

Student Organization Guidelines

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

Requirements

- Submit all paperwork requested by the Office of Student Activities
- Have at least one advisor who is a full time faculty or staff member at Glenville State College and that provides guidance to the organization and has contact (by phone or in person) with the Director of Student Activities at least once a semester. (Limit of three advisors).
- Meet at least 3 times per semester
- Register events and activities with the Office of Student Activities -Through the Liaison of Student Organizations.
- 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 College
- Send the organization President or another officer to meetings held by the Liaison of Student Organizations throughout the semester
- Participate in Fall and Spring Pioneer Preview, Homecoming, GSC Week Events
- If you are a National Organization, you must provide a letter from the national headquarters that you are in good standing
- The organization President or designated contact officer must maintain his/her Glenville State College e-mail account. **All** information sent via e-mail will be sent using that address **only**. Failure to check the GSC e-mail account is not an excuse for missing deadlines or meeting requirements
- An officer must attend the SGA meetings the first week of every month.

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 / mail / e-mail)**
- **List of active members**
- Semester Activity Reports (At the end of the semester)
- Electronic Event Registration Form (send to the Liaison of Student Organizations and the Events Coordinator on campus.
- 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 Director of Student Activities or the Liaison of Student Organizations 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 Director of Student Activities 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 **3 SGA meetings**, will automatically result in being placed on probation with SGA. This will be reported to the Director of Student Activities. It will then be the Student Organizations responsibility to set up a joint meeting with the Director of Student Activities or the Liaison of Student Organizations and the Student Government Association Executive Committee 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 Activities.

Student Organization Guidelines for Events

1. The president, vice president, or secretary of the organization sends the event approval by electronic e-mail to the Campus Facilities Manager and the Director of Student Activities.
- The Campus Events coordinator will check the master schedule to see if there are any conflicts on the schedule. The Campus events coordinator will notify the president, vice-president, or secretary and the Liaison of Student Organizations.
 - No advertisement may take place until the Event Coordinator has confirmed your locations. All flyers will then need to go to the Liaison of Student Organizations for approval.

Please use the following format to schedule events:

Event:

Organizations Name

Organization's Contact (including e-mail address and phone number): Organization's

Advisor/Sponsor:

Time:

Date:

Number of Participants

Preferred Location:

Resources needed (audiovisual, sound, etc.)

Attach flier if possible:

If an event will be in the ballroom or in one-half of it, know that the Campus Facilities Manager will need to know your requirements for room set up three days in advance if requiring anything other than just tables and chairs.

Will food be served?

If so, indicate below and send me your room set up

Coordinate menu/food offerings with Aramark

In making each request, know that it is a policy of this institution that for evening 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 sent electronically to the Liaison of Student Organizations and a hard copy must be presented 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 may submit flyers to the Liaison of Student Organizations.
2. Bulletin boards and kiosks are intended for use by student organizations and college 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. 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. Residence Halls
- b. Heflin AB Ground Floor and Second Floor (there are bulletin boards in each classroom)
- c. Science Building First-Fourth Floor (please see the department secretary for distribution)
- d. Fine Arts Building
- e. Clark Hall First-Third Floors
- f. Academic Support Center
- g. Health & PE Building

The following is a list of places where kiosks are accessible:

- a. MCCC First-Third Floor
- b. Fine Arts Building
- c. Amphitheater

8. Copies of black and white flyers and posters can be made in the Office of Student Activities. Each organization is limited to FIVE color copies per event.

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 College community that is consistent with the College's educational mission. The sponsor of a fundraising activity must complete an event form, available in the Office of Student Activities and online. All fund raising events must be approved in advance by the Director of Student Activities and/or the Liaison of Student Organizations.

Glenville State College 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 College 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.