

# *Student Organization Handbook*

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**FOR STUDENT LEADERS AND SPONSORS**



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An organization is a group of students (faculty/staff included) voluntarily organized for the purpose of furthering their common interests in a particular subject or issue.

**Student organizations are divided into two groups:**

- **Clubs** are those groups that are student-initiated and directed, are participatory in nature, or are primarily led by a student.
- **Organizations** are those groups that are University-initiated and directed, are typically affiliated with a national or international organization, or are heavily influenced by the leadership of a faculty, staff, or administrative leader.

The purpose of LeTourneau University student organizations is to offer extracurricular learning experiences for their members through involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular interest area. Involvement in a group situation helps enhance the student's overall education while living in the college setting.

### 1) Turn in a **Registration Application**

- a. This application is to be completed by the president of the club and signed by the sponsor. If some items are not applicable (example, you do not have regular meetings) it is fine to leave blank or write N/A

### 2) Turn in **Constitution**

- a. All clubs must have a constitution. If you are renewing a club that has submitted a constitution previously, it is unnecessary to resubmit a constitution unless there have been substantial changes.
- b. An example constitution is available in this packet.

### 3) Read and sign the **Risk Management Document**

### 4) Submit all documents to Steve Conn

- a. Email [steveconn@letu.edu](mailto:steveconn@letu.edu)
- b. Office is upstairs in the AFSC Student Life office

### **To Request Funding**

Approved clubs can request to receive funds from Student Senate at the beginning of the Fall and Spring semesters. Information on the funding process is included in this document, however the details of the procedure sometimes change from year to year as different student senators fulfill the role as chair of the funds allocation committee. For up-to-date information about the funds allocation committee, contact the VP of student senate or [steveconn@letu.edu](mailto:steveconn@letu.edu) or check the Senate wiki [http://letusenate.org/wiki/Funding for Clubs and Organizations](http://letusenate.org/wiki/Funding_for_Clubs_and_Organizations)

### **Special Recruitment Policies**

If you are a society that has special recruitment activities/requirements for membership, additional guidelines apply. (This includes AO, Auto Society, KZX, LAS, and LOX) Please contact [steveconn@letu.edu](mailto:steveconn@letu.edu) for more information.

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## BENEFITS OF REGISTERING

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*Once your organization is officially recognized by the Student Senate and approved by the Dean of Students, you will then be able to:*

- Receive a page on the LETU BUZZ
- Reserve and utilize University equipment (vehicles, meeting rooms, copiers, etc.)
- Request funds from Student Senate in accordance with the budget set forth
- Set up an account in the Business Office to organize your finances
- Publicize events on-campus including flyers, campus mail, Chapel,
- Hold fundraising events in accordance with published guidelines
- Participate in the annual organizational fair (STOMP) to recruit members at the beginning of every year

***In order to maintain active status, a registered organization must Apply for renewal EVERY YEAR***

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## WRITING A CONSTITUTION

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**All organizations must have their basic structure and methods for operating in writing.**

**The purpose of a constitution is as follows:**

- To define the primary characteristics of the organization
- To prescribe how the organization functions
- To include all rules that the group considers important enough that the rules cannot be changed without previous notice to the members and the vote of a specified majority
- To provide continuity, consistency, unity, and guidance

The outline below is an example of a well-organized constitution that includes just the amount of information that is appropriate. If an article doesn't apply to your organization, just skip it entirely; however, most of these should be addressed in your constitution.

**Constitution of** \_\_\_\_\_ (Official Name of Organization)

**Adopted** \_\_\_\_\_ (Signature of President, Sponsor, and Date)

**Article I – Name**

What is the exact title to be used in addressing the organization? What is the significance about the name?

**Article II – Purpose**

What is the purpose of the organization? Why was the group founded? What are the general goals? How do you anticipate benefiting the campus as a whole and/or the students within the organization? Is the purpose political, cultural, religious, service-oriented, etc.?

**Article III – Membership**

Who is eligible for membership? Are there any restrictions? How does one become an official member? What are the rights of members? How may a member be removed?

**Article IV – Officers**

How many officers are there? What are their titles and duties? Who is eligible to become an officer? What procedure will be followed in the case of a vacancy? How may an officer be removed? How long do officers serve?

**Article V – Elections**

Who will be elected? How often are elections held? How are nominations made? How do nominees present their qualifications? Who is eligible to run for a position? How is an election to be determined? By what means and how far in advance will nominations and/or elections be announced and members notified?

**Article VI – Meetings**

How often will meetings be held? How will members be notified of meetings? How will organizational decisions be made? Who is eligible to vote and what constitutes a quorum at meetings? How will meetings be run?

**Article VII – Finances**

How will the organization finance its activities? How will financial records be kept? Who is responsible for developing the budget? Will dues be required? If so, how much will they be? To whom are they paid? Who is responsible for collection and disbursement of funds? Who may authorize expenditures?

#### **Article VIII – Sponsor**

What is the Sponsor's role in the organization? How is the Sponsor selected? What expectations does the organization have of the Sponsor?

#### **Article IX – Committees**

Define and explain the purposes of any committees in the organization. How and when will they be formed?

#### **Article X – Affiliations**

What is the affiliation, if any, with local, state, national, or international organizations? What is the relationship of the organization to the affiliate?

#### **Article XI – Amendments**

How are amendments to be proposed and by whom? How are amendments to be voted upon? How will amendments be incorporated into the constitution?

#### **Article XII – Ratification**

State how the constitution will be approved by the organization members.

## SPONSORS

The Following is an excerpt from the university staff and faculty handbook regarding clubs and organization sponsors.

Organizations and clubs are under the supervision of Student Life and each has a constitution and sponsor(s) on file in the Office of the Dean of Students. A sponsor may be a faculty or staff member. Organizations and clubs may have more than one sponsor, one of whom must be a faculty or staff member of LeTourneau University. Sponsors are 1) the official liaisons between organizations/clubs and university administration and 2) responsible to the Dean of Students for the regulations of the University. Sponsors are required to play an active role in the life of the organization/club, including providing official support and representation in activities sponsored by the organization/club and being active in the financial dealings of the group. The Student Organization Handbook provides practical guidance and procedures for sponsors and student leaders of clubs and organizations.

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## SPONSOR REQUIREMENTS AND EXPECTATIONS

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Each club or organization must have *at least* one sponsor who is a staff or faculty member employed by the university. Clubs and orgs may have additional sponsors and can include people from outside the university. Sponsors who are not employed by the university will have to undergo a background check with the university in order to function in an official volunteer capacity. Contact [steveconn@letu.edu](mailto:steveconn@letu.edu) for more information.

We encourage sponsors to be very active in club/organization programming and the life of its leaders. We believe that engaging outside of the classroom is a valuable developmental experience for students and is a great opportunity to build relationships. Some clubs and organizations lend themselves to sponsor involvement more easily than others. The level to which sponsors participate in the group will vary, and will be determined by the needs of the group and the interest level of the sponsor. However, some guidelines apply.

- A sponsor will be active in financial dealings—Clubs and organizations deposit their official funds in a university account. The LeTu sponsor will be responsible for signing paper work such as check requests, Purchase Orders, or reimbursement requests for the distribution and use of these funds. In the event that sponsor cannot sign for a purchase (amount is above signing level or sponsor is not available) the Director of Student Programs or the Dean of Students can sign as well. Sponsors must also give approval to any and all fundraising efforts undertaken by the club or organization.
- Sponsors will be the official liaison between organizations/clubs and the university administration—Sponsors will communicate with the university and with students about any issues including, but not limited to: student discipline, scheduling of events, financial matters, student safety, fund-raising, etc...

- Sponsors are required to provide official support and representation in activities sponsored by the organization/club—Sponsors should be present at any event on campus that includes participants from outside the university. For example: A sponsor should attend any intercollegiate sporting match/game that takes place on our campus. (This does not include practice). Sponsors are encouraged to attend the majority of events associated by the organization he/she sponsors. If you have any questions about whether or not you need to be at a particular club/organization event, please contact [steveconn@letu.edu](mailto:steveconn@letu.edu) .

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## TIPS FOR SPONSORS

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- **Meet regularly with officers and members.**

Discussions about agenda, projects, goals, etc. offer an opportunity to develop a rapport and provide an opportunity to make suggestions to members.

Informal settings often allow members and the Sponsor to share information not directly related to the organization and become better acquainted.

- **Let the situation determine the advising style.**

Often it will be necessary for the approach to fall somewhere between non-directive and very directive.

As the skill of the organization's student leadership increases, the need for a directive style of advising decreases.

- **Offer feedback to members.**

Suggest alternative approaches when planning a project.

Constructive criticism or praise presented at the appropriate moment can be very instrumental in the development of members and of the organization.

- **Keep informed of University policies, procedures and resources.**

This can be very beneficial. Being aware of policy and procedure updates can save time and frustration.

Know what resources and opportunities are available to your students. Students often forget what help is available and they limit themselves. Encourage them to dream big and to take full advantage of their opportunities.

Stay up-to-date on campus happenings and events. The university calendar is a good place to look before planning any event or meeting.

### RESERVATION AND USE OF FACILITIES/FACILITIES SERVICES

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All club presidents and sponsors will be given access to the university Event Management System (EMS) which is found at [events.letu.edu](http://events.letu.edu). Students can use EMS to make all requests for reserving university space and technology. If you are planning an event and would like access to university resources such as tables, chairs, projector, or Bon appetite catering, you can submit an event from within EMS to create a reservation. If you would like training or more information about using EMS please contact [elizabethmitchell@letu.edu](mailto:elizabethmitchell@letu.edu)

### FINANCIAL PROCEDURES AND ALLOCATIONS

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Students may ask to have an account created for them by the student life office. This will create a “bank account” from which students can withdraw money or make purchases. To make purchases may either

1. Get a **Purchase Order** from student life. A purchase order works like a check. Fill out your name and account information and give it to the person you are making a purchase from. Bring back a copy of the form and the money will be deducted from the club account. Purchase orders can be signed by the club sponsor (\$200 signing limit), the Associate Dean of Student Engagement, or the Dean of students.
2. Make a purchase with personal funds and get reimbursed afterwards. For purchases under \$25, students can be reimbursed in cash by Wanda Davis in the Student Life office. For larger amounts, students can fill out a “[check request](#).” Check requests can be signed by the club sponsor (\$200 signing limit), the Associate Dean of Student Engagement, or the Dean of Students.

### PRINTING SERVICES

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All copying for student organizations may be done in the Student Life Office. The Administrative Assistant will issue a representative of the organization a copier access code. Specialty copies, or copies of 50 or more, must be printed at the [Print Shop](#).

### ADVERTISEMENT GUIDELINES

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#### WRITTEN

- The Office of Student Life must approve campus announcements for all campus locations except residence halls and the Dining Hall; thus, posters and CPO flyers require a stamp of approval, and other creative ideas must be approved in advance. Either the RDs/RAs or the Director of Food Services have complete discretion in their respective buildings.

- Posters in Heath-Hardwick Hall, Longview Hall, Glaske Hall, should be confined to the large bulletin boards. Advertisements submitted to the Student Life Office will be distributed to these boards for you.
- Posters must be placed on interior brick walls—not on glass or painted walls.

### **CHAPEL/CONVOCATION**

Chapel slides may be sent to [chapelannouncements@letu.edu](mailto:chapelannouncements@letu.edu) to be displayed in chapel no less than 36 hours in advance. Chapel announcements are only to be given by Student Government and their programs (YAC, LSM, Senate), and athletics.

### **COMMUNICATOR**

The communicator is a weekly e-mail that is pushed to all of campus. To get your announcement in the communicator e-mail your information in a PowerPoint slide as you would like it to appear. Slides are to be sent to [communicator@letu.edu](mailto:communicator@letu.edu)

### **LETU BUZZ**

All club presidents will be given access to the LETU Buzz via the website [oohlalmobile](http://oohlalmobile) and can post events and club information directly to the app. The office of Student Life reserves the right to edit content.

### **LOGO/MOTTO USAGE**

Before using the LETU logo or seal, check online to make sure you are correctly following the [usage guidelines](#).

## POLICIES

### CONTRACTS

Officers of student organizations need to exercise great caution when negotiating contracts with outside agencies. The organization becomes legally liable once an agreement is signed between the two parties. Faculty and staff Sponsors must be consulted before any contract is signed. Contracts and purchase orders in excess of \$500.00 must be co-signed by the Associate Dean of Student Engagement.

*LeTourneau University accepts no responsibility for unauthorized contracts between student organizations and outside agencies.*

### COPYRIGHTS/TRADEMARKS

Student organizations wanting to use trademarks or logos owned by commercial entities, in conjunction with any activity promoted or conducted on campus, must receive prior approval by the Dean of Students.

### DEMONSTRATIONS

All students have a right to lawful and peaceful demonstration provided the demonstration does not disrupt class work, other university business, create substantial disorder, or invade on the rights of others.

### FILM/VIDEO PERFORMANCES

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither rental nor the purchase of a videocassette carries with it the right to show the tape outside of the home. No license is required to view a videotape inside the home by a family or social acquaintances. Home videocassettes may also be shown, without license, in certain narrowly defined face-to-face teaching activities. For non-classroom showings of movies at LeTourneau, a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. Please contact the director of student programs for more information on how to obtain a public performance license or if it is necessary to do so.

### FUNDRAISING GUIDELINES

There are many ways an organization can raise funds for events and activities; however, it is important to be knowledgeable of the guidelines governing fundraising. The following summarizes the LeTourneau University fundraising policy.

1. Any registered student organization, University department, or affiliated group can sponsor fundraisers on campus. Some groups may decide to sponsor food sales such as bake sales, boxed candy, or Final's Week care packages. In addition, merchandise such as T-shirts, posters, mugs, and

flowers are common sale items. Another idea would be the sale of a service such as leaf-raking, grass cutting, car washing, or cleaning services.

2. All fundraising efforts by student organizations must receive prior approval from the Coordinator for Clubs and Organizations (ext 4431).

*To achieve maximum potential for your group and the University as a whole, it is important to coordinate campus fundraising events. Before approaching any major corporation or local company for funding, please contact Scott University Development.*

3. Solicitation by non-registered and/or off-campus groups is prohibited without prior permission from the Vice President for Student Life.
4. A designated member of the organization must be present during any fundraising activities conducted by the organization. This applies even if a professional organization is conducting the actual fundraising event.
5. Raffles, lotteries, or other games of chance (gambling) are prohibited. This applies to raffles that require participants to pay to participate. Drawings are permitted as long as entering the drawing is free.
6. Fundraisers may not be conducted for the private gain of individuals.
7. All fundraisers that use the name of the University or any of its trademark symbols will be reviewed by the Office of Student Activities to ensure compliance with University regulations.

## Do's of Fundraising

- Do make the most of every opportunity.
- Do “piggyback” work – sell refreshments at another group’s activity.
- Do keep records of everything you do and keep every receipt.
- Do your research on immediate needs and final goals.
- Do plan thoughtfully – too many events are the product of impulse.
- Do get the organization together after the event to applaud successes, evaluate results, and plan strategies for future efforts.
- Do utilize multiple marketing approaches.
- Do give donors something tangible for their donation.
- Do make successful fundraisers a yearly event, making a list of regular supporters.
- Do be energetic, creative, and enthusiastic.

- Do follow University fundraising policies.

## Don'ts of Fundraising

- Don't allow fundraising to disrupt the regular business or programs of the organization.
- Don't ask anyone to make a donation because you "need" money.
- Don't ask for fixed prices in a situation where any donation will do.
- Don't assume all pledges will be fulfilled – you may have to send several reminders.
- Don't allow the Treasurer to handle all the responsibility – spread it around; it's smart to have more than one person to verify transactions.

## *SCHEDULING SPEAKERS/MUSIC/SPECIAL GUESTS*

Student organizations that invite speakers need the specific written approval of their approved sponsor or Sponsor. Individuals, acting apart from their appropriate roles, are not authorized to invite speakers to the university. LeTourneau University reserves the right to approve the on-campus appearance of guest speakers and lecturers.

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## OFF CAMPUS EVENTS

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Events taking place off campus are subject to all of the same rules and regulations as events on campus.

The club president is responsible for letting the Director of Student Programs know if his/her club is sponsors any type of event that involves being off campus overnight (retreats, weekend trips etc...) The club president may contact the Director of Student Programs directly, or fill out the web form found here. Sponsors must be present on overnight trips and must provide their contact information as well.

## POLICIES FOR OFF-CAMPUS MATERIALS

All publications or materials produced whose audience includes any individual or group off-campus must be approved by the Director of University Relations.

University forms are available at <http://www.letu.edu/start/publications/index.html>

These forms include but are not limited to

- 1) LETU Graphic Standards
- 2) Driver authorization forms
- 3) Print Shop Requests
- 4) Vehicle Request forms
- 5) Cash Advance forms
- 6) New account request form
- 7) Tax exempt form