West Virginia University
INSTITUTE OF TECHNOLOGY

Student Organization Manual

Office of Student Programs and Organizations
Division of Student Affairs
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Part 1: University/Campus Policies

Student Organization

In furtherance of its educational objectives and programs, WVU Tech extends recognition to a wide variety of student organizations; this recognition is an institutional privilege, not a right. It is the policy of WVU Tech that any student organization approved for recognition by the Division of Student Affairs may not exclude students from membership based on race, sex, national origin, or religious affiliation. (Certain exceptions do exist for social, Greek, and religious organizations concerning membership based on sex or religion.)

All recognized student organizations should affirm to the university that their membership selection policies and procedures comply with this policy. In the case of regional, national, or internationally affiliated groups, WVU Tech chapters must affirm to the university that membership selection policies and procedures of the parent organization do not require the chapter to exclude any student from membership on the basis of race, sex, national origin or religious affiliation.

Organizations on the WVU Tech campus include fraternities, sororities, various departmental, professional and special interest groups.

Recognition of Student Organizations

1. A student group which is interested in being recognized by WVU Tech must present the following

   - Constitution (including a statement of purpose and statement of nondiscriminatory admission membership)
   - List of officers (president, vice president, treasurer)
   - On-campus advisor
   - Description of the Organization

   These requirements must be presented to the Office of Student Programs and Organizations. These forms are available online on the Student Organizations webpage.

2. The advantage of student organizations receiving official recognition is the subsequent authorization of the use of campus grounds and facilities, provision of a faculty advisor, and the ability to apply to the Student Government Association for funding.

3. All petitions will be speedily reviewed by the Office of Student Programs and Organizations.

4. Student Organizations must resubmit their organization information each academic year. A list of officially recognized student organizations is available on the Student Organizations website. If an organization makes any changes in leadership, the Office of Student Programs and Organizations must be notified when the change occurs through email.

Anti-Hazing Policy

WVU Tech is unequivocally opposed to all forms of hazing, as well as any pre-initiation activities that do not contribute to the positive development and welfare of our students.

Any actions that subject a new or current member of a student organization to activities that are personally

demeaning or involve a substantial risk of physical injury are prohibited. This includes both organized rites of initiation and informal activities.

Hazing is defined in the West Virginia Anti-hazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section."

The Anti-hazing Law further states:

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities will be held to the standards of the Student Code of Conduct and action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action that may result in the loss of institutional recognition or privileges.

Promoting Your Organization or Event

There are several ways to promote your organization on campus. The following are an examples of things you can do to promote:

1. Post your information on the WVU Tech Calendar. Instructions on how to post your event are included a few sections below.
2. Hold an information table in the Learning Commons or other public area. Please see the next section to see how you can reserve spaces on campus for meetings or events.
3. Request for your event or meetings be included in the Weekly Student Digest. Please email Michael Sheldon any information you would like included. Please be aware, any event or meeting that is included in the Weekly Digest, must also be on the campus calendar.
4. If your organization is major-related, reach out to professors to see if you can speak to their classes about the organization.
5. Attend a Student Government Meeting (they meet ever other Tuesday in Life Sciences 200 from 1:00 PM – 2:00 PM) and advertise your events or meetings during student announcements.

6. Post on social media sites such as Instagram or Facebook. Tag WVU Tech Student Life Accounts (IG: @wvutech_student_life or Facebook @Tech Student Life) and we can repost the information.

Student Organization Storage

A locked storage locker is available for student organizations in the BEAR. Storage closets can hold enough space for up to three organizations, however, if students need an entire cabinet, they can request one. Cabinets can be accessed during normal BEAR hours by contacting the Senior Coordinator of Student Programs and Organizations or a work study in that area.

To request a storage locker, you can fill out the form on the Student Organization website.

Scheduling On-Campus Events and Programs

Only recognized WVU Tech Organizations may have access to the college facilities, which include the grounds as well as buildings. Individual students will not be granted approval to use campus facilities for activities. The appropriate procedure for scheduling campus events includes the following steps:

1. Please contact Michael Sheldon in the Office of Student Programs and Organizations to reserve a room. Scheduling of on-campus social activities will be on a first come, first served basis.
2. Student Organizations are responsible to cleaning up any venue after their event and leave the area in a state as to which they found it. Any and all damages to the facility or equipment will be absorbed by the organization unless individual responsibility can be established.
3. The possession and/or consumption of alcoholic beverages in any campus facility is prohibited on campus.
4. Any and all damages to the facility or equipment will be absorbed by the organization unless individual responsibility can be established.

Submitting Events to the Campus Calendar

The Campus Calendar is a great way to advertise your organization's events and meetings to the campus community. All student, faculty, and staff can submit an event to the campus calendar. The following steps are how someone can submit an item to the calendar:

To submit an event to the WVU Tech calendar:

1. Open your internet browser (preferred: Google Chrome).
2. Go to cal.wvu.edu
3. Sign in using your WVU Login credentials and click on the button labeled Submit an event.
4. Click "Submit an Event."
5. Populate the event form with as much information as possible and be sure to set a descriptive title, select a department, and complete other classification details as appropriate. You'll also need to include a plain-text summary of your event description for use on the InfoStations digital signage network where indicated.
6. **Make sure the "department" is tagged as WVU Tech.**
7. Click on the button labeled Submit Event to complete your event submission.

Event approvers will be notified of new submissions daily, and you will receive email notifications of approval and other event status changes.

If you also manage a website that includes one or more event feeds from the web calendar, please contact your website support provider and refer them to our page on how to Classify Imported Events which also includes details on using event feeds from the new Localist web calendar.

Running an Effective Meeting

As an organization, making sure the right information is given during the meetings is key to making it run smoothly. Look at the tips below in order to run these meetings.

1. Advertise on campus – make sure students know when the meetings will be by promoting them on campus. Please see the section below on ways to do this.
2. Always have an agenda – Layout how you want the meetings to go. Stick to the items on the list but make sure students are also not getting off topic. Always have a copy available for students ahead of time or at the beginning of the meeting
3. Make sure someone is taking minutes. This is the official record of the meeting and should include names and statements people say. This is so individuals can go back and get information about what was said if they forget in the future or didn't attend the meeting.
4. If the meeting is hybrid (in-person and through Zoom/Skype/GoogleMeet) make sure someone is monitoring the chat of the meeting.

Scheduling On-Campus Fund-raising Activities

Only recognized organizations may schedule fund-raising activities on campus. Each organization is limited to five on-campus fund-raising activities per semester and one fundraiser per day. This will include all types of sales and any activity to which admission is charged.

Canvassing or solicitations for funds, sales, or subscriptions from students are prohibited on the WVU Tech campus or in college buildings unless prior written permission shall first have been granted by the Office of Student Programs and Organizations

Outside vendors will not be permitted to use campus facilities unless a recognized organization wishes to sponsor the vendor. In this case, the vendor may show his/her merchandise only. Orders cannot be written nor can sales be made on college property without approval.

A student may show products (e.g. Avon, Tupperware) in his/her room only. No business can be transacted from residence hall rooms or public areas.

Any person, group or organization not properly authorized to engage in sales activity to students on the WVU Tech Campus, upon proper notice, shall be instructed by the Office of Student Programs and Organizations to cease operation until such time proper permission is granted for said sales activities.

An online registration form for fundraisers must be completed and submitted to the Office of Student Programs and Organizations 48 hours in advance.

Posting of Notices on Campus

Posters, notices, placards, bulletins, etc., shall be posted only in those locations on the campus clearly designated for such use (i.e. Bulletin Boards). Main glass doors to buildings may not have posters placed on them. Failure to observe this regulation may result in disciplinary action.

When appropriate, postings must be removed no later than 48 hours after the activity is announced in the posting by those who posted it. **Organizations are not to use departmental bulletin boards.**

Student Organization Funding

Student Government Association (SGA), Student Activities Board, and Student Organizations are funded by student activity fees that students pay as part of their Tuition and Fees. The amount of these funds may differ from year to year but will be announced at the beginning of every academic year. Student organizations must have a representative at every SGA meeting. Failure to have a representative may result in the loss of funding.

- First absence will result in a written warning to the campus president and advisor.
- Second absence will result in the inability to request mini-grants for the remainder of the academic year.
- Third absence will result in the loss of Startup Funds for the remainder of the academic year.

Payment for items using SGA funds must be done with a State P-Card. Only WVU Tech staff and faculty members are eligible to receive a P-Card. **Students are NOT eligible to receive a P-Card** and so must have their advisor or any staff/faculty member make payments for them.

Guidelines For Startup Funds

Student organizations must be registered each year with WVU Tech and have a Constitution on file with the Office of Student Programs and Organizations, prior to receiving any funds from the SGA.

Start-up funds are available each year for registered student organizations. These funds are allocated only after the Office of Student Programs and Organizations have received confirmation of an organization's registration. The President of the organization will be notified by email once these funds are available for the organization's use. Organizations also have the ability to request a further $150 in start-up funds should they be able to show need.

Under no circumstances is an organization allowed to spend this money until they have been notified that it has authorization to do so.

Start-up funds must be spent in a manner that will further the mission and goals of an organization and the quality of campus life for WVU Tech and its students.

Examples include:

- Events open to entire student body
- Registrations to conferences
- Events held on or off campus events open to all students.
- Rental vehicle rentals to be used for club purposes.
- Items that will further your organization at Tech.

This will not include:

- Closed events within the organization*
- Any event with alcohol
- Rental vehicles for personal purposes

*Events that provide food/decorations purchased with club funds must be open to entire student body.

Guidelines For Mini-Grants

Organizations may apply for mini-grants at an SGA Budget Proposal Meeting which occur every other Tuesdays when regular SGA meetings do not. No mini–grants requests will be considered unless an organization has registered to submit a mini-grant prior to the Budget Proposal Meeting.

The following information must be submitted in a mini-grant application:

- Organization Name
- Number of members
- Title of mini-grant
- Anticipated number of students who may be involved in event
- Individual responsible for submitting proposal
- Name, email, and phone number of organization President, Treasurer, Advisor
- Detailed description of request and purpose for request. If the request is for an event, include date time, and location of the event
- Explain how funds will further organization's mission and goals and the quality of campus life for WVU Tech students
- An estimated break down of costs (provide copies of item catalog/internet print outs to support estimated costs)
- Any additional information that would be beneficial for members of the budget committee to consider in making a decision about funding.

A model budget proposal can be found on the Student Organization Webpage

SGA Mini-Grant Proposals are open to public. Persons wishing to speak on the application under consideration by the SGA, other than the presenters, will have the chance to do so after the full presentation of the request.

Members of the Executive Board who are active members in the organization requesting funding or who feel that they cannot be objective in considering a funding request will remove themselves from consideration of the funding request. In the case of a tie vote, the highest ranking SGA Officer will become the deciding vote. SGA officers in rank order are President, Vice President, Secretary, Treasurer.

Generally, notification of decisions about mini-grant proposals will occur no later than the next SGA meeting. These notices will be will be made via email to the organization's president, treasurer, and on-campus advisor.

Mini-Grant decisions are made by the members of the SGA Executive Board.

- Normally, decisions are final, but an appeal may be made to the Senate. The Senate may overturn the decision of the budget committee by a ¾ vote of the entire Senate membership.
- Appeals may be made at any senate meeting after the notification of the decision of the budget committee.

Mini-grants will only be available to organizations that have at least one active member present at all SGA Senate meetings.

- Absences may be excused with a valid excuse. Excuses must be summited with 48 hours of the meeting to the SGA president.
  - Valid excuses may include sickness, vehicle accident, emergency, etc.
  - Questions about the validity of excuses will be decided at the next regularly scheduled SGA meeting.
- In the event of an unexcused absence, money previously allocated to the organization prior to the absence, will remain available but no further funds will become allocated to the organization for the remainder of the semester.
- Students may represent more than 1 organization at an SGA meeting.
- SGA officers may not represent another student organization.

Guidelines For Purchases

T-shirts purchased with SGA funds will bear the "Sponsored by Your SGA" somewhere on the shirt itself. Any design with this statement must be approved through the Student Government Association
If an organization wishes to use the WVU Tech name or logo, proper authorization must obtained from the Office of Relations and Communication. In addition, an approved university vendor must be employed to affix the WVU Tech logo to any item.

The SGA Executive Board and the Office of Student Programs and Organizations will not approve the unauthorized/inappropriate expenditure of SGA funds (including funds that were not approved by the executive board and funds expended not in accordance with state regulations regarding the use of P-Cards). Inappropriate expenditures will be the financial responsibility of the P-Card holder.

Please remember any time state funds, including the SGA funds, are spent, the following rules and other pertinent state laws and regulations must be followed.

West Virginia University Procurement Rules: http://pcps.wvu.edu/r/download/50217
Procurement, Contracting, and Payment Services Policies: http://adminfin.wvu.edu/policies/finance/pcps
West Virginia University State PCard Implementation & Compliance Guide:
http://pcps.wvu.edu/r/download/97290

Note to Advisors and P-Card Purchasers. -

If the funding stream is needed for SGA expenses, please contact the Office of Student Programs and Organizations. In addition to the itemized receipt, P-Card holders must attach the registration confirmation

(emailed to the organization President), if using Startup Funds or a copy of the emailed mini-grant approval if using mini-grant funds. Once the expenditures have been reconciled, they will be approved by the Dean of Students Office before being sent to the business office. A more in depth process is available in the Student Organization Advisor Manual

Unauthorized purchases will not be expensed from the SGA account and will be the financial responsibility of the P-Card holder.

Please remember, any time state funds, including SGA money, are spent, state law and university policies and procedures must be followed.

Creating a Bank Account for your Organization

The University does not provide student organizations with bank accounts. If your student organization needs a bank account, it is up to the organizational leaders to establish an account. When establishing a bank account, we recommend the following guidelines:

1. Student organizations should use their own EIN (Employer Identification Number) when establishing a bank account. Applying for an EIN may be completed on-line through the Internal Revenue Service at: Apply for an Employer Identification Number (EIN) Online | Internal Revenue Service (irs.gov)
2. Use of WVU's EIN is prohibited.
3. Student organizational funds should not be housed with the WVU Foundation.
4. University addresses may not be used as the permanent banking addresses for student organizations.
5. It is not recommended that student organizations use the Social Security number of an organizational leader, member, faculty member, or other WVU employee when establishing a bank account. Use of an individual's Social Security number should not be utilized on a student organization's bank account as the funds in the account may be treated by the IRS as part of that individual's assets and any earnings on the account will be deemed earnings of the individual for income tax purposes.

Vehicle Rentals

WVU Tech does not have vehicles for use for Student Organizations. It is recommended to use commercial vehicle rental companies such as Enterprise Rent-A-Car for this use. There is a discount for WVU entities available for Enterprise but payments must be submitted with a P-Card at the time of the rental. Student Organizations are not allowed to charge the rental to the WVU Tech Account.

SGA startup funds can be used or requested in a min-grant. The rental vehicle must only be used for club related purposes and not for personal use.

Part 2: Roles and Responsibilities of Advisors

Serving as a club or organization advisor is an important community building role on campus. Advisors decide to work closely with students who have specific interests or feel passionate for a topic, social role or area of study. Their willingness to assist the organizations to help carry out the mission of their group is a wonderful way to contribute to their development as well as the growth of the WVU Tech campus community. A more detailed manual can be found in the Resources section on the Student Organizations website.

Benefits of being an Advisor

- Opportunity to work closely with and know students outside of the office or classroom
- Chance to share knowledge and experience in specific areas of interest
- Reward of watching a group develop to its potential
- Feel satisfaction and proud to assist students carry out the mission of their group; meaningful contribution to the WVU Tech community
- Serve the University community in a meaningful way

Advisor Roles

Each advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is hoped that each Advisor will maintain some regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. However, Advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek. Given the myriad of purposes, activities, and objectives of various student groups, the role of the Advisor will vary in some degree between groups. The purpose of this section is to outline basic roles of an Advisor. As groups vary in their expectations and needs, it is important that the Advisor develop an understanding with the organization they are to represent as to the nature of their involvement. The Advisor and group should agree on a set of expectations of one another from the onset and should write this list down as a contract between the group and the Advisor.

Following are some of the roles the Advisor may assume:

- Mentor
- Team Builder
- Conflict Mediator
- Reflective Agent
- Educator
- Motivator
- Policy Interpreter

Part 3: Additional Resources

Student Organization Resources

WVU Tech Student Organizations Resources Page
Recruiting and Retaining Members

Advising Resources Online

Duke University Student Advisor Handbook
Advising Student Groups and Organizations
Student Advisor Workshop
Advisor Resources