among the membership.

### **Start Early**

- Identify potential leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Have the officers help develop skills by delegating responsibility to potential leaders.
- Share with them the benefits of leadership.
- Clarify job responsibilities.
- Let them know that the transition will be orderly and thorough.
- Model effective leadership styles.

- Develop an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information, and materials necessary for the new officers to function well.
- Ask outgoing officers what they wish someone had told them.

### **Make the Transition Smooth**

- Hold officer elections one month before installation to provide an overlap period for new and old officers to work together.
- Fill the gaps for new officers by asking yourself what information you wish someone had shared with you a year ago.
- Review and make current if necessary your constitution and by-laws to reflect changes made during your administration.
- Review the job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encourage informal meetings between incoming and outgoing officers.
- Plan a transition retreat.
- Review and update your mailing list or membership records.
- Leave behind files that might be helpful to the new person.

Modified from *Registered Student Organization Manual*, Office of Student Activities and Leadership Development, University of Texas at Austin

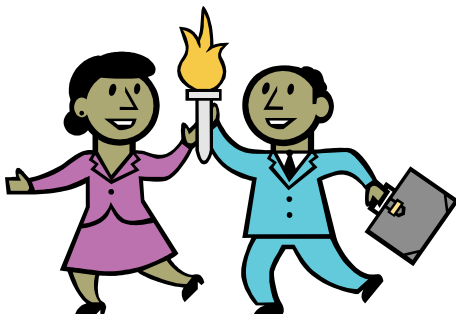
# Leadership Transition

## Add Your Personal Touches

- Share the effective leadership qualities and skills you learned on the job.
- Share problems, helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Have the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.

## Share the Organization's Structure

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, and equipment



## Leadership Transition Checklist

Bring the following on the list to meeting when the new leader is taking over:

1. A copy of the constitution or by-laws which effect your position.
2. Goals and objectives from last year.
3. Status report on ongoing projects.
4. Evaluations of past projects/ programs.
5. Previous minutes or reports.
6. Student organization policies and procedures.
7. Financial books and records.
8. Mailing lists.
9. Job description or documents clarifying your role.

Any other forms or suggestions that will ensure the new leader to accomplish his/her job easily.

Modified from "Student Organization Leadership Transition," Rhodes College <http://www.rhodes.edu/1777.asp>

# 7

## Advisors

### *Advisors*

#### **Selecting an Advisor**

When selecting an advisor, consider the following factors in your decision:

- find an SU faculty or staff person who will have the time to devote to your organization and will take the role seriously
- make certain that she or he has a clear understanding of the organization's purpose
- find someone who has knowledge or skills related to the mission/purpose of the organization
- choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization
- allow the person a reasonable length of time to consider her or his decision.

Discuss with the potential advisor what is required of her or him, her or his duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate.

#### **The Role of the Advisor**

By sharing both knowledge about The University and personal experiences, the advisor can assist the organization in its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and advisors are fostered. The student/advisor relationship can be crucial to the success of the organization. The advisor should be very clear about the things she or he will do, and the things she or he will not do.

#### **An advisor should:**

- recognize and support participation in student organizations for its contribution to the educational and personal development of students
- work with student organizations but not dictate the group's programs or activities
- be frank in offering suggestions, considerations or ideas, and discussing possible consequences;
- be well informed about the goals, plans and activities of the organization;
- attend some meetings and consult frequently with the organization's officers;
- help the organization evaluate its progress;
- be aware of the constitution and bylaws of the organization and help with interpretation, if applicable;
- provide a source of continuity within the organization and be familiar with the organization's history;
- be familiar with university policies and procedures and help the organization comply with them
- be aware of the general financial condition of the organization, and encourage good record keeping;
- help train and develop the leadership skills of new officers;
- be prepared to deal with major problems or emergencies within the organization
- monitor group functioning and encourage members to fully participate while maintaining a balance between academic and co-curricular activities.

Modified from *Registered Student Organization Manual*, Office of Student Activities and Leadership Development, University of Texas at Austin



# Advisors

## The Organization's Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization's responsibility to inform the advisor on the activities of the organization.

### An organization should:

- notify the advisor of all meetings and events;
- consult your advisor in the planning of all activities;
- consult her or him before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken;
- understand that although the advisor has no vote that she or he should have speaking privileges;
- remember that the responsibility for the success or failure of the organization project rests ultimately with the group, not the advisor;
- talk over any problems or concerns with the advisor;
- acknowledge the advisor's time and energy are donated, and express appreciation;
- be clear and open about your expectations for your advisor's role; and
- evaluate your advisor and give appropriate feedback at the end of each semester.

## Suggestions for Effective Advising

The maturity and/or skill level of the organization and its members should dictate your style of advising. If members have beginning skill levels, you may need to be more actively involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising.

- Express sincere enthusiasm and interest in the group and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Provide feedback to the group and the leaders regarding their performance.
- Be familiar with the *Institutional Rules on Student Services and Activities* and this manual so that you can be a knowledgeable resource for the group.
- Participate with the organization and get to know the members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Following organization meetings, discuss any problems encountered during the meeting with the officers.
- Be careful of becoming too involved with the organization. Remember that you are not a member. Your role is to advise, assist, and facilitate.



# Policies

## *Policies from Student Handbook*

**Contracts** Susquehanna University does not accept financial responsibility for contracts negotiated by students individually or as representatives of student organizations. Any student organization contemplating a contractual agreement is urged to confer with the Director of Campus Activities prior to finalizing and signing a contract.

**Date Reservation** All co-curricular activities must be scheduled on the master calendar in the Campus Activities Office. This is necessary so that conflicts can be avoided in facility/resource usage. Because the printed University Calendar, the Calendar of Public Events, *The Crusader*, and other publicity depend upon the Campus Activities Office for accurate information concerning co-curricular programs, it is essential that the information the office receives be as accurate and complete as possible. Programs will be scheduled in accordance with the following policies:

·All requests must be submitted in three (3) working days prior to the event using the event request form. For all student-sponsored social events, the names of two persons (preferably officers or program chairs and the advisor of the sponsoring organization) who assume responsibility for the event and will be present for the entire event must be listed on the scheduling form.

·All events held on campus must be sponsored by a recognized student organization or university department or the event will be treated as a non-university sponsored activity and contracted as such.

·Permission for events can be denied for just cause by the Director of Campus Activities. Valid reasons may include conflicts with other activities, inappropriate nature of the event or other circumstances.

·The person who schedules the event is responsible for notifying the Campus Activities Office as soon as it is known that an event is to be canceled.

·The Crusader newspaper must receive all promotional information no later than Tuesday at 4 p.m. for the event to be included in that Friday's edition.

·A current activities calendar is available on the university Web site. Additions, changes and cancellations must be reported to the Campus Activities Office as soon as possible to avoid dissemination of incorrect information.

·Any scheduling conflicts, problems or questions should be referred to the Director of Campus Activities who has final authority for all scheduling issues.

## *Policies (Cont.)*

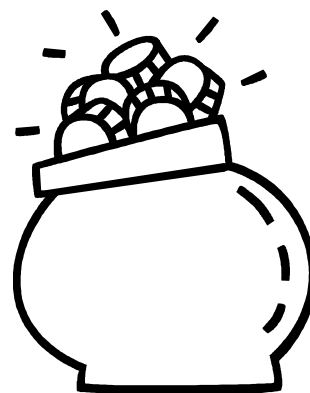
### **Decorations**

Campus facility users should consult the Director of Campus Activities and/or the Coordinator of Events and Services for Campus Activities before proceeding with any decorations related to short-term use of non-academic facilities. For safety reasons, only University staff may install electrical equipment, whenever and wherever needed, and they will see that these installations are removed and stored after each event. In addition, glitter is not permitted in any University facility, and all hung decorations must meet the Posting Policy guidelines.

### **Funding Information**

**General Information:** Student organizations are required to maintain their funds in University "agency" accounts through the University accounting system for organizational expenses. There is no charge for processing transactions, writing checks, monthly statements, etc. All balances at year-end carry over into the following fiscal year. Monthly reports are provided to the organization's Treasurer or faculty advisor by the Controller's Office. It is the organization's responsibility to understand the transactions that have been posted into their accounts, and to inform the Controller's Office of any changes to the account(s), including the naming of a new treasurer.

**Purchasing Procedures:** Some local merchants will allow items to be charged to student organizations if the purchaser shows identification and signs a receiving document. The vendor should send the resulting bills directly to the organization's treasurer and not to the Business Office or Accounts Payable. Both the organization's treasurer and the faculty advisor must approve payment of the bill by signing a properly completed check request form, available in the Controller's Office in Selinsgrove Hall. All purchases over \$300 require the prior approval of the University Treasurer on a University Purchase Order. These forms are also available in the Controller's Office. Resulting vendor bills should also be sent directly to the organization's treasurer for verification that the goods or services were received. They are then to be forwarded to Accounts Payable with a completed check request form that includes the PO number. Since both the organization's treasurer and the faculty advisor sign the PO, the organization's treasurer's approval for payment is sufficient on resulting invoices.





# Policies

## *Policies from Student Handbook*

**Check Requests:** Checks are prepared from properly completed and approved check request forms stapled to invoices or other supporting documentation. Required information includes the 5-digit agency account number and a 4-digit expense sub-code, the amount to be paid, check delivery/pick up options and approvals. Listings of appropriate expense sub-codes are available for reference in the Controller's Office and from the Director of Campus Activities in the Campus Center. Properly completed requests received at Accounts Payable prior to 4 p.m. Tuesday will result in checks being available on Friday for pick up in the Controller's Office or mailing according to the instructions on the form. Please note that as a matter of policy, checks cannot be drawn on accounts with insufficient balances. Therefore, groups should be certain that appropriate funding has been credited into their agency account prior to the time they need expense checks. Funds can be deposited directly through the Business Office, or transferred between agency accounts using a preprinted journal entry form, available from the Controller's Office or the Campus Center. Note that these check request forms are not to be used for payments for services by those on the University payroll; as such payments must flow through the Payroll Office. Any questions regarding organizational accounts should be directed to the University Controller at x4125.

## **Fundraising Regulations**

Susquehanna University recognizes the need for officially recognized student organizations to raise funds to supplement what is allocated to them by SGA from the campus activities fee. Individuals, businesses, or groups not affiliated with Susquehanna University or Susquehanna groups which are not officially recognized are prohibited from selling products or services and from raising funds on-campus unless they have been contracted as an outside vendor for the DCC lower level display area. The following is a set of guidelines for planning and implementing fund-raisers on campus:

1. Student groups planning to engage in fund-raising efforts in which fellow students, faculty, and staff are the persons from whom the funds are raised must register their activity with the Campus Activities Office (via the event reservations form). Included in this category would be on-campus events for which admission is charged, the sale of goods or services, and direct solicitation for worthy causes.

University organizations selling products need to adhere to these additional guidelines:

1. Items must be reasonably priced, represent a fair deal for purchase and be quality products.
2. Items must be in good taste and should not be messy, loud, or offensive to the general public.

## *Policies (Cont.)*

3. If items directly compete with the Campus Bookstore or ARAMARK food service, clearance must be obtained from the supervisors of those operations.
  4. Items that are prohibited on campus (i.e., drug paraphernalia, candles, incense, etc.) may not be sold or distributed.
  5. No fund-raising activity may involve the solicitation/ completion of a credit card application. As a result of a vote by SGA in Fall 1999, credit card vendors are not permitted to actively solicit on campus.
  6. If necessary, organizations raising funds for charity are required to provide evidence to the Campus Activities Office that the funds were received by the charitable organization at the conclusion of the event.
  7. Limited storage space, for student organizations, is available in lockers near the 24-hour computer lab in DCC. Keys may be kept at the Information Desk for group members to check out as needed. Storage for group items may not be kept in the Campus Activities Office unless authorized by the Director of Campus Activities.
4. **Residence halls:** No fund-raising/soliciting may be conducted in the Residence Halls without written approval of the Department of Residence Life. Limitations may be applied to groups wishing to fund raise in the residence halls beyond those described in this policy.
  5. **Academic buildings:** Fundraisers are not allowed in any building that is designated primarily as classroom space. The Academic Deans may grant exception to this rule as deemed appropriate.
  6. **Other campus facilities & grounds:** Contact the Director of Campus Activities for restrictions on other areas of campus beyond those listed above.

### **Locations for fund-raisers:**

3. **Degenstein Campus Center:** Fund-raisers are allowed in the vendor table/lower level display area upon receipt of an event confirmation form from the Campus Activities Office. Space is limited to

All recognized student groups must abide by these regulations. Organization representatives must meet with a member of the Campus Activities staff to review these policies, if necessary. The organization representative and the organization's advisor may be required to sign a statement that holds them responsible for compliance with such guidelines. If these guidelines are violated in any way, the Director of Campus Activities may deny future fund-raising privileges for that particular organization for a period not to exceed one year.



# Policies

## *Policies (Cont.)*

### **Guest Speakers & Program Philosophy**

Philosophy: Susquehanna University affirms open inquiry and free discussion as necessary provisions for freedom to learn and for educational development. Therefore, a recognized student organization or faculty or administrative unit may invite any speaker or performer to campus. With this freedom goes the responsibility to prepare adequately for the event so that it is conducted in a manner appropriate to the academic community.

### **Guidelines**

1. All publicity must clearly identify any and all sponsors of the event.
2. The sponsoring group should make clear to the public that the views expressed by their guest speaker(s) do not necessarily imply approval or endorsement either by the sponsoring group or by the University.
3. An opportunity should be provided for questions and statements of opposing views. Also, any speaker who is a guest of the University is entitled to a courteous hearing regardless of his/her position.
4. Appropriate scheduling arrangements must be made through the Office of Campus Activities.
5. The sponsoring group has the responsibility for hospitality (i.e., housing, transportation, meals, entertainment) when a guest speaker or group is invited to

campus. When an honorarium and expenses have been promised, a check for this amount should be ready before the guest leaves the campus.

6. As a matter of courtesy, the sponsoring group has the responsibility of notifying the President and/or the Academic Vice President of any guest speaker at the time of scheduling, and before final arrangements are completed.

### **Facility Usage Responsibilities**

Groups utilizing University facilities for program and meeting purposes are responsible for returning the space to its original condition after the program:

1. Decorations and trash removed.
2. Tray meal rubbish returned to dining hall.
3. Floors clean if anything has been spilled.
4. Furniture reset in original set-up.
5. Windows closed.
6. Lights out.

### **Room Scheduling**

All University buildings and facilities are available for general university, faculty or student use at times and in any ways that do not interfere with the curricular use for which the facility is provided. Any event, meeting or rehearsal that is not included in the regular class schedule must be reserved in advance through the Campus Activities Office.

## *Policies (Cont.)*

### **Bulletin Boards and Display Cases**

Campus organizations and individual students are encouraged to use the bulletin boards located around the campus to publicize campus activities and all members of the University community are urged to read these announcements.

Certain bulletin boards are designated for specific purposes. A variety of focus areas are available in the east stairwells of the Degenstein Campus Center including: clubs and organizations, athletic notices, academic notices, Career Services, student alumni association, campus events and want ads.

Posters should be placed only on bulletin boards or designated posting areas. Posters placed on walls, doors and windows will be removed/relocated. Please see the complete posting policy listed under point b of 8. Office of Campus Activities.

Each display should be limited to 10 days or less to allow maximum usage of the case throughout the year. The sponsoring group/department must be identified as a part of the display materials.

### **Lower Level Display Tables & Vendor Policy**

Display tables, located on the lower level of the Campus Center, must be reserved during the academic year by departments or organizations through the University Scheduler.

Each table usage should be limited to one week or less to allow maximum usage of the tables throughout the year.

The sponsoring group/department must be identified as a part of the display/sales table.

Off-campus vendors may contract for the use of the display tables during the academic year through the University Scheduler. Vendors will be charged rental fees and must provide proof of insurance as part of the contract process except where the vendor is being sponsored by a student organization as a fundraiser for the student group. As a result of a vote by SGA in Fall 1999, credit card vendors are no longer permitted to utilize the display tables and may not be used as a source for fundraising by campus groups.

Merchandise which makes direct reference to alcohol and drug usage, items that make reference to suspended or former Greek organizations, or any items that may be offensive to the general public may not be displayed. Items which are prohibited on campus (i.e. drug paraphernalia, candles, incense) as stated in this Student Handbook may not be sold by either on-campus groups or off-campus vendors.

# 8 Policies

## *Policies (Cont.)*

### **Posting Policy**

Any promotional materials posted on campus must be sponsored by recognized student organizations or University departments. The sponsoring group must be identified on the posted material. Any written promotion for events sponsored by commercial establishments is forbidden unless authorized by the Director of Campus Activities.

Promotional materials may be placed only on bulletin boards or designated posting areas. Please notice the Degenstein Campus Center stairwells are now separated into specific sections for advertisements. Organizations are responsible for the removal of materials when they become outdated or are no longer relevant. Posters, flyers, etc., placed on walls, doors, windows, trees, or painted surfaces will be removed. Please place only one of any kind of flyer in each designated area. If more than one is posted, they will all be removed.

Any notices, publicity, etc., which are applied in such a way (e.g., paint, ink, chalk, etc.) so as to deface any campus building, sidewalk, lawn or structure is prohibited.

The placement of materials on windshields is prohibited.

Materials depicting or announcing activities at which alcohol is consumed are prohibited. Materials promoting activities sponsored by alcoholic beverage manufacturers are also prohibited.

Non-commercial posters or notices are not to be removed from bulletin boards or designated posting areas unless they are outdated, no longer relevant, or there are multiple notices of the same event in the same location, and should only be removed by an official Campus Activities staff member, or the sponsoring organization/department themselves.



# Organization Recognition

## Recognition of Organizations

In order to become a recognized organization eligible to receive funds from the Student Government Association, and to hold meetings in campus facilities, new groups must:

1. Conduct an open all-campus meeting inviting participation
2. Hold at least one organizational meeting,
3. Draft and approve a constitution,
4. Obtain the signatures of at least five full-time students interested in joining the club,
5. Elect a president and treasurer, and obtain a faculty or staff advisor.
6. Submit all of this information to the Student Government Association for approval by the Senate. Recognition may also be pursued through the SUN, Chapel, Inter-fraternity, Panhellenic or Diversity Councils.
7. After receiving approval, the organization must register with the Office of Campus Activities..

## Constitution Criteria

- (A) All club constitutions must state their purpose and must be:
1. Beneficial to the campus community and club members.
  2. Contribute to the educational mission of the University.
- (B) Membership
1. All club constitutions must state membership rules which include:
    - a. No discrimination on the basis of race, color, religion, natural or ethnic origin, age, sex, sexual orientation or physical disability
    - b. No requirement other than to attend meetings
  2. At the discretion of the club, they may include faculty, staff, alumni, and their spouses as members.
- (C) All club constitutions must include:
1. A minimum of 2 student officers:
    - a. president or org. leader
    - B. treasurer
  2. Students must hold both offices but one student may not hold both offices simultaneously
  3. Only full time S.U. students may hold office.
- (D) All clubs must in their constitution include in detail guidelines concerning:
1. Annual elections
  2. How constitution and bylaws may be changed
  3. Guidelines for impeachment and resignation processes
  4. Name of faculty/staff advisor.



# 10

## Notes