

## ***Welcome to Student Involvement***

# **Student Organization Handbook**

An important part of your collegiate experience includes involvement in student activities outside the classroom. Membership and leadership in our student organizations are vital methods of enhancing your educational training and personal growth. Whether you are a new student just beginning to find out what interests you, an experienced student leader, or a faculty/staff member who is advising a student group, this handbook is made especially for you. The *Student Organization Handbook* is designed to give student leaders and advisors the information they need to function as a healthy and effective organization.

Please take the time to read and utilize this handbook throughout the year. Covered items include the following:

- The rights and responsibilities of student organizations
- The process for starting a new organization
- Suggestions to help your group function more effectively
- Information regarding the role of the advisor
- Resources available to your organization
- Policies and guidelines for student organizations

Any person enrolled as a student and currently registered in a course for credit at COTC or Ohio State Newark may create a student organization. A student organization is defined as an association of students created for any educational or social purpose. That would include academic, social, recreational, political, or other special interest groups. Groups or clubs shall include, but are not limited to, interest groups, student governing bodies, college or department groups, honorary groups, and student media groups. Organizations cannot discriminate on the basis of age, race, gender, religion, or sexuality. Doing so is a violation of the Ohio State Newark and COTC campus equal rights policy.

The Office of Student Life reserves the right to refuse recognition of any organization's registration, if deemed necessary. Due to the size of the campus, groups or organizations with similar purposes - for example, two scrapbooking clubs - will not be approved. The first group to complete registration paperwork will have first priority.

The Office of Student Life is available to answer any questions or assist in dealing with issues that may arise. Feel free to stop by Warner Center 226 or call (740) 366-9578.

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## Benefits of Registering

The Ohio State University at Newark and Central Ohio Technical College community is ever growing and developing. Student organizations contribute to this community by providing services, information, or structure to the students of the Newark campus.

Approved Student Organizations receive:

- Permission to apply and receive partial support for annual operating expenses;
- Use of the campus name or designation in its title and permission to indicate on its publications and letterheads an affiliation with Central Ohio Technical College and/or The Ohio State University at Newark (subject to the campus name, logo and seal guidelines);
- Permission to sponsor on-campus fundraising events;
- Permission to invite guest speakers to the campus;
- Permission to advertise and promote upcoming events on screens in the Warner Center dining area as well as designated campus bulletin boards;
- Ability to utilize a Student Fund account through the Fees and Deposits Office.
- Be included on published list of Approved Student Organizations;
- Use of any campus facilities, goods, and services, as approved, that are made available to the Office of Student Life of the Newark campus (Warner Center 226);
- Use of a resource area in the Student Organization Resource Center (SORCE), located in Warner 205C

## Steps to Register a Student Organization

1. The group must have at least five students willing to commit time and effort to the formation and maintenance of the group. These five students provide the basic structure of the organization. One of the five students must be willing to serve as the primary contact person.

2. The group must contact a faculty or staff member of Central Ohio Technical College or The Ohio State University at Newark and ask them to serve as a faculty/staff advisor to the organization. A faculty/staff advisor is needed before a student organization will be formally recognized by the Office of Student Life.

**Qualification Criteria:** Advisors of student organizations must be full-time members of Ohio State Newark or COTC as Faculty or full-time salaried Staff. If a person serving as an advisor is not a member of one of the above classifications, a qualified member of the campus staff must be chosen as a co-advisor.

3. To register a new student organization, one of the five students will need to start the registration process. Visit the forms page on the student life web page or go directly to <http://goo.gl/forms/dhCvCpuEWj>.

4. The organization will need to write a constitution, which serves as an outline of goals and purposes for the organization. The Constitution template is available to aid in the process of creating a constitution. (See Pages 5-12 below)

5. Once a constitution is written, it should be sent electronically, in Word document format, to the Assistant Director for Student Life, Justin Khol ([khol.4@osu.edu](mailto:khol.4@osu.edu) or [jkhoh@cotc.edu](mailto:jkhoh@cotc.edu)) for review.

6. The constitution and registration form will be reviewed by the Assistant Director for Student Life. Approval confirmation will be sent by email to the student(s) who initiated the registration.

## **Responsibilities of the Student Organization**

1. All approved student organization officers and their advisors are required to take the Online Training for Officers & Advisors of Student Organizations. This training can be found under Student life on COTC or Ohio State Newark Website.
2. The Treasurer of the organization is responsible for keeping track of the available funds in the two accounts available to each student group. The Office of Student Life records all budget transactions and provides updates at least twice per semester to the treasurer, president and Advisor. The treasurer and Advisor should verify monthly that their records correspond with the information in the Student Life updates.

A student organization should adhere to all campus policies and procedures. A copy of the Student Organization Handbook will be available on the Student Life page of the Ohio State Newark and COTC website and will be emailed to the officers and advisor of each organization

3. It is the responsibility of the student organization to ensure that the Office of Student Life has the most recent contact information for its officers.
4. It is also the responsibility of the student organization to ensure that the Office of Student Life has, in Word document format, the most up-to-date version of the organization's constitution.

## **Responsibilities of the Office of Student Life**

1. Allocate funding for organizations upon approval of the Student Organization Registration and after appropriate officer and advisor training.
2. To provide updated balances on both the Fundraising and Office of Student Life Start-up account to every student organization. A balance for each account will be sent at least twice per semester to each organizations Treasurer and Advisor.
3. To distribute mailings to each respective organization.
4. Maintain records of organizations (i.e. Constitution, etc.).
5. Assist in reserving campus space.

## **Responsibilities of the Student Government**

1. Allocate additional funding to organizations requesting funding for programs and events when money is available and the programs or events conform to campus sanctioned events or programs.
2. Provide leadership, teamwork, and organizational development programs to the officers and/or members of each student organization.
3. Provide opportunities for each student organization to make use of the services available to student organizations on the Newark campus.

# Overview of Organizational Finances

**New organizations receive \$250.00 and returning, established organizations receive \$300.00.**

**To become eligible for financial support:**

- **A returning student organization** must register their organization for the new academic year by submitting the “Registration for Continuing Student Organization” form on the Student Life portion of the Ohio State Newark and COTC website or by going directly to <http://goo.gl/forms/5XS6MHTc2B>.
  - We will receive notification once the form is submitted that the changes have been made. After reviewing the information, the Office of Student Life will approve the Organization Registration form and notify the Primary Leader (President), Treasurer, and Advisor that the club is approved for the upcoming semester.

**A new organization** must register their organization through the forms website or by visiting <http://goo.gl/forms/dhCvCpuEWj> and submit the organization’s constitution to the Assistant Director for Student Life by email ([jkhol@cotc.edu](mailto:jkhol@cotc.edu) or [khol.4@osu.edu](mailto:khol.4@osu.edu)) or in person at the Student Life Office, Warner 226. The registration and the constitution will be reviewed by the Assistant Director for Student Life.

Once an organization has been accepted by the Office of Student Life, it will be placed into one of two categories, returning or new. New is defined as not having been officially recognized by the Office of Student Life during the preceding academic year, ending on the last Monday of Spring Semester.

Returning organizations, once re-approved, will be awarded **\$300.00** in operating funds. New organizations, once approved, will receive **\$250.00**. These funds are kept in a Student Organization (Start-up) account and may be accessed through the Assistant Director for Student Life. These balances DO NOT roll over year to year.

An organization’s Student Fund Account (Fundraising) is separate from the Student Life Start-up account. To establish and deposit funds in this account, an officer of the organization should contact the Assistant Director for Student Life. More information on student fund accounts is available in the “Raising Funds” section of this handbook.

*\*Please note:* Before any allocated funds can be utilized, the appropriate officers must complete Online Training with the Office of Student Life. Online training can be found under the Student involvement page on the COTC and Ohio State Newark Website.

## **Spending Money**

Once your organization has money from the Office of Student Life, it is time to create a budget. Money can be spent very quickly and in order to realize the most benefit from your money, outlining how your money is to be spent, or saved, is very important. Be aware that the money which the Office of Student Life gives to you is available to spend through the end of the academic year (May 1). It does not carry over to the next academic year.

## **Spending Limitations**

There are limitations associated with the expenditure of the money that an organization is allocated since that money originates from the state of Ohio. For example, an organization may not spend money on salaries, donations, and political affiliations. Allocated money may not be used to purchase merchandise to be sold for fundraising purposes.

**Organizational money which has been raised through fundraising or donations has fewer restrictions. Essentially, the only regulation for money raised through fundraising is that it may not be used to provide salaries for members, officers, or advisors.**

### **Two ways to spend your money**

Once your organization has decided what it would like to purchase, that expenditure may be done by using one of the following methods:

**\*Note:** All organization funds in the Student Life account not requested by May 1 will be returned to the Office of Student Life.

1. **Campus Credit Card:** The Student Life credit card is the easiest way to spend money. To use this credit card you must be an officer of a registered student organization and your name must be on file in the Office of Student Life as an approved spending officer. Submit the **Purchase Request: Credit Card Use** form, available under the Student Organizations Forms link on the institution website or by going to <http://goo.gl/forms/wyqXt2KfG9>. After the Assistant Director for Student Life has approved the request, and providing the card is available, arrangements will be made for you to use it. **Requests should be made at least one week prior to the date the card will be needed.** The credit card and all receipts are to be returned immediately after use to the Office of Student Life.
2. **Purchase Order:** This method is limited to the Primary Leader (President) or Treasurer of the organization. One of the officers mentioned above should obtain a quote from the preferred vendor and then submit the **Purchase Request: Purchase through Requisition** form, available under the Student Organizations Forms link on the Student Life portion of the Ohio State Newark and COTC website or by going to <http://goo.gl/forms/93oYtE004e>. Once the Assistant Director for Student Life has approved the purchase, the Office of Student Life will submit the necessary information to generate a purchase order and will notify the Primary Leader (President) and the Advisor once the purchase order number is available. Using the purchase order number, one of the officers or the advisor may place the order through the vendor. This method of purchasing requires pre-planning and **all requests must be submitted two weeks prior to date of purchase.**

**When meeting with the vendor to obtain a quote, please remember to do the following:**

- Request a detailed quote for the merchandise to be ordered;
- Provide to the vendor the university's tax exempt form;
- Ask the vendor to complete a Substitute W-9 form (the completed W-9 should be submitted to the Assistant Director for Student Life along with the quote for merchandise).

### **Organization Purchasing Ability**

Your organization can purchase a number of things with your money. With your allocated funds, your organization may purchase things such as office supplies, decorations, event materials, conferences, and guest speaker fees. With the fundraising money, your organization may purchase additional fundraising materials and anything else that your money can purchase. When in doubt, ask.

### **Tax Exemption**

Being part of an educational institution, organizations are able to receive tax exemption on purchases relating to their organizational functions. To obtain a tax exempt form, stop in the Office of Student Life, Warner Center 226.

### **Student Fund (Fundraising) Account**

As mentioned in the "Overview of Organizational Funds" section of this handbook, each student organization may possess two campus accounts. The first is called the Office of Student Life Start-up account and is funded from the student organization account within the Office of Student Life. The second is your Fundraising account.

The money placed in the fundraising account will carry over year to year, unlike the money allocated to you by the Office of Student Life and additional funds by the Student Government.

Please know the account number for your fundraising account. This number will be needed to spend as well as to deposit money. Officers of a continuing organization may contact the Assistant Director for Student Life (740-366-9171) to obtain the number of the fundraising account. When a new organization requests a fundraising account, the number will be sent by email to the officers and advisors after the account has been established.

If a group fails to register and is deemed non-active for one academic year, the remaining balance in their fundraising account will be transferred to the Student Development student fund account.

**\*Please note:** Any student organization creating unauthorized accounts through private or local banks/agencies will lose access to their campus funds.

## Fundraising and Raising Funds

In order to hold a fundraiser, the organization will submit a ***Request for Fundraising*** form on the Student Organizations Forms link on the Ohio State Newark or COTC website or by going to <http://goo.gl/forms/IHY6eZHci5>. This form must be submitted a minimum of one (1) week prior to the anticipated fundraising date. After submitting a Request for Fundraising form, the organization will receive notification of approval from the Assistant Director for Student Life.

### **Fundraising Policies**

Because of the state funding of Central Ohio Technical College and The Ohio State University at Newark, the organizations operating on the Newark campus are not permitted to participate or sponsor certain types of fundraisers. Your fundraisers may not include aspects of gambling, or selling of something that is already being sold by either the Table of Contents or the Newark campus bookstore.

### **Fundraising Policy- Food Sales**

Selling Food : Campus sanctioned organizations may sell cookies, cakes, popcorn, and other similar food items in accordance with Licking County Health policies.

1. The sale of food on campus by any campus-affiliated group other than the official campus hospitality service is ordinarily limited to bake/confectionery sales.
2. A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration.
3. Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge.
4. All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus.
5. Food must be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination.
6. Persons wrapping items should take care that hands are extremely clean before handling food.

7. Any food sales outside the preview of confectionary items requires a temporary food service permit acquirable through the Licking County Health department. The form can be found at <http://www.lickingcohealth.org/documents/Temporary%20Food%20Application%20Packet%205-2016.pdf>

### **Fundraising Policy: Raffles, Games of Chance, and Poker**

Raffles and games of chance can be used to solicit funds from students, faculty, staff and community members. Raffle roll tickets are available free of charge from the Bursar's Office. Specific raffle and games of chance guidelines are as follows:

**Raffles-** are very succinctly defined under Ohio law, which states:

"Raffle" means a form of bingo in which the one or more prizes are won by one or more persons who have purchased a raffle ticket. The one or more winners of the raffle are determined by drawing a ticket stub or other detachable section from a receptacle containing ticket stubs or detachable sections corresponding to all tickets sold for the raffle.

When meeting this definition, raffles are recognized as a legal form of fundraising for certain charitable organizations in Ohio. However, these organizations are required to distribute at least fifty percent of the net profit from the raffle to a charitable purpose, federal or state government, or to a political subdivision. See R.C. §2915.092 for more information.

Additionally:

1. No money, negotiable instrument, or monetary substitute can be given as a prize (i.e.: 50/50 raffles).
2. Any tickets used for a raffle or program must indicate that any monetary consideration for the ticket was a donation to the sponsoring organization. Any entrance fee for the program can include the receipt of play money.
3. All income from any raffle or game must be placed in the sponsoring organization's Student Fund account in the Fees and Deposits Office within one business day of the completion of the raffle or game. Income cannot be given or loaned out under any circumstances to any person.

### **GAMES OF CHANCE BY STUDENT ORGANIZATIONS**

In order to understand whether your student organization is eligible to conduct games of chance, you must first understand what a game of chance is. As defined by the R.C. §2915.01(D), a game of chance is "poker, craps, roulette, or other game in which a player gives anything of value in the hope of gain, the outcome of which is determined largely by chance, but does not include bingo."



If your organization is playing one of these games for amusement only and there is no cost or wager to participate, then it is not a game of chance. If your organization is holding an event where there is a cover charge or fee to participate and it includes one of these games, but there is no opportunity to win or gain anything of value, then it is not a game of chance.

To conduct games of chance in compliance with Ohio law, all of the following rules must be observed:

1. The games of chance may be conducted only by a charitable organization that is, and has received from the Internal Revenue Service a determination letter that is currently in effect stating that the organization is, exempt from federal income taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code
2. The games of chance may not include craps for money or roulette for money
3. The games of chance are conducted at festivals of the qualifying charitable organization
4. The games of chance are conducted by the qualifying charitable organization for not more than a total of five days in a calendar year
5. The games of chance are conducted by the qualifying charitable organization on premises that are either:
  - a. Owned by the charitable organization conducting the games of chance for at least one year immediately preceding the conduct of the games of chance
  - b. Leased from a governmental unit
  - c. Leased from a veteran's or fraternal organization for a rental rate not to exceed the lesser of 45% of the gross receipts of the games of chance or \$600 per day of the festival, provided that the premises have been owned by the veteran's or fraternal organization for at least one year immediately preceding the conduct of the games of chance and have not already been leased by the veteran's or fraternal organization twelve times during the preceding year for the conduct of games of chance
6. The only expense that may be deducted from the money or assets received from the games of chance are the prizes paid out during the conduct of the games of chance. All of the remaining funds must be used by, or given, donated or otherwise transferred to an organization that is described in subsection 509(a)(1), 509(a)(2), or 509(a)(3) of the Internal Revenue Code and is either a governmental unit or an organization that is tax exempt under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code

7. The games of chance are not conducted during, or within ten hours of, a bingo game conducted for amusement purposes only

8. No person receives any commission, wage, salary, reward, tip, donation, gratuity, or other form of compensation, directly or indirectly, for operating or assisting in the operation of any game of chance

9. The qualifying charitable organization maintains all records regarding the games of chance required by R.C. §2915.10, as follows:

a. An itemized list of the gross receipts of each game of chance

b. A list of all prizes awarded during each game of chance conducted by the charitable organization, and the name, address, and social security number of all persons who are winners of prizes of six hundred dollars or more in value

c. An itemized list of the recipients of the net profit of the game of chance, including the name and address of each recipient to whom the money is distributed, and if the organization uses the money or assets received from the game of chance for any charitable or other purpose set forth in division (D) of section 2915.02, a list of each purpose and an itemized list of each expenditure for each purpose

d. The number of persons who participate in any game of chance that is conducted by the charitable organization

e. The charitable organization shall maintain these records for a period of three years from the date on which the game of chance is conducted, and shall keep the records at its principal place of business in this state or at its headquarters in this state and shall notify the Attorney General of the location at which those records are kept

## **General Fundraising Ideas**

Listed below are fundraising ideas to benefit your organization.

- **One Million Penny Collection:** At the beginning of the year, tell organization members that the organization wants to save a million pennies by a certain date. A collection receptacle must be secured so organization members can donate their pennies or loose change. Every time the organization gathers, they can pass the penny can around, so members can contribute their extra pennies. The organization can ask other organizations to do the same. If your organization is able to gather a million pennies, it will raise \$10,000.
- **Gift-Wrap:** Offer a holiday gift-wrapping service on campus for students, faculty, and administrators. Charge a fee for the service.

- **Tax Return Sale:** On the last day for people to mail their tax returns, there is always a rush at the post office. Find a spot at the post office to sell food — perhaps cookies, brownies, or other confections. Contact the post office to determine the feasibility of this project.
- **Candy Sales:** Contact a fundraising company to organize a candy sale fundraiser.
- **Bag it at the Grocery Store:** Contact your local grocery store, and ask if your organization can bag and carry groceries for their customers for one week. Post a banner at the store explaining that all contributions will be donated to your cause.
- **Volleyball/Cornhole Tournament:** Organize an inter-organization competition. Invite residence hall groups and other student organizations to participate. Offer a grand prize for the winner. Charge an entry fee for each group that participates.
- **Car washing at area dealerships:** Someone has to wash the cars at area dealerships after it rains. Why can't it be your club or organization? Contact local dealerships to see if they would be willing to pay your club to wash their cars. It could save them money and they would be helping to enrich the campus community by contributing to your organization.
- **Yard Sale:** Have each member of your organization clean out their closets and contribute the items they no longer want for a yard sale that would benefit the club. The cost for the event would be for the advertising and a time commitment from each member to mind the store as well as contribution of items to sell. A yard sale can help your club raise money and help your members get rid of those hideous gifts they got years ago and never use.
- **T-SHIRT SALES:** Your club can also raise money by designing and selling T-shirts. T-Shirt Design must be approved through the Office of Student Life and the Marketing and Public Relations office. Please Contact Justin Khol at [jkhola@cotc.edu](mailto:jkhola@cotc.edu) or [khol.4@osu.edu](mailto:khol.4@osu.edu).
- **Sports Tournament:** Setting up a sports tournament such as a softball derby can be great fun and good way to raise money. Invite other clubs or organizations on campus or even ask local groups to participate and charge an entrance fee. Your club can make money and have a great time playing a sport.
- **[-----] -a-Thons**
  - bike-a-thon (pledges for number of miles/laps ridden)
  - bowl-a-thon (pledges for number of pins knocked down)
  - dance-a-thon (pledges for number of minutes/hours danced)
  - free throw-a-thon (pledges for number of free-throws made)
  - jog-a-thon (pledges for number of miles/laps jogged)
  - rock-a-thon (pledges for number of hours in rocking chair)
  - skate-a-thon (pledges for number of hours/laps ice or roller skated)
  - swim-a-thon (pledges for number of laps swam)
  - walk-a-thon (pledges for number of miles/laps walked)
  - etc.-a-thon (pledges for number of ....you get the idea)
- **Iron Man Miniature Golf Tournament:** Reserve a miniature golf course for your group. Have each student ask people to sponsor him or her per hole they play. (.10¢ per hole.) Then, run the tournament just like an Iron Man competition except you play on the miniature golf course. Play 100 holes in two hours or as many as you can do in two hours. Students can raise \$100.00 by just getting 10 people to sponsor them at .10¢ per hole.

### Local Restaurant Fundraisers

- These restaurants will set aside dates where a portion of their profits go to your organization. Details vary, so contact the restaurant you are interested in working with for more information.

- City BBQ, Chipotle, BW3 and others in the local community are just some of the restaurants that have supported our student groups in the past.

## Clean up and Concession Stands

- **Nationwide Arena:** Staff concession stands. Call 614 246-3686 and talk to Tammy about this program.
- **Schottenstein Center:** The Jerome Schottenstein Center's Sweeping Groups program is a fast and fun way to make extra money for your favorite group. Groups will be asked to assist in Post-Event Cleanup of the Arena Seating Bowl. Cleanups generally take about 3-4 hours and begin directly after the event. Groups must submit a Contact Name (one person) & Email Address, Mailing Address, Contact Phone Number and the Group's Tax Exempt (EIN) Number. Groups must have at least 10 people. Email [osuschottfundmoney@yahoo.com](mailto:osuschottfundmoney@yahoo.com) to schedule a time.

## **Sponsorship from local businesses**

Student Organizations may seek sponsorship from local organizations and businesses. All sponsorship funding must be tracked by the organization's treasurer and deposited through the Student Fund (Fundraising account). Businesses may require tax exempt paperwork for the sponsorship. To obtain this documentation, please contact the Assistant Director for Student Life at [khol.4@osu.edu](mailto:khol.4@osu.edu) or [khol.4@cotc.edu](mailto:khol.4@cotc.edu).

## **Requesting Additional Funds from Student Government**

The Student Government is pleased that student organizations are doing their part to improve the student life experience on campus. It is for this reason that we offer student organizations an opportunity to request more money for their programs, activities, and services.

To request money, the student organization must submit a ***Request for Additional Funds from Student Government*** form on the Student Organizations Forms link on the Ohio State Newark or COTC website or by going to <http://goo.gl/forms/1g7ZZrVkcE>. Complete all questions to the best of your ability. Once the Request for Money form has been submitted, the Student Government executive board will review the request and possibly ask questions of the submitting organization. A member of the requesting organization may be asked to attend the Student Government meeting at which the request is discussed and a vote taken on the request.

All requests are given an opportunity to be heard; however, please note that the Student Government has limited funds to allocate and may reward only a portion of, or even deny, the request.

## **Advertising**

All student organization publicity must be approved by the **Office of Student Life** prior to campus posting. This approval is certification that the sponsoring organization has met the following applicable conditions established by the Office of Student Life. Authorization may be refused if one or more of these conditions have not been met. This authorization is neither an endorsement of the activities nor of the subjective quality of the publicity, but rather allows the sponsoring organization to publicize events in accordance with these procedures.

### **The following must be indicated on all materials to be posted:**

1. the full name of the sponsoring organization
2. the time, date and place of the event
3. any entrance fees or costs to participate

### **Chalking Announcements on Campus**

Any organization wishing to chalk sidewalks and walkways must submit a written copy of the proposed chalking message for approval to the Office of Student Life at least three working days prior to the proposed date of chalking.

When chalking on campus, please remember:

- do not chalk within 20 feet of any door;
- do not chalk under any overhang (it takes a very long time to wear away: a good rule of thumb is to chalk where it can be washed away by the weather).
- alternate sidewalk blocks so you are not chalking on every one;
- chalking on buildings or walls is strictly prohibited;

## **Travel**

If your organization is sponsoring any type of event where travel is required, participants may need to fill out a Travel and Liability waiver. Please contact the Assistant Director for Student Life if your organization intends to sponsor this type of event.

Startup funds and Student Fund (Fundraising) accounts may be used to support the travel of an organization.

## **Requesting Space**

As a registered student organization, you have the ability to reserve space on campus for meetings or sponsored events. Additionally, there is a room designated for Student Organizations to utilize in Warner 205C. This space and others can be reserved by visiting and filling out the

form below. The form can also be accessed on the Student Life page, under Student Organizations. For a meeting in 205C please give at least 3 business days notice and for all other spaces on campus, at least 7 business days are needed to ensure a reservation.

[Room Reservation Request](#)

## **Program and Event Planning**

Program planning is a key component of our student organizations on campus. From fundraising, to educational and social events, programming planning takes time, attention to detail, and great communication. The chart below can be used as a guideline to formulate a plan for your organization’s programming endeavors. When in doubt, consult with the Assistant Director for Student Life.

<b>Action Item</b>	<b>Date</b>	<b>Person Responsible</b>
<b>Six Weeks to a Month in Advance</b>		
Determine Purpose and event plan		
Develop Budget and Marketing Strategy, if short on budget, consider partnering with another student organization		
Determine Volunteer needs		
Create Timeline for event		
Request room Reservation (space can be limited) If outside, think of rain backup		
Notify Assistant Director, Student Life if a contract needs to be signed		
Discuss plan with your organization Advisor		
Does your event have safety or liability concerns? (i.e.-safety concerns, food, outside vendors, etc.) - Contact Assistant Director, Student Life		
<b>Three Weeks in Advance</b>		
Turn in publicity/advertising requests		
If a check needs to be cut, fill out a requisition request on the student organization forms page		
Place any catering requests		
Request any Technology Needs		
If a fundraising event, submit fundraising request on the student organization forms page		

<b>One Week in Advance</b>			
	Finalize Agenda or program		
	Give and Confirm Final Staff assignments		
	Create 'day of event' signage		
	Check on final payment arrangements		
	Request credit card if needed, no less than a week in advance)		
<b>Day of Event</b>			
	Check room to make sure all equipment and arrangements are in place ( 2 hours prior to event)		
	Post directional signs as needed		
	Check on food and any entertainer special needs		
	Check that greeters are in place for event		
	Secure any payments due that day		
	All decorations in order		
<b>After Event</b>			
	Secure all materials from your event		
	Leave the space in the condition it was found, pick up all garbage		
	Deposit monies to Student Org Fundraising account by the next business day (if applicable)		
<b>One to two weeks after</b>			
	Send Thank you notes		
	Have a meeting to review event for improvements in the future- debrief		

## Composition of the Constitution

The constitution guides an organization in its operations and activities and, accordingly, is intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization and outlines the basic rules of procedure by which a group's leadership govern their organization.

In essence the constitution is an outline of the goals and the purpose of the organization, as well as the rules of the organization.

The constitution should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, our office recommends that each member of an organization have a copy of the constitution. All members of the organization should know the purpose and goals of the organization as well as abide by its rules.

The following outline is provided to assist in the preparation of your organization's constitution. Use this guide to prepare the constitution for your new student organization. An up-to-date copy of the constitution is required to be kept on file, in Word document format, in the Office of Student Life.

*Note – Some organizations desire a structure that is fundamentally different from the guidelines printed here. Under these circumstances, the organization should contact the Office of Student Life to assist in the design of an alternate structure to their constitution. The goal would be to incorporate basic principles important to the University while promoting the ideology of the organization.*

## **The Constitution**

The constitution should include specific procedural rules. When amending the constitution, notification of proposed changes must be provided to the membership. The constitution should not be altered in the same meeting in which the changes are proposed.

### **ARTICLE 1 – NAME AND PURPOSE**

Section 1: Name: If your organization has “The Ohio State University at Newark” or “Central Ohio Technical College” in its title, it must follow the main portion of the name. For instance:

- Acceptable: Chess Club at The Ohio State University at Newark or Chess Club at Central Ohio Technical College.
- Unacceptable: The Ohio State University Chess Club or Central Ohio Technical College Chess Club.
- Ohio State Newark and COTC can be used in the name; however OSU cannot be used due to the confusion it may cause with other Ohio State campuses.
- The Newark campus is a unique institution in that two distinct colleges share all resources. The Student Government requests that all organizations not discriminate or exclude members based on their school.
- Remember: The Ohio State University always has a “The” in front of it, while Central Ohio Technical College never does.
- If your organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

#### Section 2 – Purpose:

Organizations should take care to include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization's stated purpose and objectives.

#### Section 3 – Non-Discrimination Policy:

All student organizations desiring to benefit from student organization status with The Ohio State University at Newark and Central Ohio Technical College must include in their constitution a non-discrimination policy statement that adheres to and is at least as broad as the Newark campus' Non-Discrimination policy statement.

#### **For information purposes, the campus policy is quoted as follows:**

Central Ohio Technical College and the Ohio State University at Newark are committed to building and maintaining a diverse community to reflect human diversity, and to improve opportunities for all. The college is committed to equal opportunity and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law.

Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin (ancestry), race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent or any other basis under the law, in its activities, programs, admission, and employment.



#### Section 4 – Parliamentary Authority:

Most organizations use Robert’s Rules of Order to govern their organization’s decision making except when these rules are inconsistent with the constitution of the organization. These rules are of Western cultural origin and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

### **ARTICLE II – MEMBERSHIP**

#### Section 1 – Qualifications:

Voting membership should be defined as limited to currently enrolled students of Central Ohio Technical College and/or The Ohio State University at Newark. Other members such as faculty, alumni, and professionals are encouraged to participate as non-voting associate or honorary members. [For education and leadership development reasons, student organizations are to be student initiated, student led, and student run.]

Procedures for becoming a member should be described in detail. These procedures may vary by membership category, amount of dues (if any), how often dues should be paid, termination of membership, and so on.

#### Section 2 – Rights and Responsibilities of Members:

Rights, such as to vote, hold elective office, and participate in events, should be detailed in this section. Responsibilities regarding attendance and contribution toward events, projects, and programs should also be detailed in the Rights and Responsibilities section.

#### Section 3 – Membership Year:

The membership year of student organizations generally runs from the start of autumn semester through the last day before the start of the next autumn's classes; however, the membership year can be determined by each organization based on its own structure and plans.

#### Section 4 – Membership Dues:

Most student organizations do not have a membership fee for their members. A general phrase such as “The annual dues for this organization shall be established annually,” may be included in this section. Inclusion of this statement allows an organization to determine each year whether there is a need for membership dues, without the necessity of proposing an amendment to the constitution.

### **ARTICLE III – ORGANIZATION LEADERSHIP**

#### Section 1 – Title of Officers:

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders should be listed in this section.

#### Section 2 – Terms of Office:

The length of terms, specifications as to which leaders are elected or appointed and by whom, as well as the requirements for Executive Committee meetings should be detailed. The Executive Committee generally determines which standing committees will be needed to carry out organization programs and events as stated in its definition of purpose.

#### Section 3 – Election Procedures:

Election rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignation, impeachments, etc.).

#### Section 4 – Impeachment Procedures:

Impeachment procedures to be followed when an officer has neglected duties or otherwise acted in a manner considered detrimental to the name or purpose of the student organization should be included in detail.

#### **ARTICLE IV – EXECUTIVE COMMITTEE (IF NEEDED)**

##### **Section 1 – Definition of Membership:**

This Committee (like a Board of Trustees or Directors) represents the general membership and conducts business of the organization between meetings of the membership, reporting its actions at the general meetings of the membership. In many organizations, this Committee is comprised of the organization leaders, chairpersons of the standing committees, and sometimes ex officio positions from related student organizations.

##### **Section 2 – Officer Duties:**

This section contains an explanation of the specific responsibilities and duties of each officer by position to the committee and to the general membership.

#### **ARTICLE V – STANDING COMMITTEES (IF NEEDED)**

##### **Section 1 – Names:**

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. The need for Standing Committees will be based on the planned events and programs of the organization. If the organization plans to have ongoing yearly events for which Standing Committees will be established, this section of the constitution allows for listing and naming those regular committees. Text should be included to allow for addition and deletion of committees as necessary, determined by each year's officers, membership, and advisor.

##### **Section 2 – Purposes:**

Committees can be set as the need develops during the planning of events and programs. The organization leadership often appoints chairpersons of these committees. In this section, provide specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership. Suggested text: "Standing committees shall be formed by the Executive Committee and the Advisor based on the ongoing needs of the organization."

##### **Section 3 –Composition:**

Based on the event or program for which a particular Standing Committee is established, the composition of a Standing Committee will be determined by the Executive Committee.

#### **ARTICLE VI – ADVISOR(S) OR ADVISORY BOARD**

##### **Section 1 – Qualification Criteria:**

Advisors of student organizations must be full-time members of the Newark campus Faculty or full-time salaried Staff. If a person serving as an advisor is not a member of one of the above classifications, a co-advisor must be chosen who is a qualified member of the campus staff.

##### **Section 2 – Advisor Duties:**

Responsibilities and expectations of advisors should be clearly and adequately described. Detail the expectations and responsibilities of the organization's advisor (e.g., availability, meeting attendance, second signer on checks, etc.).

#### **ARTICLE VII – MEETINGS OF THE ORGANIZATION**

##### **Section 1 – Required Meetings:**

Required meetings and their number are specified here. For instance, two general meetings of the membership may be required each academic term except summer. Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

Section 2 – Notification of Meetings:

Establishing a method and defining who is responsible for advertising and notification of required and specially-called meetings should be defined.

Section 3 – Specially-called Meetings:

Determining who has authority to call meetings for a special purpose should be detailed in the constitution. Many times, the advisor and/or any officer are permitted to call a meeting in addition to required meetings.

**ARTICLE VIII – METHOD OF AMENDING CONSTITUTION: PROPOSING CHANGES, NOTIFICATION, AND VOTING REQUIREMENTS**

Section 1 – Proposing Amendments to the Constitution:

It is essential for every student organization to determine during the process of writing the constitution the procedure for proposing amendments and who will have authority to do so. Proposed amendments should be in writing, should not be acted upon in the general meeting in which they are read and proposed, and should be read again at a specified number of subsequent meetings (including the meeting in which the vote will be taken).

Section 2 – Notification of the Membership:

The text of the proposed amendment should be printed and sent to all members before a final vote will be taken. Determine the method of notification – electronically, making a copy available in a public location for viewing, or by sending hard copies through the mail – as well as the length of time that should be allowed for review before voting.

Section 3 – Quorum Requirements:

Amendments should either require a two-third or three-quarter majority of voting members (a quorum) being present or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Section 4 – Effective Dates of Revised Constitution:

Amendments should generally take effect at the beginning of the membership year following their adoption. Language can be included to include the ability to alter that adoption period when there is a specific reason to do so. Again, such an allowance should be not be readily made and the design of the wording should make that variance difficult.

**ARTICLE IX – METHOD OF DISSOLUTION OF ORGANIZATION**

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should specify that any funding not utilized by June 1, or upon dissolution, will be returned to the Office of Student Life to the Student Development student fund account.

**ARTICLE X – AFFILIATION**

All student organizations desiring to benefit from Student Organization status must include in their constitution a statement of affiliation with The Ohio State University at Newark and Central Ohio Technical College. Included in this article are details on standards to be met as an approved organization.

## **Sample Constitution**

A Sample Constitution Can be found at the link below:

[Constitution Template](#)

## Copyright Laws and Showing of Videos, Films, and Movies

There is legislation regarding copyright laws and showing of videos/films/movies in public venues. *Student organizations are not allowed to show movies/films **without** paying for the rights to the film.*

Please take note of federal law in your activity and fundraising planning. No funds will be granted for these types of activities, unless you are requesting funds to pay for the rights to show the movie. The Office of Student Life purchases a limited number of licensed showings each year for use by approved student organizations. Contact the Office of Student Life for detailed information on the process of ordering a movie for public viewing. **Here's how one school summarized it...**

### Movie/video viewing

Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means that they can only be viewed in your private living spaces, which means your home or apartment. The same rules apply for movies/television shows that are recorded at home. Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless of whether you expect three people or 300 people, size is not considered in determining if public viewing rights need to be purchased. Even if you are offering the movie/film to the audience at no charge, you still need to purchase the copyrights.

Therefore, any time a group shows a movie in any context, the group must purchase the public viewing rights (copyrights) for that particular showing. Copyright purchase for film typically runs from \$300-\$800 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. Swank Motion Pictures is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577 or [www.swank.com](http://www.swank.com).

Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

You can also request to have Student Life assist you in obtaining the rights to show a film on campus by filling out the following form <http://goo.gl/forms/nGH1ykPX7g>.

## Awards and Recognition

### **AWARDS WILL BE PRESENTED AT THE ANNUAL LEADERSHIP RECEPTION DURING SPRING SEMESTER**

The Office of Student Life strives to offer Newark campus students various opportunities to coordinate in-class learning with out-of-class experience through involvement in various student organizations. In an effort to show support for student organizations as well as encourage further excellence in student programming and leadership, the Office of Student Life offers many awards and various forms of recognition for individual and group accomplishment. Nomination forms are posted on Student Life Website under Student Organization Forms and will be available for submission the first of October through the middle of March. **\*PLEASE NOTE:** Due to quality/quantity of nominations or special circumstances, all or some awards may be changed, altered, or deleted.

**Kelly Saffle Leadership Award**- Submit a nominee- <http://goo.gl/forms/m5Gm7t0gKq>

The Kelly Saffle Leadership award is given to a Central Ohio Technical College student who exemplifies strong and consistent leadership in the campus community.

**William A. Kilpatrick Leadership Award** - Submit a nominee- <http://goo.gl/forms/dnD8q0X9F1>

The William A. Kilpatrick Leadership award is given to an Ohio State Newark student who exemplifies strong and consistent leadership in the campus community.

**Up & Coming Leadership Award** - Submit a nominee- <http://goo.gl/forms/jcmg6GjKNg>

The Up & Coming Leadership award is given to a first or second year Ohio State Newark or COTC student. The recipient of this award has demonstrated active involvement in campus programs and student organizations.

**Community Service Leader of the Year Award** - Submit a nominee- <http://goo.gl/forms/ozZ6Mmu3y0>

The Community Service Leader of the Year award recognizes a student of The Ohio State University at Newark or Central Ohio Technical College for outstanding service to the campus and to the Newark community.

**Outstanding Student Organization Award** - Submit a nominee- <http://goo.gl/forms/dzUeAmjZmk>

The Outstanding Organization award recognizes a campus organization whose members have proven their dedication to improving the Newark campus community.

**Outstanding Student Organization Program Award** - Submit a nominee- <http://goo.gl/forms/JeF3Gs00iZ>

The Outstanding Student Organization Program award recognizes an outstanding student organization event, activity, or program. The basis for the award is the overall impact of the program.

**Outstanding Collaborative Program Award** - Submit a nominee- <http://goo.gl/forms/QyMlnlCOZi>

The Outstanding Collaborative Program award recognizes a campus program, project, or event organized and completed through the collaborative efforts of two or more student organizations. This award is based on the concept of encouraging student groups to seek out other organizations to achieve a common goal.

**Above and Beyond Faculty/Staff Award** - Submit a nominee- <http://goo.gl/forms/JsahwgZhOA>

The Above and Beyond Faculty/Staff award recognizes a faculty or staff member of the Newark campus for outstanding service to the campus community.