CAMERON UNIVERSITY

Student Organization Advisor Handbook

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Introduction

Being actively involved in activities and organizations outside of the classroom is crucial aspect of the college experience. Extracurricular involvement allows students to become more engaged with their field of study, immersed in an organization that stimulates the development of career aspirations, provides them the opportunity to learn more about other cultures, or simply develop an interest that could become a lifetime hobby. Because of this, it is critical that successful organizations are available that meet these needs effectively. Student involvement outside the classroom stimulates the growth and development of interpersonal skills which are key to one's future success.

As an advisor of a campus organization, it will be your role to enable the students involved in your organization to succeed in achieving the mission of the organization. By doing so students will develop the skills and confidence they need to become successful and engaged world citizens upon graduation.

Advising also benefits the advisor as it provides an opportunity to develop personal relationships with students outside of the classroom or office. This commitment also allows the advisor to refine their own time management, organizational, and leadership skills and can provide an opportunity to share their passions with a broader audience.

The Office of Campus Life staff appreciates your dedication and commitment to our students and is available whenever you need further guidance or support in making your organization successful. Please utilize the staff and this handbook as a resource.

Role of the Advisor

Accepting the role of an organization's advisor is a big commitment, but demonstrates your dedication and passion for student success. Being engaged in the organization you are advising fosters trust and builds rapport among the students. Some students may be taking up their very first leadership role and will come to depend on your guidance as a mentor. Others will already have firmly established skills and require an advisor's presence simply because it is required. Either way, an active advisor is a key component of a successful organization.

As noted in the Student handbook, the Advisor qualifications deemed by the university are as follows:

ADVISOR QUALIFICATIONS

An advisor should be at least a three-quarter faculty or professional staff member of Cameron University. Graduate teaching assistants with a teaching load of six or more hours may qualify on a temporary basis. An individual may serve as advisor to no more than two organizations.

Role of Advisor

Advisors play an important role in the extracurricular experience, for it is their guidance and participation in the organization that assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment.

The University sees the advisor as serving a pertinent function to preserve the existence of the organization, including the following:

1. Advising the organization on university policy, including educating the members and assisting them in their work within the University structure.
2. Providing direction and planning for managing the organizational budget, e.g. approving all expenditures. [Refer to the section entitled Statement of Financial Responsibility of Student Organizations in this manual.]
3. Assist with planning and implementation of organizational programs and the use of university facilities for those programs.
4. Attend meetings and activities involving the organization as necessary.
5. Assisting the organization in annually setting realistic goals and objectives, and then keeping the group focused on these.

There are other functions of the advisor that include providing continuity, facilitating growth, and serving as a teacher that are equally important. If any assistance is needed, please contact the Office of Campus Life at 581-2217.

ROLES PLAYED BY THE ADVISOR

Below are some of the many roles you will assume as an advisor:

Mentor

As you become more involved in the lives of the students in your organization, they will begin to look up to you and approach you seeking everything from career, to academic, to personal advice. Be prepared for this by being knowledgeable of the various academic programs which your students are involved in and be sure to have a good understanding of what job options are available for your specific discipline. It is not necessary that you know the answer to every question a student will ask, but it is crucial that you know where to find the resources to get your students the answers they need. They key is to demonstrate a genuine interest in the success of your students and they will continue to trust and respect you.

Team Builder/Conflict Mediator

One of the biggest challenges in working with college students is that students develop a sense of individuality and have their own (not always clear) vision of what they want from the organization. It will be your role to help the officers of the organization inspire the group to develop a shared vision and mission for the organization. Because of the broad spectrum of personalities present, conflict is bound to arise. This is an area you may need to assist the officers in by facilitating positive and open communication rather than contentious debate among group members.

Educator

As an advisor, your role as an educator will often come through the modeling of behavior, guiding the student in reflection of his/her actions, and being there to answer questions. One of the most difficult, yet most important roles of an advisor is to not take charge of the group. Remember you are there to facilitate the learning and leadership development of your organization’s members. If the students are not allowed to plan events on their own, even if you feel as though they are not going about it in the most effective manner, how are they able to truly learn the skills we are seeking to teach.

Motivator

Many students may easily get discouraged as they encounter failure or not have an idea embraced as enthusiastically as they had hoped. It is important to maintain a constantly positive and supportive attitude. Utilize reflection techniques to allow students to learn from their mistakes so that they can make changes to be successful next time. Always maintain a clear definition of the purpose of the organization so that you can communicate it with the members of your organization and instill your passion in them. Be certain to highlight every success, no matter how small, to make the group members feel appreciated and understand that their efforts are not in vain.

Policy/Legal Interpreter

One of the biggest challenges for students is to recognize and understand university policies and procedures. This will be one of the main areas where you will need to be prepared. Be sure that you fully understand the policies and procedures (which are included at the end of this handbook) and be able to explain university polices to students in terms easy for them to understand. This is one area you may need to step in as students, who often do not understand the purpose of risk management, may try to bypass certain policies to plan an event or activity. Students also need to be aware of any local, state, and federal laws which may affect the organization. Students don't always understand that policies and regulations are in place that dictate how to run (and not run) group sponsored activities. As the advisor, you may need to step in and make sure that the students take into consideration these policies and understand the reasoning behind why said policies are in place.

ADVISING DO's

1. Encourage attendance at leadership training and provide students with resources for the training, such as ice breakers, important topics of discussion like values and ethics, ideas for downtime, etc.
2. Allow the group to succeed, but remember that now is the time for them to learn from their mistakes.
3. At the beginning, as well as periodically, develop clear expectations about the role of the advisor and your relationship to the organization.
4. Be a sounding board for the organization. Assist the group in setting **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely goals.
5. Keep your sense of humor and enthusiasm. Share creative and alternative suggestions. Provide progressive feedback for activities planned by students.
6. Learn what the students want to get out of the organization. Support them in their journey of accomplishing these goals.
7. Ask officers to assist with procedural matters. Be knowledgeable of the organization's purpose and constitution, upcoming deadlines, ongoing goals, national, state, or regional expectations or bylaws, and help give feedback.
8. Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments for assistance.
9. Ask the executive board to orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.

(Adapted from http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf, p. 5)

ADVISING DON'Ts

1. Know it all
2. Be the leader or "run" the meetings
3. Manipulate the group, impose, or force your opinions on them
4. Close communication
5. Tell the group what to do, or do the work of the president or other members of the executive board
6. Take ownership for the group, be the "parent," or the smothering administrator
7. Miss group meetings or functions
8. Be afraid to let the group try new ideas
9. Become such an advocate that you lose an objective viewpoint
10. Allow the organization to become a one-person organization
11. Be too laissez-faire or autocratic
12. Assume the group handles everything satisfactorily and doesn't need you
13. Assume the organization's attitudes, needs and personalities will remain the same year to year

(*adapted from Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999*)

Group Dynamics

As the handbook has already mentioned, in the advisory role one must have a good understanding of student motivation and behavior. This section is not going to attempt to cover every detail of group dynamics, but it will give a broad overview. For more information, consult the many books on advising student organizations.

The overlying theme of the college student is his/her need to feel a sense of belonging. Student organizations are the perfect way to appease this desire, as it connects the student with others who share their interests. The problem develops as new students will be nervous about opening up and contributing to the group as they do not yet know the other members well and may lack confidence in their skills. As the advisor, set the example for your group members by being completely open (within reason) and welcoming of the new (and old) group members. The challenge for the advisor is finding the balance between being overly involved in the group and appearing disengaged. (Sherif and Sherif, 1964). You do not want group conflict or disorganization to be detrimental to the group; however some contention is necessary for the group members to develop their leadership and interpersonal skills. Be sure that the group officers do not get discouraged as the organization experiences its inevitable ups and downs which are all part of the group development process.

Building an Effective Organization

DEFINING THE ORGANIZATION

The first thing that any organization must do is develop a clear purpose as to why they are in existence. This purpose could be something as simple as a statement like "providing an outlet for fun intellectual discussion about the socioeconomic and political impact of piracy" or be a detailed bulleted list. Without a definitive mission, the organization will find it hard to plan activities and events as it will have no long term vision of what it hopes to achieve.

TYPES OF ORGANIZATIONS

- **Academic**- These are clubs directly correlated with an academic program such as the CU Art Guild or Biology Club.
- **Religious Organizations**- These are groups that provide specific worship and spiritual growth opportunities for students.
- **National Honor Societies**- Honor societies are unique in that students cannot simply sign up and become a member, but they need to meet certain requirements such as having a certain GPA in their academic discipline in order to be inducted.
- **Special Interest**- This is the umbrella of a majority of the organizations on campus and includes everything ranging from the Black Student Association (BSA) to Reserve Officers' Training Corps (ROTC). Wherever there is a student interest, an organization can be created to meet that need.
- **Social Greek Organizations**- Greek letter organizations are another unique student group. Each group has their own specific set of values and ideals; however the general mission is develop social excellence in its members through service, philanthropy, leadership development, and campus involvement.

DRAFTING A CONSTITUTION

This step is often the bane of many a student's pursuit of organization creation; however in order to function properly (and be recognized by Cameron) a constitution is a necessity. The purpose of a constitution is to define clearly what the organization is all about and how it operates. Be sure to really let the students take charge of writing the constitution just be prepared to advise them on some of the legal terms that may be confusing to students. Keep in mind and maintain the students' focus on the purpose of a constitution is to define exactly why the organization exists. Constitutions must be turned in for every new campus organization and updated every three years. If a previously existing campus organization fades away and then re-emerges, a new constitution should be submitted.

Organizations will be recognized by the Office of Campus Life based on the name they self identify as in their Constitution.

On the following page is a sample constitution:

Ole Kim Pick Ax Pride Club

(Model) Constitution - Academic Year

Article I – Name

The name of this organization shall be the **Ole Kim Pick Ax Pride Club** of or **OPAx** for short.

Article II – Mission Statement

The purpose of the Ole Kim Pick Ax Pride Club (OPAx) is to promote an active, vibrant, and spirited campus environment by coordinating various "pump up" activities and events for the community of Cameron University.

Article III – Membership

Section A – Student Membership

Any student of Cameron University, regardless of race, gender, ethnicity, sexual orientation, disability, religion, or political affiliation is eligible and welcome to become an active member. This organization complies with all state and federal laws as well as the non discrimination policies of Cameron University. All members are eligible to vote and have an equal say in the policies and decisions made by the organization. Once a student attends 2 meetings or events, they become a Student Member.

Section B – Associate Membership

Non-students affiliated with Cameron University including faculty, staff, administrators, and alumni are able to act as associate members who can attend all OPAx events and meetings, but may not vote or hold office.

Section B – Quorum

In order to meet quorum, a minimum of 60% of Student Members must be present. Without quorum, decisions impacting the club as a whole cannot be made.

Article IV – Hazing

This organization abides by all state and federal laws as well as the policies of Cameron University. OPAx sees any act which inflicts physical or mental distress, harm, embarrassment, or harassment as detrimental to the individual's and ultimately the organization's spirit, violating the founding purpose of OPAx. Therefore, said acts will not be tolerated.

Article V – Officers

Section A – Officers

The OPAx officers shall consist of President, Vice President, Secretary, Treasurer, SGA Representative, and Spirit Coordinator.

Section B– Qualifications

Any Student Member who has been active with OPAx for a minimum of one semester and who has a cumulative GPA of at least 2.2 may run for an elected position. The candidate must be nominated during a minimum of one meeting prior to the date of election.

Section C– Term of Office

The term of office shall be from January 1st through December 31st

Section D – Officer Removal

If it is found that an officer is not fulfilling his/her duties, a member must present his/her case for removal before the rest of the organization. After the case is presented the present members may remove the officer in question with a 2/3 vote.

Section E – Officer Vacancy

If an officer feels as though he/she can no longer fulfill his/her duties, the officer must notify the organization two weeks before he/she plans to step down. This will provide the organization enough time to run a special election to replace the officer. In the case of the President vacating the office, the Vice President will immediately move into the vacant position and a special election will be organized to replace the Vice President.

Section F – Officer Duties

A. The role of the President Shall be to
    1. Act as a figure head for the organization
    2. Organize agenda for and run both bi-weekly club meetings and monthly Executive Committee Meetings
    3. Supervise Club Committees
    4. Perpetuate Aggie Pride in his/her daily life

B. The role of Vice President Shall be
    1. Take on the duties of President in the case of his/her absence
    2. Coordinate promotion and marketing of the club and its events
    3. Oversee the Promotional Committee
    4. Perpetuate Aggie Pride in his/her daily life
C. The role of the Secretary shall be
    1. Act as the chief communication officer
    2. Keep members informed of upcoming events and meetings
    3. Record meeting and event attendance
    4. Perpetuate Aggie Pride in his/her daily life
D. The role of the Treasurer shall be
    1. Manage all funds collected by the organization
    2. Oversee the Finance Committee
    3. Perpetuate Aggie Pride in his/her daily life
E. The role of the SGA Representative shall be
    1. Attend all SGA meetings
    2. Communicate with the club members the proceedings of each SGA meeting
    3. Act as a liaison between SGA, other student organizations and OPAx
    4. Perpetuate Aggie Pride in his/her daily life
F. The role of the Spirit Coordinator Shall be
    1. Organize costuming and other "cheer gear" for each event
    2. Develop themes for special meetings and events
    3. Oversee the Cheer Gear Committee
    4. Perpetuate Aggie Pride in his/her daily life

Article VI – Executive Committee Meetings

Meetings of the Executive Committee will take place once a month at a time and location decided by the officers at the beginning of each semester. The President may also call for Special meetings if he/she feels it is necessary, but must give two days notice to the other officers via phone call.

Article VII – Advisor

The Advisor of the organization shall be any full time faculty or staff member employed at Cameron University. The Advisor must embody the spirit and purpose of the organization and be present at, and supportive of all group meetings and activities. The role of the advisor shall be to adhere to all the duties outlined in Cameron University's student organization policies and procedures.

Article VIII – Elections

Section A- Time of Elections

Elections will take place at the second to last meeting of December unless an alternative date is voted upon by 2/3 majority of active members.

Section B- Nominations

Candidates are to be nominated by any active member a minimum of two weeks prior to the election in order to place the candidate's name on the ballot.

Section C- Quorum

In order for elections to take place, a minimum of 60% of active members must be present.

Section D – Election Procedure

Candidates will have the opportunity to give a brief speech (maximum of five minutes), but it is not required. Votes will be cast by secret ballot and a simple majority (51% of active membership present) is required to be elected. In the case of a tie or no candidate receiving a majority, a run-off election including the top two candidates will take place.

Article IX – Meetings

Section A – General Meetings

Meetings shall be held bi-weekly at a time decided by the student members at the beginning of each semester.

Section B – Special Meetings

The Executive Committee may also decide that special meetings are necessary, but must provide two days notice to all active members two days in advance by using the phone chain.

Section C – Club Events

OPAx will implement one event per month. These events will be planned and organized two weeks prior to the event in order for the Vice President to conduct effective advertizing and for the Spirit Coordinator to arrange the appropriate "cheer gear"

Article X – Committees

Section A – Promotional Committee

The promotional committee will be directed by the Vice President and all student members will be eligible to participate. The committee will convene whenever the Executive Committee feels the promoting of events is necessary. The Vice President will schedule the meeting and communicate its time and location a minimum of three days prior to its occurrence.

Section B – Finance Committee

The Finance Committee will consist of four student members selected by the Treasurer and Advisor. The committee will meet a minimum of once a semester to formulate the following semester's budget.

Section C - Cheer Gear Committee

The Cheer Gear Committee is open to any student member and is directed by the Spirit Coordinator. The committee will meet whenever The Spirit Coordinator finds it necessary to gather or assemble special costuming or accessories for various club events. The Spirit Coordinator will inform the committee members a minimum of three days prior to each meeting.

Article XI- Organization Funds

Funds will be used by the organization solely for the purpose of purchasing Cheer Gear, covering transportation costs, and putting on Pick Ax Pride events. The organization will follow all the policies outlined in the Cameron University Student Handbook in their fundraising efforts. The Finance Committee, Treasurer, and Advisor will be responsible for managing the group's funds.

Article XII – Rules of Procedure

OPAx will follow the processes outlined in the current edition of *Robert's Rules of Order, Newly Revised* to run the monthly Executive Meeting, bi-weekly General Meetings, and all Special Meetings.

Article XIII – Amendments

The constitution can only be amended during a meeting in which quorum is met and a 2/3 vote on the amendment is received. The amendment may be proposed by any member of the club and must be presented a week prior to the official vote.

MEMBERSHIP RECRUITMENT

The university policy is that a campus organization be made up of a minimum of seven members, but remember, students graduate and you must think about the long term sustainability of your organization. Listed below are the steps for successful recruitment:

1. **Set Goals and Expectations-** As with everything, the key to success is having a clear definition of what exactly your organization is trying to accomplish and set a reasonable plan of attack to accomplish it. The first step in the recruitment goal setting process is to identify exactly what kinds of students you want to target as well as ways to reach out to those students. This is why it is so crucial to keep the mission of the organization in mind as you go forward with all actions pertaining to the organization. Have current members focus on their initial motivation for joining and their continued involvement so that they can better encourage prospective members to join.
2. **Get Everyone Involved-** Recruitment is not a solo operation; therefore it is important to get all active members involved. Word of mouth advertising is the most effective way to attract new members and the more people who utilize their personal networks, the larger the pool will be.
3. **Develop a Creative Advertising Campaign-** Your organization needs to take advantage of major events such as the Organization Fair to recruit, but when competing with 70 other clubs, it is important to do more to ingrain your club in students' minds. Don't simply rely on the mundane flyers that everyone else is posting, but go beyond that and think of some innovative ways to get your name out there. For the Pirate Club, you could have a skeleton or dummy caged up and hanging in a high traffic (approved) position with a sign reading "Don't get hung up in the gallows, check out the Pirate Club!" Also be sure to include the date, time, and location of your first meeting.
4. **Plan an exciting first meeting-** The first meeting of the semester may in fact be the most crucial as it can be the deciding factor as to whether or not a student will become an active member of your organization. Be sure to make all new students feel welcome and appreciated. The key, as with all meetings, is organization and planning. It is imperative that there are constant activities going on and that there is little time where students are not engaged in some way. Steer clear of boring topics such as budgeting as you want to have the take away of the meeting for the student be "wow that group is fun! I'm definitely going to keep coming to meetings!" Rather than "boy they really seem to not get anything done other than sit around and talk."

RECEIVING AND MAINTAINING RECOGNITION

The University Organization recognition process is clearly outlined in the Student Handbook (see policy section). The purpose of these procedures is to ensure that organizations are well organized and will be sustainable. The re-registration form is a critical submission as it allows the Office of Campus Life to know exactly what organizations are active and how many members they have. This documentation also provides a general sense of the state each organization is in, allowing the department to provide assistance where necessary. It is also crucial that the organization look at and revise (if necessary) their constitution each year. This allows the group members to reaffirm their purpose and set programming goals which are in line with the mission of the organization.

The Office of Campus Life has been developed for the purpose of providing opportunities for student involvement and participation through student organizations, student activities and campus programming. Students are encouraged to become involved in all aspects of campus life.

University recognized organizations will be afforded the following privileges: to use campus facilities, to set up an on-campus account, access to a mailbox specifically for your organization, to participate in the Student Government Association, to have the opportunity to participate in university activities and the ability to use "Cameron University" as part of the organization name
(organizations not recognized may not use "Cameron University" as part of the organization name). University recognition in no way implies that Cameron University condones or supports any or all activities of a recognized organization.

REGISTERING NEW ORGANIZATIONS

Prior to making application to receive university recognition, the group should meet the following criteria:

1. Organizations must have at least one faculty or staff advisor who is a current member of the faculty or professional staff at Cameron University.
2. Members must be currently enrolled students (full-time or part time) in good standing with the University.
3. Organizations should maintain a membership of at least seven (7) qualified individuals.
4. Officers of each organization are to have a **cumulative** G.P.A. of 2.00, and not be on any sort of academic or disciplinary sanction, nor have any type of enrollment hold. Organizations are to operate under a constitution approved by the University, of which a copy must be kept on file in the Office of Campus Life.
5. The organization's stated purpose must not be subversive to the United States of America, the State of Oklahoma, or Cameron University.
6. The organization must comply with the nondiscrimination policy set forth by Title IX.
7. No group will be recognized that serves a similar function as the SGA, PAC, or RHA.
8. No group will be recognized if their primary function is to serve as a subservient support group or auxiliary branch of another organization.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve university recognition:

1. At least one executive officer and the advisor meets with the Office of Campus Life to review the constitution and any bylaws of the organization.
2. After reviews and recommendations, the Office refers the constitution to the Student Affairs Committee (SAC) for review.
3. SAC reviews the constitution and bylaws and meets with the group representative and the advisor
4. After the meeting, SAC decides whether to recommend the organization for recognition or to send recommendations back to the group for improvements. If SAC sends the constitution back to the group, it may then repeat the process.
5. The recommendation of SAC is forwarded to the Student Development for final approval.

RE-REGISTRATION OF AN EXISITING ORGANIZATION

After an organization has gone through the recognition process, they must re-register with the Office of Campus Life at the beginning of each school year (Spring registration is primarily to serve as an update of the Fall registration).

Steps for Re-registration:

1. Complete an organization registration form and send it back to the Office of Campus Life.
2. The deadline to filing a registration for for existing organizations is in early September. Failure to meet this deadline will limit an organizations abilities to access on-campus accounts, reserve spaces, etc.
3. A current membership roster must be on file in the Office of Campus Life with each Fall registration. Student ID numbers must accompany roster. Updates should be submitted in the Spring semester.
4. A current list of officers' names, addresses and phone numbers must be on file in the Office of Campus Life. Officers' transcripts will be checked to assure compliance with rules set forth in the Student Handbook.
5. Any changes of officers or advisor should be reported in written form to the Office of Campus Life within 10 days of the change (s). The same is true of all constitutional changes, which may be subject to approval by SAC.
6. Advisors must indicate that your organization's funds have been reviewed and are in good order by signing the statement included on the registration form.

Copies of the Registration Form can be found in the Office of Campus Life.

Officer Transition

In working with student organizations, it seems as though just as a student officer starts to really get a firm hold on their role, they graduate or another student steps in. Due to this inevitable turnover, it is imperative that the organization has a plan in place to make the transition as smooth as possible.

Here are some basicsteps to follow to foster a successful transition:

HAVE EACH OFFICER CREATE A TRANSITION BINDER

Why start from scratch each year?With a well organized binder, the new officer can see what the previous one found to work well and what didn't go so well. The binder not only gives the new officer a great starting point, but also allows the outgoing officer to do some final reflection as to what they learned from their involvement. (note: the binder should be organized as the year progresses and not right before the transition) A good binder includes:

- The mission and goals of the organization
- A copy of the most current constitution and bylaws
- Detailed officer descriptions
- Committee descriptions
- A copy of the current Cameron University Student Organization Handbook
- Meeting minutes
- Financial records
- Also the outgoing officer should have a list of tips such as:
    - I wish someone would have told me ____ when I started
    - Some resources I wish I would have know about sooner
    - What worked well?
    - What didn't go well?
    - What challenges did you face?
    - What are some tips about the culture of the organization and the students who are members
    - What are some long term goals yet to be accomplished?

HAVE ONE-ON-ONE TRAINING TIME

Make sure the outgoing officers meet with their incoming counterpart so that they may communicate to them in more detail the advice outlined in the transition binder. This will be a good chance for the new officer to ask questions of a peer who can guide the new officer on his/her upcoming experience. Not only is it important for the students to get together, but as the advisor you will be working very closely with these new officers, so do your best to reach out and get to know them and what they hope to accomplish.

DEVELOP CLEAR GOALS FOR THE YEAR

Have the officers all develop their own personal goals so that they get the most out of their new position as well as be sure that the new officer group has developed a clear set of Specific, Measurable, Attainable, Relevent, and Timely (SMART) goals to achieve in the upcoming year. This will provide the officers with a baseline of how they are going to outline the upcoming year and give them a tangible resource to gauge their progress as leaders.

PLAN AN OFFICER ORIENTATION

Work with the new president and the outgoing officers of the organization to organize a time where all the incoming officers can get together to get to know one another better and understand the specific duties of their new position. Most importantly, it will provide an opportunity for the officers to communicate their personal goals for the organization and lay the groundwork for a successful year. An off campus retreat is a great way to do this as it provides the officers a chance to really reflect on their vision of the organization; however this can be logistically difficult and the budget may not allow for it. It is essential though that the officers are able to have sometype of orientation prior to their first meeting or event so that they may have a clear direction.

HOLD AN ORGANIZATION RETREAT

Remember that the officers only represent one segment of the organization and all students need to be included in the goal setting process. Retreats, as mentioned above, are a great way to do so as it brings everyone together in a relaxed atmosphere. A retreat can be as simple as a day of teambuilding and goal setting on campus or as complex as weekend high ropes course. Just remember that although the members should have a good time, they are there to bond with one another and get organized for the year. Again, the key is organization and planning. Be sure to incorporate the officers in the planning process and let them run a majority of the teambuilding and reflection exercises. Too many activities may cause the students to get overwhelmed with leadership development and hinder their natural relationship building. To prevent this, schedule plenty of free time.

CREATE A CALENDAR

The students may have developed many good event ideas, but unless they set dates for them they will not see them come to fruition. The initial calendar does not to be set in stone as other university and student events may conflict, but it should give a solid baseline of how the semester goals will be achieved through the year.

Organization Meetings

The key to having successful meetings boils down to effective planning. Students are constantly worried about taking on too many time commitments and do not want to waste their time attending meetings which are unproductive and disorganized. Regular meetings are necessary for successful groups as they maintain group cohesion and ensure that the organization is planning successful events which achieve its purpose. As the advisor, it will be your responsibility to guide the officers in this process.

STEPS TO A SUCCESSFUL MEETING:

1) **Determine the purpose of the meeting**- if there is no clear objective for the meeting, then the meeting will simply be one where the students sit around chatting away, possibly regretting their decision to attend.
2) **Make sure a detailed agenda is written-**This will give the one conducting the meeting a clear outline of what they must cover as well as let the members know what is going to be covered. This will maintain focus and allow for an efficient meeting with limited distractions.
3) **Make it FUN!** Yes your organization does have other goals, but unless there are fun activities to keep members coming back, the organization will not be successful. This could be something as simple as doing a problem solving or team building activity at the beginning or end of the meeting.
4) **Reserve the room!**- Be sure that one of the officers schedules meeting and books a room well in advance. (Details of using RESS are detailed elsewhere in this manual) Be sure to reserve a room of the appropriate size. A cramped room or one that is too spacious can lead those present to focus on their discomfort rather than the agenda. Let the students take charge of this task, but be comfortable knowing the procedures and availability of university spaces so that you may guide students effectively.
5) **Inform group members-** Make sure that group members are contacted well in advance of the meeting so that they can plan to attend accordingly. Also that they are provided with a copy of the agenda and any other materials that will be discussed during the meeting. This allows the members to organize their thoughts prior to the meeting and expedite business at more constructive rate.
6) **Record accurate minutes-** Be sure that the secretary or other designated member keeps track of all the important business that gets covered during the meeting. The minutes do not have to have every word spoken at the meeting written down, but should include all motions and decisions made. The minutes should be sent out to all members within 48 hours of the meeting to enable members to review what the outcomes of the meeting were while it is still fresh in their minds.

7) **Evaluate the meeting-** It is critical that each meeting and event are evaluated after they occur in order to guarantee that what's being done right keeps happening and any problems are fixed. This can be done simply by reflecting on what went well, what didn't go well, and what can be done better next time. Also reach out to all group members to get their feedback as well as they may pick up on a problem that you or the other officers are not seeing.

MEETING PROCEDURE

Prior to the meeting, establish who will be running the meeting and who will be responsible for covering each item on the agenda. Open for discussion to ensure that all points of view are addressed, but use your discretion as to when the conversation is getting off topic or is becoming unnecessarily argumentative. Allow the student running the meeting to take charge of this, but step in if meeting becomes extra unruly.

Though every meeting need not be rigidly structured, it is recommended that campus organizations follow the parliamentary procedures outlined in *Robert's Rules of Order, Newly Revised* to run all business meetings. This is the most widely used form of formal meeting procedure and enables meetings to run smoothly while recognizing the minority voice. For more detailed information, consult the most current edition of *Robert's Rules of Order, Newly Revised*.

BASICS OF PARLIAMENTARY PROCEDURE

The Motion

Making a motion is the formalized method in which one proposes a particular action such as planning an event, calling a meeting, or approving a budget for the organization to take. Anyone, after being acknowledged by the president or designated officer conducting the meeting, may propose a motion by saying "I move to..."

The Amendment

Amendments are offered in the same way as a motion. An amendment may be proposed when one generally agrees with the proposed motion, but would like to make minor changes.

Amending the Amendment

Just as a motion may be amended, an amendment may also be changed in the same way. As with the first amendment, the second amendment must relate to the motion and the amendment. It is in order only when it relates to both. No more than two amendments may be made to one motion.

Speaking on Motions and Amendments

In order speak at the meeting one must be approved by the person who has the floor (most likely the president). The one requesting permission will raise their hand and wait to be given the floor. It is the job of the one conducting to guarantee that equal opportunity is provided for all who have an opinion to speak. Once the discussion has deviated from new or productive ideas being presented, it's time to motion to table or call to question.

Motion to the Table

If a member wishes to postpone or end debate on an issue, they may also make a motion to table. Such a motion is not debatable, and if it is seconded by one other member, the motion must be put to an immediate vote by the one conducting the business.

Calling a Question

In order to speed up the meeting and eliminate unnecessary discussion, a member can "call the question." The president will call for dissent. If a member wants the motion to be discussed further, they may raise their hand and discussion will continue. If there is no dissent, voting on the motion takes place.

Voting

Voting on a motion can be as formal as using written ballots or as casual as having the chair ask if anyone objects to the motion. The most common practice is to call for a show of hands or a voice vote of ayes and nays. Only members present at the time may vote, unless the rules of the organization allow for proxies or absentee ballots. A simple majority of votes cast will pass most motions. During elections when more than two candidates are running for an office, your organization rules should specify whether a majority or plurality is necessary. These rules can also call for other requirements depending on the issue on which the vote is held.

When the President Can Vote

Because the president is a member of the organization, they have the right to vote whenever a written or secret ballot is used. With any other method of voting, to protect the impartiality of the President, they should vote only in cases of a tie.

Point of Information

If at any time during the meeting a member is confused about the business being discussed or wants the motion that is being considered more clearly explained, they may rise to ask the president for a point of information. After being recognized, they may ask for the explanation which is desired.

Point of Order

If a member disagrees with any of the president's rulings, or believes that the person who is speaking is not talking about the business being considered, they may raise a point of order and state the objection to the president. The president then rules with or against the point of order.

Charts containing Robert's Rules of Order guidelines can be found on-line or by stopping by the Office of Campus Life.

Event Planning

Every event, no matter how large or small, needs to be effectively planned in order to be successful. On the following page is a basic checklist to follow while planning an event. With all events be sure to consider how the outcomes of the event aligns with the mission of the organization. Though the event may be targeted at a specific group, be careful not to exclude anyone. For example, do not advertise a cookie decorating competition only to women because it is considered a “feminine” event. Make certain that the event does not promote the stereotypes or demean any ethnic, religious, or cultural group. Be careful to vary your programming so that it does not exclude anyone based on disability or financial status. For example, don’t have all of your events be international skiing trips. Do all of your events take place during the evening when it is tough for students who have jobs or a family to attend? These are just some of the factors one must take into consideration when planning an event.

Event Planning Checklist

- ✓ **Define Objective of the Program**
- ✓ **Determine the target audience-**This includes who as well as how many attendees you plan on having. Is the event geared toward a specific group of students? Is it going to be for the entire campus community? All of Lawton/Fort Sil?
- ✓ **Select a Date-** When planning the event, confirm a potential date with the group members and check the university schedule through RESS well in advance to be sure that the date is open and will work well and does not conflict with major university events.
- ✓ **Select a Location and Reserve it-** Once the target audience is determined, select a location which works best for the type of event and amount of attendees. If it's an informal workshop a meeting room in the MCC will do, but if it is a larger event, one of the ballrooms may be better suited.
- ✓ **Plan -** Have a team of students working on developing an advertising plan, some working with the treasurer on the budget, and others contacting speakers and planning out the event. Put together a backdated schedule with specific deadlines of when you plan to achieve certain goals that are essential for the successful implementation of the event. For instance the room should be reserved one month in advance of the event.
- ✓ **Promote it!-** You may have planned a great event, but if no one knows about it they will not be in attendance. As with the getting students to come out to your meetings, innovative ways to promote your events are a must.
- ✓ **Have volunteers in place**- What specific set up needs are there for the event? Do group members need to collect money/tickets from attendees? Are there enough members available for clean up? Do the members understand their role?
- ✓ **Review all Potential Risks**- Embrace Murphy's Law for a moment and discuss with the students all the potential problems that may arise during the event. Make sure that a plan is in place for all of these risks. Not every risk will be averted but as long as the students are aware that everything may not go exactly according to plan, they will be less likely to panic when things go wrong.
- ✓ **Have a successful event**- Allow the group officers and/or event chairs supervise the club volunteers to make sure everything is going smoothly. Be ready to deal with any issues that may arise and keep members calm, especially if it is a fast paced event.
- ✓ **Evaluate the event**- It is important with all group activities to reflect on what went well and what can be improved on so that the members may get the most out of the learning experience of planning an event. The evaluation will also give the organization a solid starting point for their next event.

Retreat Checklist

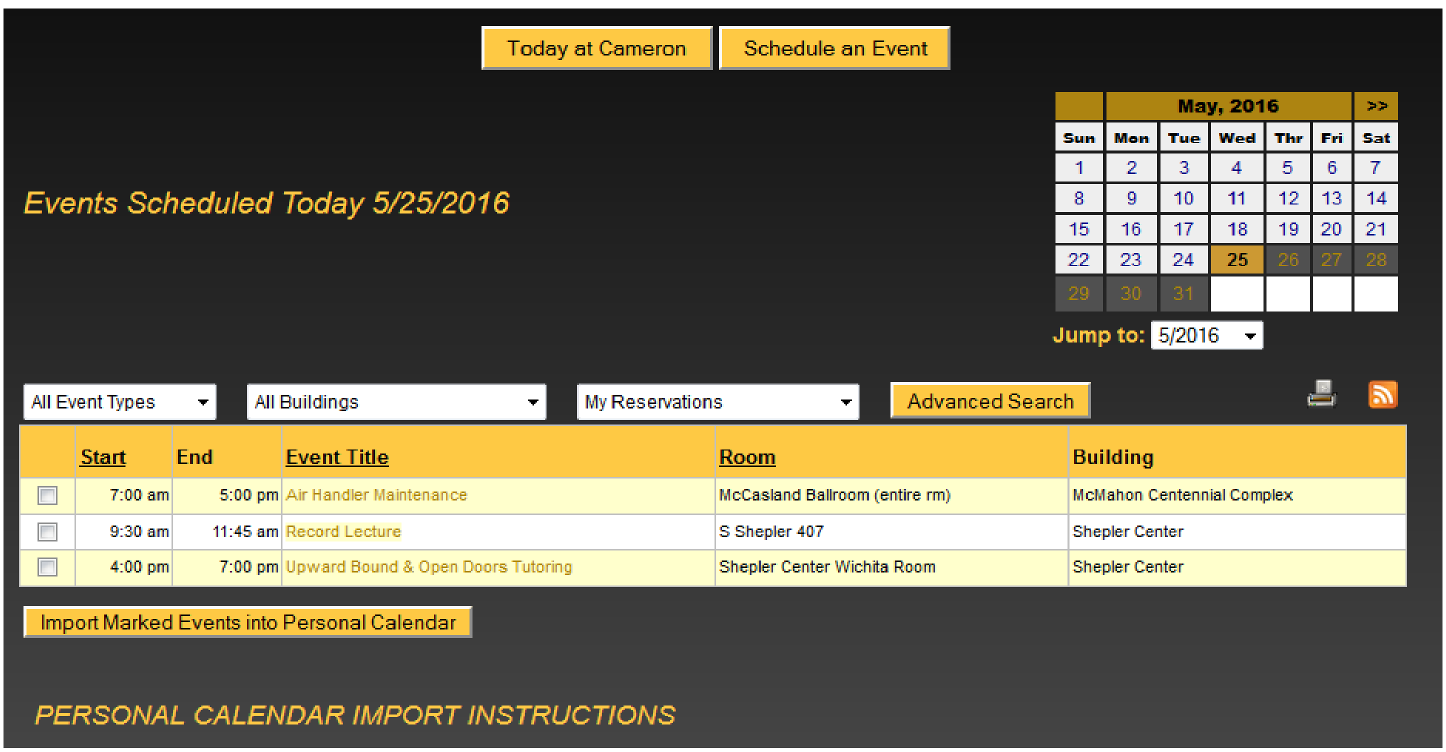
- ✓ **Define the retreat's purpose-** Is it to address a specific issue? Is the organization made up of all new members? What needs to be accomplished? Is it purely for fun?
- ✓ **Establish who the retreat is for-** A retreat can be just for officers, for all members, or for certain committees
- ✓ **Figure out what funds are available**- Be sure that there are ample funds available to meet your needs. Having limited funds doesn't mean that you can't have a successful and productive retreat, it just means you will have to search for a cost effective location and not provide gourmet meals.
- ✓ **Choose a location**- Costs are the major determining factor of location, but also think about the group you are working with. For example, don't plan to stay at a survival outpost in the Wichita Mountains with the Fashion Design Club. Do take into account the benefit of getting away from the on campus distractions so that students can have an isolated focus on the task at hand.
- ✓ **Select a date-**Gather what date works best for a majority of the attendees and schedule your event right away. This is especially important if the group is planning on having a retreat at a popular location.
- ✓ **Organize Transportation-** This is especially important if the retreat is off campus.
- ✓ **Split members into committees-** Have the officers and other group members work on different committees which appeal to them like food, activities, entertainment, etc.
- ✓ **Lay out Itinerary-** Select a format for the retreat based on the interests of the group. How much time is there for recreational activities? Will the focus solely be on teambuilding activities? Are there any guest presenters?
- ✓ **Develop a menu-** Don't forget to take into account any dietary needs of group members such as vegetarians, those with allergies, and any religious restrictions.
- ✓ **Confirm resources-** Look through past retreat programs, talk to other advisors, research various leadership development resources, and contact any "experts" in the area of the topics you are planning to cover.
- ✓ **Evaluate the retreat-** After the retreat don't forget to get feedback from the group members of what went well and what could go better next time. Provide feedback forms to those who attended and facilitate a reflection with the key committee members.

ROOM RESERVATION

1. Please note that the reservation of a room for an event requires approval of the advisor.
2. Certain social events will often require a police officer. At such times the sponsoring group will be charged, which is normally time-and-a-half the officer's regular pay (for overtime).
3. **Cancellation of functions and facilities is equally important and should always be made through the Events Management Office (X-2291).**
4. The University Calendar is maintained in the Office of Public Affairs. The calendar has information of scheduled activities and events taking place at the University.
5. If a conflict in scheduling occurs, rescheduling will be resolved in consultation with the groups involved.

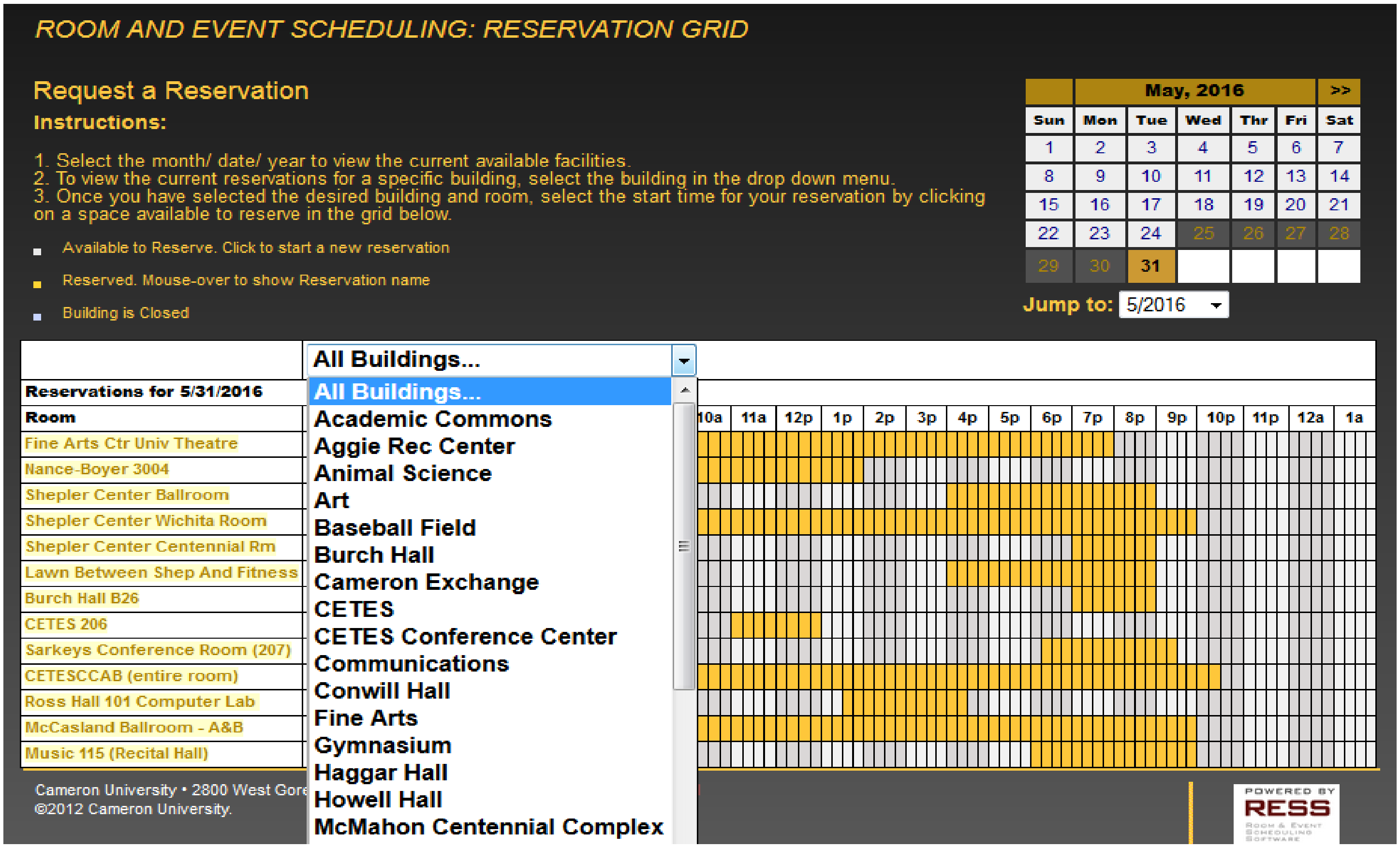
How to Reserve a Room

To reserve a room anywhere on campus log on to **ress.cameron.edu/ress**. From this site you may view all scheduled activities and see what rooms are available for reservation. On the RESS homepage you will see two tabs. Click the first one titled "Schedule an Event".

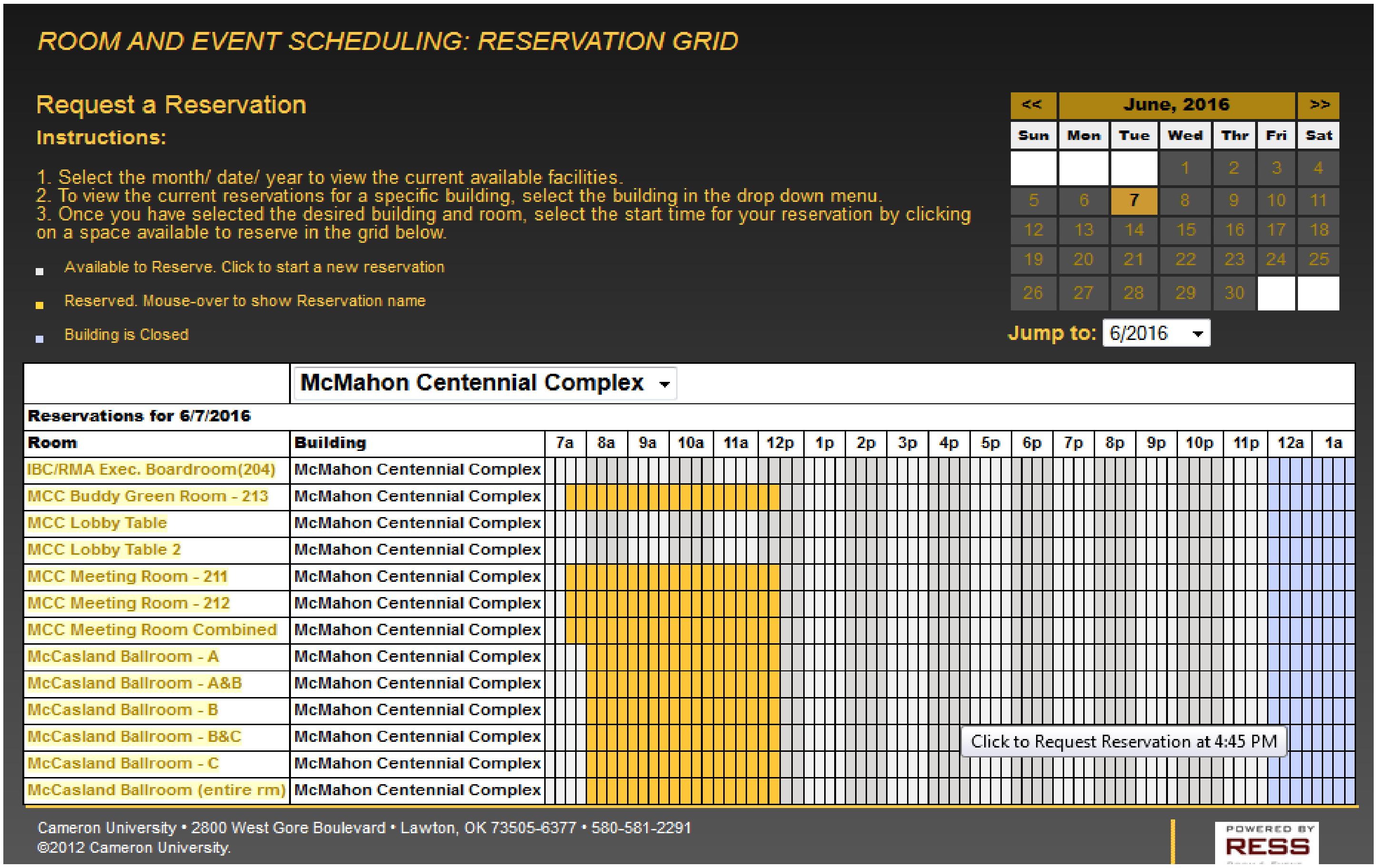


From here click the calendar in the upper right to select a date.

After the date is selected, use the drop down menu in the upper left to select a desired building. This will show all rooms in that building and their availability.



If the room is available, simply click on the time you want to schedule.



After the time is selected, finish by completing the forms which follow. First you will need to select your organization and enter your email address. You will then be prompted to fill out your contact information. The site will then have options such as room set up, tech needs, and food. Once you complete all of this, the reservation will be complete and you may await conformation.

Event Evaluation Form

Event__________________________________ **Date and time**_________________________

Location____

Type of Event____

Cosponsoring Groups____

____

Member Attendance_________ **Total Attendance**__________ **Total Income**____________

Total Cost____________ **Cost from Budget**__________ **Total Profit/loss**_________

Event Description____

____

____

____

How does this program enhance the academic environment of the University?

____

____

____

How does this program enhance the general social environment of the University?

____

____

____

How is this program inclusive of all members of the University?

How do you feel this event went? What would you do differently?

How was collaboration utilized in the event process?

Would you recommend this event in the future?

Other comments?

Risk Management

As the advisor, you are viewed as the "responsible adult" of the organization and as such, you need to have a clear understanding of both Cameron University polices and local, state, and federal laws in order to give sound advice and guarantee the safety of your group members. Don't be overly protective, but use common sense to assess whether or not the activity being planned is in the best interests of the group members. Going back to the theme of planning, as long as the steps listed above are followed, the event will not only be successful but have minimal risk. Remember to plan for the worst considering all the potential problems that may arise during the event. As long as the appropriate measures are taken, both you and the organization will be protected from possible legal issues.

It is also important to make the students in your organization aware of the serious repercussions that can result from a poorly planned event. In our lawsuit eager society it is easy for organizations and its individuals to be found negligent if an event goes awry. Students rarely consider this risk as they begin planning an event in which their main objective is simply to have as much fun as possible. This is why it is important to help the students reflect on any potential risks that may be associated with the planned activity.

Industry Standards

This is a simple area to follow. Anytime where events require certain equipment, be sure that it is used according to industry specification. For example a "sit harnesses" no more than five years of age should be used for a rock climbing event. The harness should also be used exactly as specified on the harness' instructions.

Events like climbing and swimming require qualified supervision. For example, if the group plans to have a pool party, the industry standard is to have a minimum of one American Red Cross certified lifeguard for every thirty swimmers.

Event Transportation

It may seem easy to simply allow group members to use private vehicles to make off campus trips; however this creates another serious liability issue. The simplest way to avoid this risk is to use a common carrier or commercial transportation. This approach will be more costly initially, but the carrier assumes a majority of the liability in case of an accident.

Cameron University also offers a fleet of university vehicles ranging from sedans to mini-buses which staff and faculty members may reserve for organization travel. This is the recommended way to travel as the Physical Facilities staff provides regular maintenance to these vehicles and the university insurance policy will cover the driver. To reserve a vehicle, the employee must fill out a travel request form which can be found here: http://www.cameron.edu/phys_facilities/Transportation.html

If the organization decides to use private vehicles, ensure that these steps are taken:

1. All drivers have valid licenses with a safe driving record (no accidents, DUIs, speeding violations)
2. All drivers are insured
3. The vehicle is in good condition and not overloaded with passengers or luggage
4. Drivers should have adequate time to rest or be rotated to avoid fatigue

Minimizing Risks

The major way in which one can reduce an organization's liability is by getting an insurance policy, which is available through the Office of Student Development at a nominal fee.

Another method to shield against liability is through the use of a "hold harmless" agreement or Liability waiver. This document protects the sponsoring organization and its members from legal action as the individual signing the form verifies that they are assuming the risks associated with the activity.

RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK

In consideration of being allowed to participate in ***(name of activity to be inserted)*** activities sponsored by ***(insert organization name),*** I hereby understand and agree to this release of liability, waiver of legal rights, and assumption of risk and to the terms hereof as follows:

1. I acknowledge that ***(name of activity to be inserted)*** is an action sport and recreational activity and such activity is subject to mishap and even injury to participants, including the potential for permanent paralysis and death. I understand and acknowledge that ***(name of activity to be inserted)*** activities have inherent dangers that no amount of care, caution, instruction or expertise can eliminate and I EXPRESSLY AND VOLUNTARILY ASSUME ALL RISK OF DEATH OR PERSONAL INJURY SUSTAINED WHILE PARTICIPATING IN ***(name of activity to be inserted)*** ACTIVITIES WHETHER OR NOT CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

2. I take full responsibility for, RELEASE AND HOLD HARMLESS ***(insert organization name),*** their owners, officers, elected officials, agents and employees from any and all liability, claims, demands or causes of action that I may hereafter have for injuries or damages arising out of my participation in ***(name of activity to be inserted)*** activities, included, but not limited to, losses CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

3. I further agree that I WILL NOT SUE OR MAKE CLAIM against the Released parties for damages or other losses sustained as a result of any injury, or death, sustained from my participation in ***(name of activity to be inserted)*** activities. I also agree to INDEMNIFY AND HOLD THE RELEASED PARTIES HARMLESS from all claims, judgments and costs including attorney's fees, incurred in connection with any action brought as a result of participation in ***(name of activity to be inserted)*** activities by any of the undersigned.

4. I hereby expressly recognize that this Release of Liability, Waiver of Legal Rights, and Assumption of Risk is a contract pursuant to which I have released any and all claims against the Released Parties resulting from any injury, or death, sustained from participation in ***(name of activity to be inserted)*** activities including any claims for negligence of the Released Parties.

5. I further represent that I am at least 18 years of age, I waive and release any and all legal rights that may accrue to me as the result of any injury I may suffer while engaging ***(name of activity to be inserted)*** activities.

I HAVE READ THIS RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK AND FULLY UNDERSTAND ITS CONTENTS. I SIGN IT OF MY OWN FREE WILL.

On this date: ☐ of ☐, ☐

Signature of Adult Participant:

Name of Adult Participant:
(Please Print)

Travel Policy

STATEMENT OF PURPOSE: The privilege to represent Cameron University throughout the state, nation and world is one of the many opportunities available to Cameron students. The university has established a travel registration process to promote the safety and welfare of students.

1.0 APPLICATION

1.1 The Student Travel Policy applies to student travel sponsored by a department or recognized student organization.

1.2 Specifically, these procedures are required when the any of the following circumstances apply:

- The event is funded by the University,
- The travel is undertaken using a vehicle owned or leased by the University,
- The activity or event is required or organized by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a department, class, university office, learning community, study abroad program, recognized student organization, or their representatives.

1.3 It is the responsibility of the entity sponsoring organized student travel to assure compliance with this policy.

2.0 GENERAL TRAVEL REQUIREMENTS

2.1 Employees traveling on University business with students must be aware of and adhere to the University's Travel Policies and Reimbursement Guidelines.

2.2 Access to current and accurate information is an essential factor in the University's ability to effectively respond to a critical incident involving Cameron students. In an effort to ensure individuals responsible for providing assistance have the information needed and all travel is documented, travel coordinators are responsible for completing the following steps prior to travel:

- Complete and submit the Student Travel Authorization Request and Student Travel Roster at least 72 hours prior to departure for in-state travel, 10 days prior to departure for out-of state travel and at least two weeks prior to departure for international travel. These forms should be submitted to the Office of Student Services once appropriate signatures have been received. Forms for Department of Athletics travel should be submitted to the Director of Athletics. An updated Student Travel Roster and any changes to travel plans must be documented and submitted prior to departure. Information submitted should include the names, student identification numbers, and emergency contact information for each participant traveling. This information will be used by University staff members to assist student participants in case of an emergency. It is imperative that a correct and up-to-date list of participants and travel plans are available on campus.
- Submit a Travel Request for Leave and Reimbursement for each faculty and staff member traveling with the students.
- Obtain copies of Voluntary Assumption of Risk and Informed Consent forms for each participant prior to departure. These forms must be kept on file in the sponsoring department and maintained according to university records retention policies. In the instance of students traveling frequently with a team to various competitions, only one copy needs to be on file for the duration of that particular competition season.
- For trips lasting more than 24 hours and/or requiring overnight lodging, student travel insurance must be purchased through the Office of Student Development or provide proof of comparable coverage. For trips of shorter duration, the trip sponsor may recommend requiring insurance. For rates and information, contact Student Development.
- For international travel, consult with the Office of Academic Affairs a minimum of six months prior to planned departure. Vice President for Academic Affairs approval is required for all international travel. Additional consent or waiver forms may be required.

2.3 The University requires that a Cameron faculty or staff member accompany students on University sponsored or organized travel event (See section 1.1 of the policy). A Cameron employee must be on call and available at all times during the travel to serve as an emergency contact. Prior approval must be granted before a University sponsored or organized travel event occurs without a Cameron employee traveling with the students

2.4 All trip participants must comply with all laws, regulations, and University policies throughout the duration of the trip.

2.5 It is important that trip participants be made aware of details regarding the trip, and in many cases it may be necessary to have a meeting prior to departure in order to orient participants and set clear expectations. Both a pre-departure briefing and a post-trip debriefing are required for international travel. Consult with the Office of Academic Affairs to schedule these meetings for international travel.

2.6 The number of trip sponsors should be appropriate for the size of the group traveling. It may become necessary to limit the number of participants if appropriate supervision cannot be guaranteed. All trip sponsors should know the details of travel.

2.7 Prior to departure, the trip sponsor should gather applicable resources and information (i.e. weather forecast, evaluate travel warnings, locate nearest medical care and/or veterinarian care, acquire radios in the event of poor cellular service, locate additional water for animals, collect local embassy contact, contract with professional tour guide, etc.). In some instances, it may be prudent to send a trip sponsor in advance of the group to ensure that appropriate accommodations are made and available.

2.8 For high risk activities including adventure sports and snow sports, additional insurance is required. Information is available in the Office of Student Development.

3.0 TRAVEL SAFETY GUIDELINES FOR USE OF MOTORIZED VEHICLES

3.1 Vehicle Operator/Occupant Requirements

3.1.1 Any person operating a motorized vehicle while engaged in travel covered by this policy must be at least 18 years old and possess a valid operator's license, as required by law, to operate the vehicle.

3.1.2 Operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.

3.1.3 The following protocol is required to facilitate safe travel:

- Operators must take a 30-minute rest break every four hours.
- Operators must drive no more than eight hours in a 24-hour period.
- Operators must be familiar with safety features including hazard signals, door locking and unlocking mechanisms, spare tire equipment and usage.
- A navigator must be assigned for all trips scheduled to take more than two hours. The navigator must be awake and alert while on duty and sit in the front passenger seat.
- Trips requiring more than 16 hours driving time to reach a destination require overnight lodging.

3.2 Safety Requirements

3.2.1 Seat Belts – All occupants of motor vehicles shall properly use seat belts or other approved safety restraint devices required by law or regulations when the vehicle is in operation.

3.2.2 Capacity – The total number of drivers, occupants and luggage in any vehicle at any time during operation of the vehicle shall not exceed the manufacturer's recommended capacity, or the number specified by University policy, or federal or state law or regulations, or the number of working seat belts, whichever is lowest.

3.2.3 Electronic Communication Devices – The driver of the motor vehicle shall not engage in the use of any hand held device, including cellular or mobile telephones, pagers, digital assistants, laptop computers, or any other electronic communication device while operating the vehicle

3.3 University Owned, Leased, or Rented Vehicles

3.3.1 University owned vehicles may be made available for student travel. A request for use of a university owned vehicle must be indicated on the Travel Request for Leave and Reimbursement submitted by the department, and a copy of the processed Travel Request must be provided to the Office of Physical Facilities. Requests for use of university owned vehicles are handled by Physical Facilities on a case by case basis.

3.3.2 Recognized student organizations may use University vehicles providing a faculty or staff member will be driving the vehicle.

3.3.3 Student employees may operate a University motor vehicle in the course of their employment if they hold a valid driver's license issued by their state/country of residence/ origin.

3.3.4 Refer to the Employee Handbook, Section 11.13 regarding the use of state or university owned vehicles.

3.3.5 The use of 15-passenger vans for transporting University employees, students, visitors or guests is prohibited. Renting 15-passenger vans for the purpose of transporting University employees, students, visitors or guests is prohibited.

3.4 Privately Owned Vehicles

3.4.1 When requesting travel that involves the use of privately-owned vehicles, the University employee responsible for the trip shall verify current liability insurance for any vehicle to be used for the proposed travel and maintain a copy with the trip records.

3.4.2 The trip sponsor shall notify any driver operating a privately owned vehicle that his or her personal liability insurance policy must cover any liability that may result from the use of the vehicle for the proposed travel. It is the driver's insurance that will be used to pay for damages to the vehicle(s) involved in an accident and/or injuries to a passenger or occupant of another vehicle. This is a large responsibility. If a driver is not comfortable with this responsibility, other transportation arrangements should be made.

3.4.3 Students will not drive other students to and from University sponsored events in privately owned vehicles.

3.4.4 University authorization is not required for student drivers for the following routine or recurring activities for which Cameron University does not ordinarily provide transportation: student teaching, practicums, internships, off-site instruction, and certain field research and service learning experiences.

4.0 TRAVEL SAFETY GUIDELINES FOR AIR TRAVEL

Student air travel must be on scheduled commercial flights.

5.0 TRAVEL SAFETY GUIDELINES FOR STUDENTS TRAVELING INTERNATIONALLY

5.1 Cameron University students are not allowed to travel to or through a country with a U.S. Department of State Travel Warning in place restricting travel by U.S. citizens.

5.2 National standards for health and safety on trips abroad should be addressed by campus trip sponsors. These may be accessed at: nafsa.org/regulatory_information.sec/education_abroad/health_and_s afety_1.

5.3 Leaders from the departments or student organizations sponsoring organized travel outside the U.S. are required to gain approval from the Provost at least six months prior to a planned departure date. Leaders must also complete a pre-departure briefing with the Office of Academic Affairs to gain training on safety, emergency procedures, crisis management and resources available to the group while abroad. Additional consent or waiver forms may be required.

6.0 TEAM TRAVEL REIMBURSEMENT

6.1 The University may utilize Student Activity Fee revenue in funding student-related trips as prescribed in the Board of Regents Policy Manual, Section 4.11.1.

6.2 A separate Team Travel Reimbursement form must be completed for each trip with a list of students traveling and CU ID numbers.

6.3 Travel coordinators must provide itemized receipts and/or supporting documentation for each expenditure. Receipts must include the following information:

- Name of Vendor
- Number of Students
- Date
- City and State
- Signature of person making request

6.4 Faculty and staff traveling as advisors must submit a Travel Request for Leave and Reimbursement and process their reimbursement according to section 11.10 of the Employee Handbook.

6.5 It is possible to secure a travel advance to cover purchases during the duration of the trip. Additional details are available in the Business Office.

7.0 ADDITIONAL PROCEDURES

This policy is considered to be a minimum standard. Departments and/or student organizations may mandate additional standards as deemed necessary to address the unique travel situation.

Budgeting

This is one of the primary responsibilities of an advisor, to ensure that student organizations plan their finances effectively. Often times, students come to college with little experience managing personal, let alone organizational finances. It is important that you set realistic expectations for events and activities so that students do not get frustrated by the fact that they cannot simply take a SCUBA diving trip in the Bahamas. Working with the students to develop a budget is crucial for the success of the organization as it enables them to set feasible semester plans as well as teaches students the important life skill of money management.

WHAT IS A BUDGET?

A formal written guideline which provides historical data as well as future goals expressed in financial terms set within a period of time. It is an effective tool for planning and managing funds as it outlines estimated income and expenditures.

DEVELOPING A BUDGET

1. Begin preparations a month or more before the close of the current year
2. Prepare an outline of the organization's planned activities for the coming year
3. Do careful studies, investigations and research of funding, cost and resources
4. Determine the available funds (carry over balance from previous year, cash on hand, funds in bank, interest, etc.)
5. Estimate expected income and when it is expected to be available (dues, sales, etc.)
6. Get price quotations on big expenditures, delegate responsibilities to members
7. Rank order by their relative importance, which activities/programs are the widest expenditures of funds.
8. Choose programs to initiate; ask how much is available to allocate
9. Negotiate as necessary: eliminate or limit less essential expenditures
10. Revise, review, coordinate, cross-reference, and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during planning.
11. Vote to approve budget (get everyone's input as it's their funds)

(*taken from http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf, p. 9)*

MANAGING THE BUDGET

1. Once approved, adapted and prepared, it should be monitored closely
2. Set and maintain a minimum cash balance
3. Formulate procedures and policies needed to achieve objectives
4. Keep an accurate log of financial transactions (income/expenses); maintain in a record book (check and balance records regularly.)
5. Set up internal controls designed for safeguards and accurate accounting data
6. Control cost-allow only approved expenditures
7. Assess budget regularly
8. After the budget period has elapsed, determine the outcome of each expense and revenue. Make suggestions on how to improve next year's budget.

(taken from http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf, p. 9)

ACCOUNT MANAGEMENT

Statement of Financial Responsibility

The University expects each student organization to be fiscally responsible. All organizations should practice sound management procedures to insure the fulfillment of this responsibility.

Each organization should anticipate its financial needs and plan ways to properly meet these needs. The officers and the advisor should establish a budget, and the commitments of the organization should never exceed the funds which it has available. Each organization must have all financial commitments approved by a majority of their group and receive the signature of their advisor prior to the commitments being made. University recognized organizations are encouraged to deposit their funds with the Cameron University Business Office.

Guidelines for Outside Bank Accounts

University and Regents policies do not prohibit student organizations from using bank accounts outside the University for the purpose of maintaining funds except those from student activities fees, which are state funds that must be maintained within the system.

Student organizations are not required to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through an outside bank account or through a University account at the option of the advisor of the student group.

The Office of Campus Life strongly suggests that, in order to protect the student officers and the student organization advisor and to alleviate any problems that might arise in regard to withdrawals and deposits, the faculty or staff advisor of the student organization should be a co-signer for any disbursements made from this account.

Federal Tax Identification Number

Banks require student organizations to obtain a federal tax identification number prior to opening an outside bank account. For an SS-4 form (Application for Employer Identification Number) go to the Business Office or to any location where federal forms are available (i.e. public libraries).

When the account is on-campus, an organization must follow certain fundamental procedures of fiscal accountability required by all university accounts. These procedures include: 1) Issuance of a purchase order, based on an approved requisition with the advisor's signature, and the assurance that the goods or services have been received by the purchaser before payment is made from state monies. 2) Receiving competitive bids for items costing $2,500 or more. 3) Prior Board of Regents approval of items costing $75,000 or more. 4) Prior Board of Regents approval for Sole Source items costing $2,500 or more. 5) Signed invoice denoting that the goods or services have been received prior to issuing payments.

Payments from off-campus accounts must be made by check, and at least two signatures are required (the signature of an advisor and the signature of a student officer). No one person, whether student officer or a faculty/staff advisor, should be able to withdraw money from an off-campus student organization account.

Bills should be paid promptly. Student organizations have a responsibility to settle their accounts when due. The financial aspects of all events sponsored by a recognized organization must have the approval of the respective organization's faculty advisor.

Student organizations should conduct a yearly review of their financial status and whenever there is a change of officers with their campus advisor. The Office of Campus Life is also available for assistance.

In the event of disbanding or inactivation of an organization, the primary responsibility of properly providing for the close out of the account and the disposition of remaining funds rests with the organization and not the University. This can be a problem for off-campus accounts if not done immediately. If an organization is suspended by the University a hold may be placed on an organization's account until disposition is determined by the University and the organization's representatives.

In the event of changing advisors, the Office of Campus Life is to be contacted first and it will contact the Business Office with the appropriate information. Failure to do so will delay processing of your purchase. *The University is not responsible for the payment of any debts or other obligations made by student organizations.

Fundraising

Fundraising is a dreaded yet necessary task of any organization. Without a means of income, there is no way for organizations to provide any kind of programming. Cameron University has specific policies regarding fundraising (listed below) and it is particularly crucial that these policies are abided by in order to avoid legal issues.

RECEIPT OF CASH BY DEPARTMENTS/ORGANIZATIONS

In compliance with an audit recommendation, any department/organization which receives cash monies for any reason for the university or the Cameron University Foundation, Inc., must give the payor a receipt.

Sequentially numbered receipt books are to be obtained at the cashier's counter located in the Administration Building. The $15 charge will be handled by inter-departmental transfer. No other receipt books will be acceptable. These receipts must be kept in your department/office. If a receipt is voided for any reason, the receipt must be marked void and retained.

If you have any questions or need additional information, please do not hesitate to contact the comptroller at ext. 2215.

DEPOSIT OF UNIVERSITY AND FOUNDATION FUNDS

Any funds for the university received by any department/organization must be deposited the same day with the cashier. Any funds received for the foundation must be taken the same day to the Foundation Office.

Each department/organization is required to keep the paper forms on file in their office and to complete whenever funds of any kind (check, money order, cash, etc.) are received. (Contact the Business Office.)

The appropriate form is to be completed in duplicate and brought to the cashier along with the funds being deposited for the university. The person depositing the funds and the cashier receiving the funds are each required to sign the form at the time of deposit. One copy of the form is left with the cashier along with the deposit and one copy will be for your records.

The same procedure is followed for any foundation funds with the exception that the foundation form and funds will be taken to the Foundation Office for signature. The funds and one copy of the form will be left in the Foundation Office. The second copy of the form will be for your records.

If you have any questions or need additional information, please contact the Business Office at ext. 2221.

FUNDRAISERS, TICKETS AND SALES TAXES

Cameron University was informed by the Oklahoma Tax Commission that sales taxes are to be collected by student organizations and university departments when selling any products and services.

The responsible group is to collect the taxes, complete the proper reports and forms and forward the funds to OTC. However, to help alleviate the complexity of these procedures Cameron requests that you turn in your tax collections to the Business Office, who will then complete the process for your organization.

This is the law, via the Oklahoma Tax Commission, (state statute Title 68, paragraph 1356.) It is also a violation of the Code of Student Conduct, as stated in the Student Handbook, to violate federal, state or local laws, in addition to University policies. Contact the Business Office if you need additional information.

CORPORATE OR BUSINESS CO-SPONSORSHIP OF ACTIVITIES

All corporate or business co-sponsorships of a university or student activity must contract with the University, the terms of which must be set by and approved by the Executive Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

BAKE SALE POLICY

Only prepared food items can be sold in campus buildings. All food and beverages requiring heating or cooking are not allowed except in outdoor areas or in areas specifically designed to prepare food with prior permission. A limit of two tables can be requested for food sales. One bake sale per building is permitted (Two in Nance-Boyer). No canned or carbonated drinks are to be sold. Sponsoring organization is responsible for collection/payment of taxes. A Facility Request Form must be completed and indicate the items that will be sold.

SOLICITATIONS

1. University buildings or campus spaces may not be used to raise money for any individual or off campus organization.
2. Organizations intending to use the University's spaces to benefit an off-campus effort must be prepared to prove the tax-exempt status of the benefiting cause.
3. The Office of Events Management will establish uniform procedures relating to the location, duration and setup arrangements for such solicitation activities. Be aware of your sales tax requirements.
4. Under no circumstances may organizations, their staff or faculty sponsors, or students conduct direct solicitation of off-campus individuals or groups. Off campus fund-raising is coordinated exclusively through the Office of University Advancement.

RAFFLES

Raffles are permissible for qualified organizations, as allowed by Oklahoma state statute. Raffles must be approved by the Office of Campus Life.

ORGANIZATION FUND REQUEST GUIDELINES

Requirements, listed below, must be met to obtain funding:

1. Must be a registered student organization on the Cameron University campus.
2. Must be used for the improvement of the student organization and/or Cameron University students.
3. Must have an active, representative member in SGA.
4. SGA and the Finance Committee must receive notification at least one month before the planned usage of the funds.
5. A Representative from the organization applying must meet with the Finance Committee or a member of the Finance Committee before the application is submitted.

The following are steps required to acquire funding through SGA:

1. The organization must submit in writing a Funding Request Form (available in the SGA office).
2. The SGA representative from the applying organization must meet with one member or the entire Finance Committee to discuss the application and the funding request form.
3. The SGA Treasurer will notify the organization of the committee's decision at the SGA meeting after the decision has been made and by a letter addressed to the organization. The letter will contain the reason and justification for the Finance Committee's decision.
4. The application and funding request form will be turned into the SGA advisor and the approved amount of funding will be transferred into the on-campus account.
5. The organization will be responsible for collecting receipts for all expenses incurred. A copy of all receipts must be turned in to the SGA Treasurer no later than month after the event is completed. The receipts must total or exceed the amount requested by the organization.
6. If the receipts are not turned in, the money will be transferred back out of the account. If the money does not equal or exceed the approved amount, the difference will be transferred out of the account. No individual person will be reimbursed.

Planning Your Fundraiser

1. The first step, as with all activities, is to set a clear goal of how much you want to raise as well as keep in mind the specific purpose of the funds.
2. Be sure to include everyone in the brainstorming process to get as many creative ideas as possible.
3. Reflect on past fundraising activities. What has worked in the past? And what hasn't gone so well?
4. Review the university policies listed above and confirm that all fundraising activities are in line with local, state, and federal laws.
5. Include everyone in the effort and know that everyone is on board for the operation.
6. Determine your target market. Is the plan to solicit college students, professors, or members of the community?
7. Know the overhead costs associated with the fundraising (how much are ingredients for brownies? T-shirts?)
8. Don't forget to recognize all of those who participated. Use simple rewards for top fundraisers. Don't leave out those who donated materials or other non-club members who participated in any capacity.
9. As always, assess what went well and what can be improved for next time.

Don't forget to utilize community members and local businesses! Be wary however of using the same local business that other organizations are using. Remember it's all about creativity!

Other Resources

Organization Roundtables

Organization Roundtables provide a forum for organization leaders to share ideas, promote events, and learn from one another. Each month a different topic will be selected, but the informal setting of the roundtable allows participants to guide the conversation in any direction that is relevant to their current needs.

Custom Workshops/Training

If your organization is having a major problem or simply would like to brush up on any of the skills relevant to effective organizational development, visit The Office of Campus Life and schedule a custom workshop.

Decorations/Supplies

Many decorations and supplies are available for groups to use. Stop by the Office of Campus Life to check them out.

University Policies and Procedures

(Exerted directly from the student handbook)

The University understands that student and faculty organizations and activities are vital to the educational process and encourages all campus-affiliated groups to make full use of University facilities when their meetings are part of their University work, or a logical outgrowth thereof. For policies, procedures, and helpful information related to such organizations contact the Office of Campus Life.

The University also encourages participation by the community in its programs and activities. To the extent that space is available and subject to reasonable charges and procedures for reservations, the University welcomes organizations to campus for their meetings when their work is compatible with or supplementary to this educational outreach of differing ideas and issues. The University further recognizes the benefits of an orderly process of inquiry and discussion of differing ideas and issues. Contact the Student Development Office for additional information.

VIOLATIONS OF POLICY

If a University Recognized Organization (URO) violates university regulations or policies, the University has the responsibility of disciplining that organization. The Office of Campus Life is responsible for monitoring the compliance of student organizations with university regulations and policies. Complaints about a URO should be forwarded to the Office of Campus Life for consideration and action.

When a complaint or a report of a violation of a university regulation or policy is received by the Office of Campus Life, it shall be treated in the following manner:

1.The Office of Campus Life shall investigate the validity of the violation.
2.If the violation did occur, The Office of Campus Life will recommend to the Dean of Student Services that appropriate disciplinary action be taken against the offending Organization.
3.If the offending URO chooses to appeal the decision of The Office of Campus Life, the Dean of Student Services shall convene the Student Services Committee to review the decision.

The Student Services Committee shall issue its report and recommendations to the Dean of Student Services. The Dean of Student Services shall have the authority to decide the action to be taken against the offending URO.

DISCIPLINARY ACTIONS

1. **Probation:** An organization can be placed on probation for a specified period of time without the withdrawl of privileges granted to the University Organizations.
2. **Probation and Withholding of University Granted Privileges:** An organization placed on probation may be restricted from use of university facilities and/or all other privileges afford a recognized organization.
3. **Withdrawl of Recognition:** An organization may have its recognition withdrawn for a period of time.
4. **Any sanction noted in the Code of Student Conduct**

The disciplinary action taken against a University Recognized Organization does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the organization for actions taken for and by the organization and its members.

Social Fraternities and Sororities that are members of the IFC or PHA will fall within that body's jurisdiction. The above may be used only in the appeal process for those groups. However, upon petition by The Office of Campus Life, the Dean of Student Services can review the case and assess sanctions rather than the IFC or PHA. (Social Greek Organizations with national affiliation must be members of the IFC or PHA.)