

# Messiah College

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Student Organization  
Handbook

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For advisors and student leaders

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## **Introduction: Why Messiah College has Student Organizations...**

Student organizations are an essential part of Messiah College and are an integral part of the life of the College. The presence of a diverse group of organizations is in the best interest of the College and its students. Such organizations foster valuable experiences that have benefits for the individual student and for the College community.

### ***Benefits of Student Organizations to the Individul Student***

Involvement in a student organization is just one of many ways for Messiah students to get involved on campus. Research indicates that there are numerous benefits to involvement and reveals those students who are involved:

- Receive better grades and are more successful in their academic program.
- Are more likely to stay in school and graduate timely.
- Feel more satisfied with their college experience.
- Are more marketable when job searching and applying to graduate school.
- Develop valuable leadership and interpersonal skills.
- Develop stronger relationships with peers, faculty, and staff members.
- Integrate theory with practice in contextual settings.

### ***Benefits of Student Organizations to the Messiah College Community***

Student organizations provide a valuable service to Messiah College by promoting community spirit, activism, public service, and social and cultural interaction. Each year student organizations sponsor conferences, seminars, lectures, debates, cultural and social events, and fine arts programs. These activities allow Messiah students to meet and interact with local, state, nationally and internationally renowned scholars, artists, politicians, academicians and other professionals. Student organization members also spend countless volunteer hours each academic year participating in service projects for campus and community efforts.

The forming, leading and advising of student organizations is very important. While at first you may seem overwhelmed this manual has been compiled to assist you in your role as a student leader or advisor of a student organization at Messiah College. You are encouraged to use this material as a reference throughout the year and share it with other officers and/or members of your organization.

## Defining a Recognized Organization

Student organizations can be formed by any group of students currently enrolled at Messiah College that share a common interest and/or goal. While some student organizations have organizational ties to a specific academic department, this does not supersede or replace recognition. Student organizations while they may be sponsored or supported by a College department are by their very nature lead by and for students. The primary function of all student organizations should be to serve Messiah College students and the Messiah College community.

Messiah College encourages all student organizations to be recognized by the College. Recognition is a clear indication that the organization supports the mission, identity, and objectives of Messiah College. Student organizations and their activities are viewed as sponsored by the College as opposed to being conducted by the College. Only recognized student organizations are granted the privileges listed below. Messiah College's Cocurricular Education Committee has been charged with the responsibility and authority to recognize and oversee the operation of all campus organizations. Daily oversight occurs through individual organization advisors and through the Department of Student Programs.

## Privileges of Recognized Student Organizations

- a. The use of the College name, mascot (name and image), word mark, and letterhead.
- b. Reservation of classrooms and other spaces in College-owned property.
- c. Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts).
- d. Opportunity to advertise on campus (Channel 6, *Community News*, mass e-mails, College website, etc.).
- e. Approval for fund raising.
- f. Invitation to Information Opportunity Fairs and Admissions Open Houses.
- g. Official listing in College publications and yearbook.
- h. Administrative support for programming and event planning and execution.

## Starting a New Organization

There is a wide variety of student organizations at Messiah College, but if none of them interests you, you may want to start a new one. Creating an organization from scratch can be very challenging. To ensure success the Department of Student Programs provides students with the foundation needed to organize an effective student organization. Messiah College strives for strong, healthy organizations; organizations that can offer the membership positive and meaningful

experiences. The following recognition criteria and procedures apply to all student organizations except club sports and faith-related organizations, which have additional criteria and procedures.

### ***Criteria for Stating a New Organization***

A. All student organizations must demonstrate support for the educational mission, identity, values, outcomes, and Community Covenant of Messiah College. When reviewing organizations and determining if an organization should be recognized, the College's mission and identity, as well as the College wide Educational Objectives, will be compared to the stated mission, goals, and objectives of the petitioning organization.

B. Student organizations must have a well-developed plan for continued funding. There are four primary funding sources:

1. SGA allocations: (only if SGA grants the organization chartership - see next section for more information on chartership - or the SGA Finance Committee approves the organization' budget).
2. Fund-raising efforts by the organization (only if there is adherence to College fund-raising guidelines). See Appendix 6.1 for fundraising guidelines.
3. Funds from budgeted College departments who are cooperating with and/or sympathetic to the activities being carried out by an organization.
4. Tax-deductible donations can happen indirectly by means of a gift restricted to the program of a cooperating department existing within the College's operating budget.

C. Student organizations must demonstrate that they are providing a new opportunity for the College community. Every effort will be made to limit the number of organizations that have identical or very similar objectives. College departments that have similar goals and objectives must support and affirm the goals of the proposed student organization (e.g., Philosophy Club and Department of Philosophy; touring choirs and the Department of Music).

D. Organizations must provide evidence that there is ample student interest to support the organization.

E. Student organizations must demonstrate that they have the support of a full-time Messiah College employee that has agreed to serve as the advisor of the organization.

F. Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to submit a letter of recommendation from the College Ministries pastoral staff.

G. Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College students are required to submit a letter of recommendation from the Athletic Department.

### ***Procedures for Starting a New Organization***

A. Obtain and complete an Application for Recognition from the Office of Student Programs. The application will include the following:

- i. Organization's purpose statement.
- ii. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah College.
- iii. Names and roles of officers/leaders.
- iv. Example of organization's events and activities.
- v. Financial plan.
- vi. Written letter or signed advisor document confirming the full-time employee who is willing to serve as the organization's advisor.
- vii. A constitution/bylaws

B. Present the Application for Recognition to the Director of Student Programs. The Director of Student Programs will conduct an initial screening to determine if the guidelines have been followed. If the application is complete, it will be forwarded to the Cocurricular Education Council.

C. The application will be reviewed and subsequently approved or disapproved by the Cocurricular Education Council based upon the established criteria.

D. After receiving official recognition, student clubs may then apply for SGA chartership. This separate and distinct process is governed by the Student Government Association.

E. New student organizations for which the proposed primary purpose is Christian fellowship, teaching, worship, and/or theological exploration must include a letter of recommendation from the College Ministries pastoral staff.

F. New Student organizations for which the proposed primary purpose is athletic competition against non-Messiah College students are required to submit a letter of recommendation from the Athletic Department.

## **Yearly Procedures for Renewing Recognition**

By April 1 of each year, each organization will submit an application for recognition renewal. If an application for recognition renewal has not been received by the posted deadline, it will be presumed that the organization is terminated, and the organization will be removed from the roster of recognized organizations.

Student organizations that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to set up a meeting with a member of the College Ministries pastoral staff for a yearly review. The College Ministries Department will submit a letter of recommendation to Cocurricular Education Council regarding the future of the organization.

Student organizations that exist primarily for the purpose of athletic competition against non-Messiah College students are required to set up a meeting with the Associate Athletic Director for Operations for a yearly review. The Athletic Department will submit a letter of recommendation to the Cocurricular Education Council regarding the future of the organization.

## **Membership**

The opportunity for membership in all recognized organizations shall be open to any Messiah College student; therefore, Messiah College prohibits the establishment of secret societies and does not permit national or local social fraternities and sororities. Exceptions to the membership requirement include gender specific club sports and academic honor societies that have specific GPA requirements.

## **Hazing**

Messiah College and Pennsylvania Law prohibit hazing in any form. Hazing is any activity expected of someone joining a student organization, athletic team, or residence life group (or to maintain full status in a group, etc.) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. The term shall include, but is not limited to, any brutality of a physical nature, exposure to the elements, and forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual. It also includes any activity that subjects the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

All initiation activities are subject to the approval of the Director of Student Programs (student organizations) the Director of Athletics (intercollegiate teams) or the Director of Residence Life (residence life groups). This regulation governs on and off-campus initiation activities including privately owned facilities and/or property. Student organizations, athletic teams and residence life groups are responsible for any activity in violation of this policy by any individual or group affiliated with the organization, unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization, team, or residence life group. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it. Consent of those hazed will not be accepted as a defense for hazing activities.

The Associate Dean of Students in accordance with Messiah College Student Disciplinary Procedures will conduct administrative hearings of alleged violations of this policy. Violations of this policy may result in sanctions for the students involved as well as the entire student organization, athletic team, or residence life group. The severity of the sanctions for a hazing offense will be determined in proportion to the hazing activity. In addition to Messiah College's Anti-Hazing Policy, student organizations, athletic teams, residence life groups and/or individuals may be held responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, a third-degree misdemeanor punishable by up to a year's imprisonment.

### **Officer Eligibility**

Successful student organizations hold regular elections and/or appoint officers. These officers are responsible for the organization. All student organization officers at Messiah College must be full-time students in good standing and must not be on chapel, academic or disciplinary probation.

### **Constitution and By-laws**

Each student organization is required to create, maintain, and follow constitution/by-laws. A constitution is the basic framework of an organization. It should state the general operating procedures and policies of a group, which are not subject to change frequently. The by-laws contain a more detailed method of doing business and specific rules. For example, the constitution would establish that dues are a requirement for membership and would outline the method of determining the amount; and the by-laws would state the specific dues amount.

While each organization will have specifics relative to their organization, an example of constitution/by-laws is provided (appendix 1) and may be useful in the development of an organization's constitution/bylaws. This must be customized to meet your particular needs and purposes.

## **Club Sport Policies and Procedures**

### ***Relationship between Club Sport Organizations and Messiah College***

Club sport organizations at Messiah College are student organizations whose members meet regularly to pursue an interest in sport or physical activity that includes outside competition. All Club Sport Organizations at Messiah College must be recognized by the College in order for the organization to use the name Messiah College. Recognition is a clear indication that the organization supports the mission, identity, and objectives of Messiah College. Student organizations and their activities are viewed as sponsored by the College as opposed to being conducted by the College. This distinction has implications for both the tax deductibility of potential donations to student organizations and for the College's financial reporting. Finally, student organizations are not permitted to maintain off-campus bank accounts; rather they can obtain an account in the Business Office.

### ***Rights and Privileges of Club Sport Organizations***

Recognized Club Sport Organizations have the following rights and privileges:

- The use of the College name, word mark, and letterhead.
- Reservation of facilities and College-owned property (see Facility Scheduling Policy for Club Sport Organizations).
- Safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts).
- Opportunity to advertise on campus (Channel 6, *Community News*, mass e-mails, College website, etc.).
- Approval for fund raising.
- Invitation to Information Opportunity Fairs and Admissions Open Houses.
- Official listing in College publications and yearbook.
- Administrative support for programming, event planning and execution.
- There will be no athletic training services for club sports.

### ***Starting a New Club Sport Organization***

All new Club Sport Organizations must apply to the Cocurricular Education Committee for recognition. Materials are submitted to the Director of Student Programs. The application must include the following:

- 1. An Application for Recognition (This includes the following)**
  1. Organization's purpose statement.
  2. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah College.
  3. Names and roles of officers/leaders.
  4. Example of organization's events and activities.
  5. Financial plan.
  6. Constitution and By-laws

2. **A signed letter from a full-time employee who is willing to serve as the organization's advisor.**
  
3. **A letter of recommendation from the Athletic Department.** This recommendation will be based on a meeting with the Associate Director of Athletics for Operations. The student leaders must adequately address the following:
  1. There must be significant student interest;
  2. The club must compete against outside competition;
  3. The club must have a coach (non-student adult) and advisor (employee);
  4. The club must demonstrate they are ready to follow the criteria used to approve new organizations by the student programs office;
  5. The club must demonstrate they are ready and willing to represent Messiah College in a positive manner;
  6. The club must use an appropriate club logo. Teams will **not** be allowed to use the official Athletics logos and word marks. All club sports must have the word "club" on their uniforms – all uniform logos must be approved on their official uniforms, and any public attire, websites, etc. (i.e. Messiah Club Soccer)
  7. There must also be adequate facilities available. (Please see our facility scheduling policies and our facility usage policy attached).

The Director of Student Programs will present the Application for Recognition, the Advisor Letter and the Athletic Department's Letter of Recommendation to the Cocurricular Education Committee. These items will be reviewed by the committee and the organization may be recognized based upon the review of the submitted materials. After receiving official recognition, student organizations may then apply for SGA Chartership. This is a separate and distinct process that is governed by the Student Government Association.

### ***Maintaining Recognition Status***

By April 15 of each year, each Club Sport Organization will submit an application for recognition renewal, an annual written report summarizing the prior year's programming, names of the new officers and the advisor for the next year, any changes to the organization's structure or bylaws, and future plans and initiatives. If an application for recognition renewal has not been received by the posted deadline, it will be presumed that the organization is terminated, and the organization will be removed from the roster of recognized organizations.

The student leaders of the organization are required to meet with the Associate Athletic Director for Operations for a yearly review. The Athletic Department will submit a letter of recommendation to the Cocurricular Education Council regarding the future of the organization.

### ***Revoking of Recognition Status and Sanctions***

If a Club Sport Organization does not adhere to established College guidelines regarding fundraising, programming, and event planning, it may be removed from the list of recognized organizations. In addition, if an organization's practices are counterproductive to the College's mission and objectives, it may face sanctions or disciplinary action, and its status as a recognized organization may be revoked. In cases where responsibility needs to be determined, the organization's officers and advisor of the organization will have a hearing with the Director of Student Programs to determine responsibility and appropriate sanctions. Appeals can be made to the Cocurricular Education Council.

### ***The Role of Club Sport Organization Advisors***

1. To have a thorough knowledge of the nature and objectives of the organization.
2. To be enthusiastic about the organization and its purpose.
3. To mentor the organization's student leaders.
4. To attend important meetings of the organization and/or its committees.
5. To foster teamwork.
6. To serve as a liaison between the college and organization. To interpret Messiah College policy and procedure as needed.
7. To serve as a general resource for the group.
8. To communicate with the Director of Student Programs about any problems of the group.
9. To encourage participation of the entire group membership in activities and services of the organization.
10. To encourage the organization to identify itself as part of the whole campus community.
11. To encourage the organization to evaluate its objectives periodically, to determine how well they are achieving their goals, and how/if they should revise their goals for improvement of the organization.
12. To encourage good record keeping, professionalism, and sound financial and business practices.
13. To attend the yearly training sessions offered by the Office of Student Programs.

### ***The Role of Club Sport Organization Coaches***

1. To have a thorough knowledge of sport and to teach, coach and mentor students.
2. To attend all games, practices, contests and events.
3. To maintain CPR and First Aid Certification and to respond to injuries according to the Emergency/Injury Care Guidelines.
4. To encourage sportsmanship and Christian Character on and off the site of competition.
5. To communicate with organization officers and the advisor regarding long and short team goals and programming efforts.

## ***Travel and Transportation Policy***

1. Messiah College encourages all Club Sport Organizations to use the Messiah College Fleet when traveling. The Fleet Policy must be followed at all times.
2. If a Club Sport Organization rents vehicles it must be done in the name of Messiah College and payment must be with the Messiah College Purchasing Card. Vehicles should be rented from airport or full-service rental agencies. Never rent vehicles from remote pick-up or drop-off satellite sites, i.e., hotel lobbies, malls, etc. Report any damage or accidents to the rental agency as well as to the Department of Safety.
  - a) Employee Renting a Vehicle to Transport Students
    - i. Medical expenses of the driver-employee are covered under the college's worker compensation policy.
    - ii. Medical expenses of passengers are covered under their own or parents' automobile policy.
    - iii. Medical expenses of uninsured passengers are covered by the college's automobile insurance.
    - iv. Liability claims are the responsibility of the owner or lessee of the vehicle that caused the accident. If the vehicle that has been leased in the name of Messiah College causes the accident, the liability claim will be covered under the college's insurance.
  - b) Student (non-employee) Renting a Vehicle to Transport Students
    - i. Medical expenses of the driver-employee are covered under the college's worker compensation policy.
    - ii. Medical expenses of passengers are covered under their own or parents' automobile policy.
    - iii. Medical expenses of uninsured passengers are covered by the college's automobile insurance.
    - iv. Liability claims are the responsibility of the owner or lessee of the vehicle that caused the accident. If the vehicle that has been leased in the name of Messiah College causes the accident, the liability claim will be covered under the college's insurance.
3. If a Club Sport Organization chooses to travel using personal vehicles the following policies should be followed.
  - a) Employee Using a Personal Vehicle to Transport Students
    - i. Medical expenses of the driver-employee are covered under the college's workers compensation policy.
    - ii. Medical expenses of passengers are covered under their own or parents' automobile insurance.
    - iii. Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
    - iv. Liability claims are the responsibility of the owner of the vehicle that caused the accident.
  - b) Student (or non-employee coach) Using a Personal Vehicle to Transport Students
    - i. Medical expenses of the driver are covered under his/her own or parents' automobile insurance.
    - ii. Medical expenses of passengers are covered under their own or parents' automobile insurance.
    - iii. Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
    - iv. Liability claims are the responsibility of the owner of the vehicle that caused the accident.

## ***Personal Injuries and Insurance Information***

### **Liability Insurance**

The College maintains liability insurance for all recognized Club Sport Organizations. Students need to provide their own health insurance and are responsible for any and all medical costs incurred as a result of participating in a Club Sport Organization (see Medical Insurance information below).

### **Medical Insurance**

All Messiah College students are expected to maintain adequate medical insurance coverage. Many students are covered through a family insurance plan. For those students that are not covered by a family insurance plan, Messiah provides a voluntary student health insurance plan. The plan covers sickness, accidents, and major medical expenses for a 12-month period beginning August 1, 2007 and ending August 1, 2008. This 24 hour-a-day coverage includes all vacation periods and incidents related to club sports. In addition, basic services in the College Health Center are provided without charge whether you have this or another insurance plan. The Athletic Training Staff does not provide services, consultation and treatment for Club Sport Organizations.

### ***Emergency/Injury Care Guidelines***

1. No practice or event shall commence unless the coach is present.
2. The coach will be equipped with a 2-way communication device and first aid kit prior to the commencement of any practice or event.
3. Every coach must be First Aid/CPR-certified.
4. The coach is responsible to assess any injury occurring during a practice or event and to begin emergency treatment. If the injury occurs during an on-campus practice or event, the coach is to contact Dispatch immediately to report the injury. Dispatch will contact Department of Safety and/or emergency medical transportation. If the injury occurs during an off-campus practice or event, the coach is to contact emergency medical assistance or transportation as necessary.
5. No person who has sustained more than a minor injury will be allowed to return to his/her residence or be privately transported to a medical facility without the approval of Department of Safety.
6. The coach will report all injuries occurring during an off-campus practice or event to Dispatch.

## ***Missed Class Policy***

Messiah College recognizes that club sport organizations often have a significant positive effect on those students who choose to participate in them; however, missing academic programming (classes, labs, lectures, tests, etc.) in order to participate in club sport organizations is not good practice and should be avoided. Student leaders, advisors and coaches are encouraged to schedule all club sport organization activities so that academic responsibilities will not conflict with club sport organization activities. Students are reminded that when conflicts do occur, individual course regulations about class attendance are left to the discretion of the instructor. It is the prerogative of the individual instructor to decide whether students who miss academic programming will be granted make-up privileges. Students are always responsible to communicate with faculty members prior to the date and are always responsible for missed content, etc. Any arrangements are to be made between the student and the instructor. Faculty members are encouraged to contact the Club Sport Advisor if there are questions or concerns regarding this policy. For additional information regarding the class attendance policy, refer to the Messiah College Student Handbook.

## ***Facility Scheduling Policy***

### **Practices**

All Club Sport Organizations must seek approval for and schedule all practices through the Assistant Athletic Director of Facilities. There are facility constraints and limitations that prevent practice time and space for club sports; therefore, practice times and locations on campus will NOT be guaranteed.

### **Games, Tournaments, Meets and Competitions**

Home events are not guaranteed and must also be scheduled through the Assistant Athletic Director of Facilities. Facility constraints and competing priorities may limit the number and frequency of home events. Decisions regarding home events will be determined on a case by case basis and made by the Assistant Athletic Director of Facilities based on the Facility Scheduling Priorities.

### **Facility Scheduling Priorities**

Indoor Club Sports: Indoor athletic facilities are scheduled through the Conference Services Department in conjunction with the Athletic Department (Assistant AD for Facilities and Equipment). Indoor athletic facilities accessible to indoor club sports are limited to Brubaker Auditorium, Hitchcock Arena, and Fredricksen Natatorium.

Outdoor Club Sports: Outdoor athletic facilities are scheduled through the Athletic Department (Assistant AD for Facilities and Equipment) in conjunction with the Conference Services Department. Outdoor athletic facilities accessible to outdoor club sports are limited to the Rec Sports Field, Horseshoe Field, Upper Baseball Field, and Anderson Field. The lights on Anderson Field must be turned off daily by 10:00 p.m. The Athletic Department also reserves the right to move intercollegiate practices onto Anderson Field during previously scheduled club practices due to

poor weather and/or field conditions. Finally, indoor facilities will generally not be reserved for outdoor club sports.

### Priority of Scheduling

The priorities listed below outline the general hierarchy of event scheduling. The scheduling of facilities may be adjusted as needs and opportunities change, and it is inevitable that groups may be confronted with modifications that are less than desirable from their viewpoint. There may also be times when an event within a particular priority group is moved ahead or gets dropped below another priority group's event. Finally, an event that has been previously scheduled is not automatically cancelled or rescheduled simply because another higher priority group wishes to use the facility, although there are times when that may occur.

**Priority A**      Messiah Academic Activities

**Priority B**      Messiah-Sponsored Events

**Priority C**      Intercollegiate Activities

1. Athletic Contests
2. Intercollegiate Practices
3. Athletic Team-Sponsored Fundraisers
4. Outside Athletic Teams

**Priority D**      Recreational Sports

**Priority E**      Student Programs Sponsored Events (includes club sports, SAB, etc)

**Priority F**      General Public/External Events

The Athletic Department reserves the right to reject any request if there is a potential for damage or harm to the facilities. The Department also reserves the right to cancel events, limit play, or adjust times of facility/field usage due to facility conditions, renovation, or restoration.

## **Faith-Related Organizations Policies and Procedures**

Student organizations can be formed by any group of students currently enrolled at Messiah College that share a common interest and/or goal. While many organizations at Messiah College integrate faith with programming and life, some student organizations exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration. These organizations are required to submit a letter of recommendation from the College Ministries pastoral staff prior to being granted recognition. In addition, they are required to set up a meeting with a member of the College Ministries pastoral staff for a yearly review. The College Ministries Department will submit a letter of recommendation to Ccurricular Education Council regarding the future of the organization. Messiah College's Ccurricular Education Committe has been charged with the responsibility and authority to recognize and oversee the operation of all campus organizations. While daily oversight occurs through individual organization advisors and through the Department of Student Programs for those organizations that are deemed faith-related a close working relationship is desired between College Ministries, the student leaders and the organization's advisor.

## **Obtaining an SGA Charter**

Only recognized organizations can apply for SGA Chartership. A Messiah College chartered organization is one who has been recognized by the Student Government Association. Only chartered student organizations are eligible for funding from SGA. For instructions on the SGA chartership process, contact the SGA VP of Organizations.

## **The Role of the Advisor**

Messiah College deems it necessary for each recognized organization to have an advisor. To be an advisor, one must be a full-time employee at Messiah College Student organizations should endeavor to seek an advisor that has adequate time to dedicate to their respective organization. Advisors will not be approved if they are on a leave of absence or sabbatical during any part of their term as advisor.

Organizations should seek out professionals that are allied to, or have a professional interest in, their organization. Some organizations, in order to offer continued stability and to meet specific educational and developmental goals have permanent advisors. The relationship of the advisor will vary, not only with each organization, but from time to time within the group. Determining the expectations of an advisor is one of the most important tasks the organization and the advisor will perform. It is important that expectations are agreed upon and clearly defined early in the advising relationship to minimize confusion and increase effectiveness.

In general, advisors are responsible for the following three areas: responsibility to the group, responsibility to the individual, and responsibility to Messiah College.

### ***Responsibility to the Organization***

1. There must be opportunities for the education and personal development of students who participate as members and/or officers of student organizations.
2. The advisor should be well informed about all plans and activities of the group. This may be accomplished by attending meetings or consulting with student officers. (Note: Advisors should encourage documentation for all meetings and events presented by a student organization.)
3. The advisor should discourage domination of the group by any individual.
4. The advisor should be familiar with the history of the group and any major events and/or changes that have occurred within the organization.
5. The advisor should assist in the orientation of new officers.
6. The advisor is encouraged to attend events sponsored by the organization.
7. The advisor should offer assistance for sponsored events and must be willing to play a more active role if deemed necessary to insure the success of the event. The advisor should use discretion in this role and remember that students can often learn from experiences that are not completely successful. Therefore, it is highly recommended that advisors review/evaluate programs with their student organization(s).
8. The advisor should verify that the organization has registered all campus events and has reserved the necessary rooms and equipment.
9. The advisor should assist the organization in setting realistic goals and obtaining objectives for each academic semester and/or year.

### ***Responsibility to the Individual***

1. The advisor should encourage each individual to participate and plan group events.
2. Group members may need guidance as they try to decide to what degree they should participate in activities and/or events. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
3. The advisor should encourage students to challenge themselves and to accept responsibility for their actions in regards to their conduct and their group efforts.

### ***Responsibility to the College***

1. An advisor is a person who acts as a resource to student organizations, but also a person who is a professional. Thus, the advisor must guide the organization in accordance with the purposes and educational objectives of Messiah College.
2. An advisor is responsible for seeing that finances of the organization are handled properly.
3. An advisor must be aware of College policies and procedures.
4. An advisor should examine what their liability is to the student organization as well as what effect the programming and activities of this organization will have on the College. An advisor's common sense should prove to be efficient in handling most situations. Should an advisor have any doubt in their judgment or have questions regarding the liability of a student organizational event, they should contact the Director of Student Programs.
5. Advisors are required to attend the yearly training sessions offered by the Office of Student Programs.

### ***Advisor's Job Description Overview***

1. To have a thorough knowledge of the nature and objectives of the organization.
2. To be enthusiastic about the organization and its purpose.
3. To mentor the organization's student leaders.
4. To attend important meetings of the organization and/or its committees.
5. To foster teamwork.
6. To serve as a liaison between the college and organization. To interpret Messiah College policy and procedure as needed.
7. To serve as a general resource for the group.
8. To communicate with the SGA VP of Clubs and Organizations and the Director of Student Programs about any problems of the group.
9. To encourage participation of the entire group membership in activities and services of the organization.
10. To encourage the organization to identify itself as part of the whole campus community.
11. To encourage the organization to evaluate its objectives periodically, to determine how well they are achieving their goals, and how/if they should revise their goals for improvement of the organization.
12. To encourage good record keeping, professionalism, and sound financial and business practices.
13. Advisors are required to attend the yearly training sessions offered by the Office of Student Programs.

### ***Reflection Questions for Advisors***

While you are advising an organization, keep yourself in check by frequently asking yourself these questions:

- *Does my leadership allow the organization to figure things out on their own?*
- *Do I provide the necessary support to the organization while still giving them their autonomy?*
- *Does the organization seek me out for advice or consultation on important issues?*
- *Is the organization and its leaders growing from this experience?*

### ***Resigning from Advising***

There may come a time when an individual is no longer able to continue in their advisory role. Whether the reason is lack of time, waning interest, disagreement with the organization's direction or leaving the College, a person may choose to resign from advising. Since organizations are required to have an advisor, Student Programs will monitor those without an advisor until a new advisor is found. Once an advisor has made the decision to resign, they should

1. Talk with the organization's leadership and assist them, if possible in locating another advisor.
2. Notify the Office of Student Programs in writing, informing of them of the decision

## ***On-Campus Resources for Advisors***

### *Student Government Association*

Larsen Student Union  
[SGA@Messiah.edu](mailto:SGA@Messiah.edu)

### *Student Programs Office*

Larsen Student Union  
 Rob Pepper, Ph.D. Director of Student Programs  
[RPepper@Messiah.edu](mailto:RPepper@Messiah.edu)

### *Conference Services*

Eisenhower Campus Center  
 Heather Negley  
 Director of Conference & Event Services  
[HNegley@Messiah.edu](mailto:HNegley@Messiah.edu)

## **Planning Activities and Events**

The Conference Services Office serves Messiah College by scheduling all non-academic programs and activities, along with coordinating support services to those meetings, programs and activities. The following information is designed to assist members of the Messiah Community in event planning and scheduling. Listed on this page are the guidelines for procedures, deadlines, policies and special considerations.

### ***Room Request:***

The use of the campus facilities is available to student groups, college departments and college-sponsored groups. All use of space must be cleared prior to use. Request for use of space is made through sending an e-mail to [RoomRes@messiah.edu](mailto:RoomRes@messiah.edu) with the following info: Facility requested, dates requested, time needed to and from, number attending, your name, phone number, mailbox number, e-mail address, name of event or meeting, set up requirements.

Please allow for 2 working days to process all requests. Additional time is required for the following:

- Dining Services
- Extended building hours: 1 week prior to the event
- Major events: Concerts, Conferences, etc., 1 month prior to the event
- Outdoor and other large events: 2 weeks prior to the event

### ***Events Calendar Form:***

If your event includes any set up (tables, chairs, etc.), showing a film, serving food, fundraising, or you would like to advertise for the event, you will be required to fill out an Events Calendar Form in addition to the room request. This form can be picked up and turned in to the Conference Services Office (or mailed to Box 4510) 2 weeks prior to your event. If your event is approved, you will receive a signed/approved copy of this form in campus mail within a week. After your form has been approved, it will be placed on the web

calendar: <http://www2.messiah.edu/calendar> Please Note: You may not advertise for an event (through mass e-mail, posters, etc.) until you have received confirmation that your Events Calendar Form as been approved.

### ***Event Description:***

Approximately 6-10 days prior to your event, you will receive an Event Description via GroupWise e-mail. Please read the Event Description Form carefully. All details on it pertain to your event. The college staff will prepare the space, per the instructions on the Event Description Form. We recommend that you keep your copy of the Event Description Form on file until the event is complete.

### ***Support Services:***

The following support services are coordinated through the Conference Services office:

- Campus Events
- Audiovisual/sound
- Facility Services
- Department of Safety

The following are not supported through Conference Services:

- Laptops
- musical instruments
- ITS support.
- Food and Beverages

### ***Room Availability:***

Special permission is required for some academic rooms/buildings before activities can be scheduled. The Campus Events / Conference Services office will assist you or direct you in how to receive this permission when your room request is submitted.

- Residence Hall lounges are scheduled through the Resident Director of the particular building
- Athletic facilities including fields must be reserved for extracurricular activities.
- The computer labs are scheduled through ITS.
- The Lottie Nelson Dining Room, Private Dining Room, and Falcon Express are scheduled by Dining Services.
- The McBeth Alumni Center is reserved through the Alumni Office.
- The Climenhaga Homestead is reserved through the Development Office.
- The Larsen Student Union is reserved through the Student Programs Office.

### ***Helpful Hints***

- Schedule early: This will help you get the space best suited for your event and give you time to plan it thoroughly.
- Fill out forms carefully: Incomplete or illegible information will only delay processing your form.
- Have a second choice: When making a request, be prepared to have a second choice for both location and date.

- Cancellations/changes: Please remember to contact the office with changes or cancellations. Others may be able to use the room.
- Ask questions! When in doubt, Ask! For more information on activities or room scheduling, please contact the Conference Services Office at x7227

## **Fundraising Guidelines**

### **PREFACE**

Fundraising is defined as selling products or services with the intent of creating profit to offset expenses. (Examples include, carwashes, bake sales, ticket sales, flower sales, t-shirt sales, etc.) This policy applies to all Messiah College recognized student organizations. College departments and offices should refer to departmental or College Development guidelines.

### **GUIDELINES**

1. Only Messiah College recognized organizations can sponsor fundraisers. If a non-recognized student organization is interested in sponsoring a fundraiser, they should first pursue recognition status.
2. All fund-raisers that are conducted by student organizations must be approved by the organization's advisor and the Student Programs Office. The number and/or frequency of fund-raisers may be limited by the Student Programs Office so as not to deluge the student body with fund-raising requests.
3. Fundraisers will be approved by the Student Programs Office on a first-come, first-served basis. A student organization which feels that a particular fundraiser should be exclusive to their organization may appeal to the Student Programs Office for a decision to keep that fund-raiser exclusive.
4. All goods or services must be in harmony with the Community Covenant. For example: No nude, near nude or sexually explicit posters may be sold or given away on campus. T-shirts may not promote alcoholic beverages or the consumption of alcohol in picture or copy. No condoms may be sold or given away. The spirit of the law will be enforced in addition to the letter of the law.
5. Students may not be the sole signatory on contracts. Messiah College does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah College student organization must be signed by the Faculty Advisor for that group or by the Director of Student Programs.
6. Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated college storage space or operation.
7. Door-to-door and phone solicitation are prohibited both on and off campus.

8. Games of chance, lotteries and/or raffles are not permitted. This rule does not apply to things such as door prizes or promotions which are a part of another event for which the ticket or product is being purchased.
9. Participation in pyramid type clubs and/or chain letters is prohibited.
10. Trustees, alumni, parents and off-campus individuals and groups are not to be contacted for raising funds purposes without the approval of the Development Office (examples include letters to alumni, parents, area businesses, churches, etc.) Requests may be for supplies, gift certificates, cash, or gifts in kind. The Development Office oversees all types of solicitations and ensures donors get receipts in a timely manner, are thanked, and receive updates on what their funds are accomplishing. Messiah College will not process checks and give tax receipts for unapproved fundraisers.
11. Use of the Messiah College word mark and letterhead must be approved by the Publications Office.
12. Advertising may not take place until written approval is obtained. On-campus advertising must have the approval of the person in charge of the proposed advertising area. Off-campus advertising must have the approval of the Director of Public Relations.
13. Violations of any of these guidelines by a recognized student organization may result in forfeiture of funds raised and/or a disciplinary hearing with the Director of Student Programs. Appeals can be made to the Co-Curricular Education Committee. In the event that funds are confiscated or a fine is issued, the funds shall be donated to a worthy cause with preference given to Summer Missions.

## **Speakers, Artists and Performers Policy**

As a Christian college, Messiah College is committed to the concept of liberal learning. We welcome exposure to a variety of intellectual perspectives and artistic expressions while retaining the belief that these perspectives and expressions must be evaluated from a Christian worldview. Hence, officially recognized College student organizations may invite speakers, artists, and performers to campus who can foster intellectual, emotional, spiritual, or artistic growth. All reasonable points of view may be presented as long as the opportunity for dialogue exists. While the cultural and educational values of programs are important in determining their appropriateness for campus presentation, the College recognizes the legitimate need for entertainment and leisure time in campus life. When taken together, speakers, artists, and performers should offer a balanced and well-constructed series of events and programs. The following guidelines apply to student organizations that desire to sponsor speakers, artists, and performers.

1. The selection of speakers, artists, and performers should be in harmony with the Philosophy of Cocurricular Engagement with Popular Culture. More information on this philosophy can be found at [http://www.messiah.edu/offices/student\\_affairs/pop\\_culture/](http://www.messiah.edu/offices/student_affairs/pop_culture/).

2. Speakers, artists, and performers should be selected for their ability to do one or more of the following in ways that are consistent with the goals of the College and of the sponsoring organization: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.
3. Programs should be selected in a way to both challenge and nurture a dynamic Christian learning community.
4. The speaker, performer, or artist and their views should be treated respectfully.
5. Disagreement with the presenter or their ideas should be expressed in an appropriate manner.
6. Excellence and quality in presentation are expected.
7. The sponsoring organization's advisor and the Office of Student Affairs must approve the event prior to making an offer, signing a contract, and advertising. (See Appendix II)
8. The advisor of the sponsoring organization is responsible for informing the organization of these guidelines. The Director of Student Programs will settle all disputes related to speakers, artists, and performers that are sponsored by student organizations.

## **Appendix I: Sample Constituion and By-Laws**

For your convenient reference, a suggested format and sample constitution and by-laws have been prepared. The sample is only an example to follow. It is not to be used as a “fill-in” form. If you need further assistance, contact the Office of Student Programs.

### **SUGGESTED FORMAT FOR CONSTITUTION**

PREAMBLE

ARTICLE I. NAME & PURPOSE

ARTICLE II. MEMBERSHIP

ARTICLE III. QUORUM

ARTICLE IV. OFFICERS, QUALIFICATIONS & DUTIES

ARTICLE V. ELECTIONS OF OFFICERS

ARTICLE VI. IMPEACHMENT AND VACANCIES

ARTICLE VII. FACULTY/STAFF ADVISOR

ARTICLE VIII. DUES

ARTICLE IX. MEETING

ARTICLE X. COMMITTEES

ARTICLE XI. RULES OF ORDER

ARTICLE XII. BY-LAWS AND AMENDMENTS

ARTICLE XIII. RATIFICATION

SAMPLE CONSTITUTION  
 CONSTITUTION FOR (NAME OF ORGANIZATION)  
 at Messiah College

**PREAMBLE**

**Introductory Statement of Purpose**

**ARTICLE I. NAME & PURPOSE**

**Section A.** The name of the organization should reflect the nature of the organization and cannot imply limited or discriminatory membership. The name of the organization shall be \_\_\_\_\_ at Messiah College.

**Section B.** The purpose(s) of the organization should be listed. Use descriptive verbs that apply to your organization's purpose. The purpose of (*name of organization*) shall be the following:

1. To provide....
2. To assist.....
3. To participate....
4. To promote...

**ARTICLE II. MEMBERSHIP**

*(Types of membership, requirements for membership, and a non-discrimination statement should be listed)*

**Section A.** General membership shall be open to all undergraduate students. *(Specify requirements: currently enrolled at Messiah College.*

**Section B.** Members are considered in good standing *(list requirements – if they have paid they have paid their dues, attend at least (\_\_\_) meetings per semester, etc.)* Only members in good standing can vote.

**Section C.** Non- Discrimination Statement: Membership must be open to all Messiah College students.

**ARTICLE III. QUORUM**

A quorum of membership for voting purposes shall be reached when (\_\_\_%) of the general members are present. *(A quorum is usually a simple majority of members, but can be 2/3, 3/4, etc. Two thirds quorum is suggested.)*

**ARTICLE IV. OFFICERS, QUALIFICATIONS AND DUTIES**

*(List the officer's positions, qualifications for holding office, and duties of their offices.)*

**Section A.** List the officers of the organization.

**Section B.** Qualifications of the officers

**Section C.** The Duties of the officers shall be as follows:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Other Officers

**ARTICLE V. ELECTIONS OF OFFICERS**

*(List the term of office, nomination, vote counting, installation, and special election processes.)*

**Section A.** The term of office shall be *(one year, one semester, etc.)* beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

**Section B.** Nominations shall take place on *(day of election, the week of, month preceding election, etc.)*

**Section C.** Votes shall be counted by *(advisor suggested)*\_\_\_\_\_.

**Section D.** Installation of new officers shall take place *(week of month, semester)*\_\_\_\_\_.

**Section E.** Special elections shall be held if a vacancy occurs. The elections should occur within \_\_\_\_\_

*(days, weeks)* of vacancy. Members shall be notified by *(how notified and how much advance notification...phone, mail, email, direct contact, etc.)*

## ARTICLE VI. IMPEACHMENT AND VACANCIES

*The process of impeachment of an officer, committee chairs, and filling vacancies should be stated.*

### Section A. Impeachment of Officers

1. Charges may be brought against an officer by any member of the organization. It will take a unanimous vote of the executive committee, excluding the accused officer, to impeach.
2. The impeachment officer shall then be provided due opportunities for defense. (*suggested two weeks preparation.*)
3. A 2/3 vote of the voting body is then required to effect the resignation of the officer.

### Section B. Filling Vacancies

1. All vacancies in elected positions shall be filled for the remainder of the expired term.
2. If one or more officers are unable to assume or continue with their duties, the remaining officers shall hold a special election to fill those vacancies under the guidelines for elections in this document. In the event that such an election cannot be held within a reasonable amount of time due to the College not being in session, the remaining officers shall appoint the replacement with the advice and counsel of the advisor.

## ARTICLE VII. ADVISOR

*State the procedure for selecting a advisor. Duties and responsibilities should be included.*

The group shall have an advisor who is interested in the purpose of and gives counsel to the organization. The advisor must be a full-time employee at Messiah College. The advisor is selected or appointed on an annual basis by the majority of the organization's general membership. The advisor serves as an ex officio member and does not vote. The advisor responsibilities include the following:

1. To have a thorough knowledge of the nature and objectives of the organization.
2. To be enthusiastic about the organization and its purpose.
3. To mentor the organization's student leaders.
4. To attend important meetings of the organization and/or its committees.
5. To foster teamwork.
6. To serve as a liaison between the college and organization. To interpret Messiah College policy and procedure as needed.
7. To serve as a general resource for the group.
8. To communicate with the SGA VP of Clubs and Organizations and the Director of Student Programs about any problems of the group.
9. To encourage participation of the entire group membership in activities and services of the organization.
10. To encourage the organization to identify itself as part of the whole campus community.

- 11. To encourage the organization to evaluate its objectives periodically, to determine how well they are achieving their goals, and how/if they should revise their goals for improvement of the organization.
- 12. To encourage good record keeping, professionalism, and sound financial and business practices.
- 13. Advisors are required to attend the yearly training sessions offered by the Office of Student Programs.

**ARTICLE VIII. DUES**

Provisions for membership fees, dues, and assessments, if there are to be any, they should be set in detail: (*How often dues are expected to be paid, collection and handling procedures, delinquent membership dues, how the amount of dues will be determined, etc.*) The provision for the organization’s account, should the organization become inactive or folds should be included (e.g., donate to \_\_\_\_\_ charity, scholarship fund, etc.)

**Section A.** Dues collection (*if any, when: academic year, semester, month, etc.*)

**Section B.** Dues shall be set at the beginning of each academic year by recommendation of the officers and vote by the voting body.

**Section C.** Delinquent membership dues.....

**Section D.** If the organization becomes inactive or folds, the remaining funds in the account will be donated to....

**ARTICLE IX. MEETINGS**

*Provisions for setting regular meeting times, stipulations for calling special meetings, and the officers which have the authority to call special meetings should be included.*

**Section A.** Meetings shall be held regularly at a time to be specified by the organization at the beginning of each (*academic year, semester, week of the month, etc.*) There should be at least (*indicate minimum # of meetings per semester*) \_\_\_\_\_ meetings per semester.

**Section B.** Special meetings may be called by the (*President, combination of officers and advisor, etc.*) Notifications, how, when?

**ARTICLE X. COMMITTEES**

*Names of standing committees, if any should be listed. Include the method of choosing the chairpersons and committee members, the duties of the committees, and provisions for creating ad hoc committees.*

## **ARTICLE XI. RULES OF ORDER**

*A provision for some accepted rules of order for parliamentary procedure, such as "Robert's Rules of Order" should be provided.*

Robert's Rules of Order shall be used as a guide by the presiding officer in all situations not covered by the provisions of the constitutions.

## **SUGGESTED FORMAT FOR BY-LAWS**

ARTICLE I.	DUES
ARTICLE II.	MEETINGS
ARTICLE III.	COMMITTEES
ARTICLE IV.	AMENDMENTS AND BY-LAWS

## **ARTICLE XII. BY-LAWS AND AMENDMENTS**

State requirements for adopting by-laws and amendments to your constitution. All amendments are subject to final approval by the Committee on Student Organizations.

### **Section A.** By-Laws

1. By-Laws may be created by *(officers, members with recommendations from the officers, etc.)*
2. By-Laws must be in accordance with this constitution as amended.
3. By-Laws must be sponsored by at least 2 (two) persons, one being an officer, committee chair, etc.

**Section B.** By-Laws shall be adopted by a (2/3, 3/4, etc.) vote of the voting body. *(2/3 suggested)*

## **ARTICLE XIII. RATIFICATION**

This section should state the requirements for ratification of the newly formed organization.

This constitution shall be enforced upon ratification by a (2/3, 3/4, etc.) of the voting body, and upon approval of this constitution by the Committee on Student Organizations. *(2/3 suggested)*

**SAMPLE BY-LAWS**

**BY-LAWS FOR (name of organization)**

**ARTICLE I. DUES**

**Section A.** Dues will be (*specify amount*) per (*semester, year, month, etc.*)

**Section B.** Dues will be collected by (*specify meeting day, e.g. second meeting each semester, etc.*)

**Section C.** Dues will be delinquent if not collected by (*specify day, meeting, etc.*)

**ARTICLE II. MEETINGS**

**Section A.** General membership meetings will be held (*specify date, time, etc.*)

**Section B.** Officers will meet (*specify time, day, etc.*)

**ARTICLE III. COMMITTEES**

**Section A.** Ad Hoc Committee

**Section B.** The purposes of the ad hoc committees are the following:

**ARTICLE IV. AMENDMENTS TO BY-LAWS**

**Section A.** Amendments to the by-laws may be presented by any member in good standing.

**Section B.** Amendments to the by-laws shall be adopted by a ( $2/3$ ,  $3/4$ , majority, etc.) vote of the voting body.  
( $2/3$  suggested)

# Appendix II: Off Campus Speaker/Performer Request Approval Form

**Proposed Speaker/Performer Information:**

- Name \_\_\_\_\_ Position/Organization \_\_\_\_\_
- Email \_\_\_\_\_ Phone \_\_\_\_\_
- Topic/Purpose: \_\_\_\_\_  
\_\_\_\_\_
- Media Involved?                    \_\_\_ Yes                    \_\_\_ No
- Public invited to attend?            \_\_\_ Yes                    \_\_\_ No
- Is this a political event?            \_\_\_ Yes                    \_\_\_ No
- If yes, will it be bipartisan?        \_\_\_ Yes                    \_\_\_ No

**Campus Information:**

- Proposed Date \_\_\_\_\_ Time \_\_\_\_\_
- Room/Space Requested \_\_\_\_\_
- Planning Team Members: \_\_\_\_\_  
\_\_\_\_\_
- Advisor's Name \_\_\_\_\_
- Speaker Approval Requested By: Name \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

The Office of Student Affairs will process this request with the relevant offices and respond to the advisor/student leader. In order for Campus Events to assign a room for the speaker, you will need to provide this form with the Dean of Student's signature.

Dean of Students \_\_\_\_\_

Date \_\_\_\_\_