

Student Organization Guidelines

One of the goals of the Office of Student Life is to provide support to student organization leaders and members. The following guidelines have been established for all GSU Student Organizations:

Requirements

- Submit all paperwork requested by the Office of Student Life
- Have at least one advisor who is a full-time faculty or staff member at Glenville State University and that provides guidance to the organization and has contact (by phone or in person) with the Director of Student Life at least once a semester.
- Meet at least 3 times per semester
- Register events and activities with the Office of Student Life
- Participate in 1 community service project or civic engagement each semester or a total of 2 projects for the year. These projects can be planned by the organization or the organization can participate in project(s) planned by an affiliate of Glenville State University
- Send the organization President or another officer to meetings held by the Office of Student Life
- Participate in Fall and Spring Open House, Homecoming, and GSU Week Events
- If a National Organization, provide documentation from the national headquarters that the organization is in good standing
- The organization President or designated contact officer must maintain their Glenville State University e-mail account. **All** information sent via e-mail will be sent using that address **only**. Failure to check the GSU e-mail account is not an excuse for missing deadlines or meeting requirements

Paperwork

- **Current constitution and by-laws (only if changes have been made)**
- **Goals and objectives for the semester**
- **Current list of advisor and officers with contact information (phone and e-mail)**
- **List of active members**
- Semester Activity Reports (At the end of the semester)
- Electronic Event Registration Form (send to the Office of Student Life)

The above information that is **BOLD** type must be submitted at the beginning of the Fall Semester before approval can be given to any student organization approved event.

Consequences

- Failure to meet guidelines or submit paperwork will result in the Student Organization being placed on probation for one semester. Officers must meet with the Office of Student Life to outline a plan of action for bringing the organization back into compliance
- If the Student Organization does not meet requirements during the probationary semester, the Office of Student Life will make the recommendation to the Vice President of Student Life and the Student Government Association that the Student Organizations recognition be suspended.
- Failure to attend **mandatory Student Organization Meetings**, will automatically result in being placed on probation with. This will be reported to the Office of Student Life. It will then be the Student Organizations responsibility to set up a joint meeting with the Office of Student Life and the Student Government Association to discuss the lack of involvement by the Student Organization.
- In order to be reinstated, the organization will have to reapply for recognition with SGA and the Office of Student Life.

Student Organization Guidelines for Events

1. The president or designee of the organization submits the online event request form to the Office of Student Life for approval.
2. Once approved by the Office of Student Life, they will communicate with the University's Events Coordinator to check the master schedule to see if there are any conflicts on the schedule. They will then notify The Office of Student Life and then the Student Life staff will notify the organization of any conflicts or approval.
3. No advertisement may take place until the organization has received approval from the Office of Student Life. All flyers will need to be approved by the Office of Student Life which can be uploaded in the online event request form.

When planning an event, please remember the following:

- Event Name:
- Organization's Name:
- Organization's Representative Contact Information (GSU email and phone number):
- Organization's Advisor:
- Time of Event:
- Date of Event:
- Preferred Location:

Please also include any additional resources needed (set-ups, microphone, audiovisual, sound, and etc.)

Please submit all event requests no later than one week prior to your event.

In making each request, know that for certain events such as dances, physical activities, and large events, one of the organization's advisors (or their full-time faculty/staff designee), must be present for the duration of the activity.

Student Organization Guidelines for Campus Postings

Student organization postings for bulletin boards and kiosks must be submitted to the Office of Student Life for approval prior to display. All posters or flyers must be posted only in designated locations. Posters should be placed on designated bulletin boards with thumb tacks or pushpins and should not be taped to painted surfaces under any circumstances. Notices may not be placed on the exterior surfaces, windows or doors of any campus building which also include elevators, or on trees, posts, fences or other inappropriate venues. Flyers which promote the use and/or sale of alcohol will not be approved.

Event Flyer Policy

1. Student Organizations must submit flyers to the Office of Student Life
2. Bulletin boards and kiosks are intended for use by student organizations and university departments. Please only post one of your flyers or posters on the bulletin board and kiosks. If more than one is on display, it will be removed.
3. All flyers and posters will need to include the name of the organization, location, event, date, time and contact information for approval.
4. Flyers and posters in the residence halls concerning Residence Life will need to be approved by the Office of Residence Life.
5. No flyer or poster may appear on painted walls, doors, in the elevators, and on glass or windows, with the exception of same-day announcements of campus emergencies or urgent announcements from the Office of Student Life.
6. All flyers and posters must be approved and STAMPED with the official seal.
7. No flyer, press release, or information may be sent to a media organization (newspaper, TV station, and etc.) without explicit consent from the Office of Student Life and the Marketing and University Relations office.
8. Posters and flyers may be posted on BULLETIN BOARDS and KIOSKS ONLY. The following is a list of places where bulletin boards are accessible:
 - a. The following is a list of places where bulletin boards are available:
 - i. Residence Halls
 - ii. Heflin AB Ground Floor and Second Floor (there are bulletin boards in each classroom)
 - iii. Science Building First-Fourth Floor (please see the department secretary for distribution)
 - iv. Fine Arts Building
 - v. Clark Hall First-Third Floors
 - vi. Academic Success Center
 - vii. Health & PE Building
 - b. The following is a list of places where kiosks are accessible:
 - i. MCCC First-Third Floor
 - ii. Fine Arts Building
 - iii. Amphitheater
9. It is the responsibility of each Student Organization to take down their flyers once their event has passed.

Student Organization Fundraising Policy

Fundraising activities by Student Organizations should offer a benefit to the University community that is consistent with the University's educational mission. The sponsor of a fundraising activity must complete a fundraising request form, available through the Office of Student Life. All fundraising events must be approved in advance by the Office of Student Life.

Glenville State University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with the respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place and manner of fundraising activities. These restrictions may be in addition to or in lieu of those set forth in the policy.