MESSIAH UNIVERSITY
Student Government Association

MESSIAH UNIVERSITY
STUDENT ENGAGEMENT

Student Organizations Handbook

For advisors and student leaders

Revised August 9, 2024

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1.) COMMONLY USED ABBREVIATIONS

Commonly used abbreviations used throughout the handbook:

Cocurricular Education Council (CEC)
Conference and Event Services Office (CES)
Student Government Association (SGA)
Office of Student Engagement (OSE)
Student Organizations (clubs)

2.) INTRODUCTION: WHY MESSIAH UNIVERSITY HAS STUDENT ORGANIZATIONS

This Clubs handbook is to be used as a reference for student leaders and advisors of Messiah University organizations (clubs). This handbook is updated annually, based on the current-year Student Handbook and the Student Government Association Governance Manual. **All information in this handbook is derived from these two sources and primarily defers to the Student Handbook and secondarily the Governance Manual.**

Student organizations (clubs) are an important part of campus life at Messiah University. The presence of a diverse group of clubs is in the best interest of the University and its students. Such clubs foster valuable experiences that have benefits for the individual student and for the campus community.

Benefits of Student Clubs to the Individual Student

Involvement in a club 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 that 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 in a timely manner.
- 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 CLUBS TO THE MESSIAH COMMUNITY

Clubs provide a valuable service to Messiah by promoting community spirit, activism, public service, and social and cultural interaction. Each year student clubs sponsor and attend 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, academia researchers and other professionals. Club members also spend countless volunteer hours each academic year participating in service projects for campus and community efforts.

The forming, leading and advising of clubs is very important. While at first you may seem overwhelmed, this handbook is to assist you in your role as a student leader or advisor of a club at Messiah. 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.

3.) MEMBERSHIP

The opportunity for membership in all recognized clubs will be open to any Messiah student; therefore, Messiah 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.

4.) HAZING

Messiah University and Pennsylvania Law prohibit hazing in any form. Hazing is defined by the Pennsylvania Hazing Law as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, 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, and shall include any activity which would subject the individual 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 any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.”

Hazing is considered a misdemeanor of the third degree if the conduct results in, or creates a reasonable likelihood of, bodily injury. When the hazing results in serious bodily injury or death and (1) the actor acts with reckless indifference to the health or safety of the victim or (2) the actor causes, coerces or forces the victim to consume alcohol or drugs, this will be considered aggravated hazing and will be a felony offense. Protection from criminal prosecution will be provided to an individual who makes an immediate report of hazing in order to obtain medical attention for the victim.

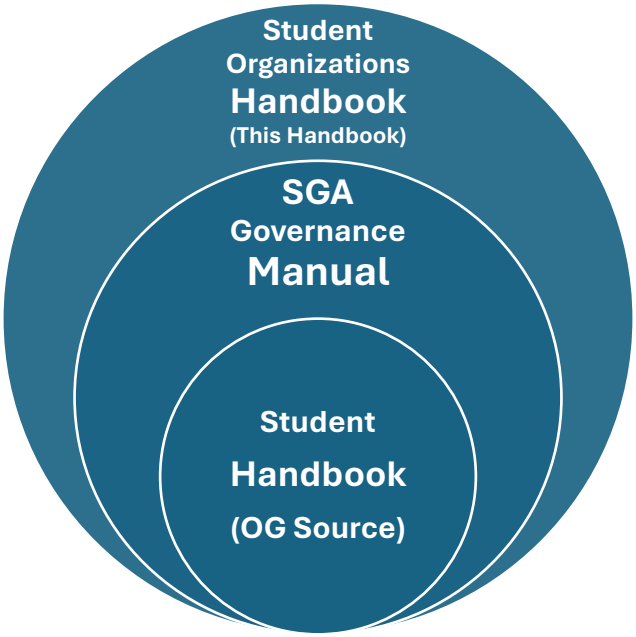
All initiation activities are subject to the approval of the Director of Student Engagement (student organizations), the Athletics Director (intercollegiate teams) or the Director of Residence Life (residence life groups). This regulation governs on and off-campus initiation activities including privately 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 Dean of Students in accordance with Messiah University student disciplinary procedures will conduct investigations and if warranted, 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 University's AntiHazing Policy, student organizations, athletic teams, residence life groups and/or individuals may be held responsible for criminal misconduct in violation of the Pennsylvania Hazing Law, a third-degree misdemeanor punishable by up to a year’s imprisonment. Click here for more information about Pennsylvania’s Hazing Law.

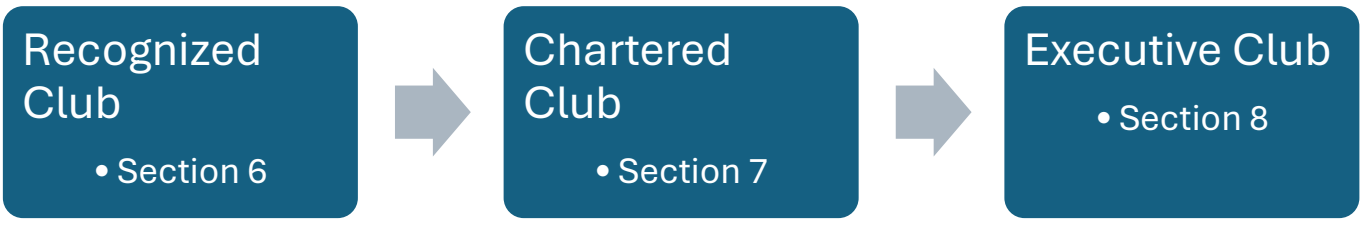
5.) STARTING A NEW CLUB

There is a wide variety of clubs at Messiah, but if none of them interests you, you may want to start a new one. Creating a club from scratch can be very challenging. To ensure success, SGA and OSE provide this handbook to students to be a foundation needed to organize an effective club. Messiah strives for strong, healthy clubs; clubs that can offer the members positive and meaningful experiences. The following recognition criteria and procedures apply to all clubs except Club Sports and faith-related clubs, which have additional criteria and procedures.

The Student Handbook outlines the minimum requirements for starting a new club. SGA requires additional evaluation criteria as determined by the Student Body President's Cabinet and the Student Senate. This handbook goes into further detail for starting and maintaining eligibility to remain a club and/or organization.



All clubs start as "recognized" after receiving approval from the Co-Curricular Education Council. Recognized Clubs receive privileges, outlined in Section 6. After 1 year of being at and fulfilling the criteria for a recognized organization, recognized organization may apply to chartered status, as space allows, in addition to fulfilling all eligibility criteria in Section 7. After 5 consecutive successful years of being at a chartered status, a chartered organization may apply for executive status, if they fulfill the other eligibility criteria outlined in Section 8.



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CRITERIA FOR STARTING A NEW CLUB

a. All student organizations must demonstrate support for the educational mission, identity, values, outcomes, and Community Covenant of Messiah University. The Vice President of Organizations and Director of the Office of Student Engagement shall primarily use these standards to assess the petitioning organization's stated mission, goals, and objectives.
b. Demonstrate novelty and originality in the involvement opportunity offered to the Messiah University community.
c. Provide evidence for ample student interest in the organization through a petition containing fifteen current student signatures.
d. Student organizations must have a well-developed plan for continued funding. There are four primary funding sources:
    i. Student Government Association (SGA) allocations (only if SGA grants the organization chartership and the SGA Finance Committee approves the organization's budget). Please note this is not available within the first year of recognition.
    ii. Fundraising efforts by the organization (only if there is adherence to University fundraising guidelines).
    iii. Funds from budgeted University departments who are cooperating with and/or are supportive of the activities being carried out by an organization.
    iv. Indirect tax-deductible donations can happen indirectly by means of a gift registered to the program of a cooperating department existing within the University's operating budget.
e. Secure the support of a full-time Messiah University employee to serve as an organizational advisor. Advisors must have experience relevant to the club. Clubs seeking an exception must submit a request for approval to the Co-Curricular Educational Council. Relevance is defined according to the self-classification of the club by the following standards:
    i. Academic clubs must have an educator serve as their advisor.
    ii. Campus Activities clubs must have an educator, or an employee with expertise in the activity serve as their advisor.
    iii. Cultural clubs must have an educator, or employees with experience in facilitating multicultural and intercultural experiences serve as their advisor.
    iv. Faith clubs must have an, or employees with expertise in the specific ministry serve as their advisor.
    v. Performing and Fine Arts clubs must have an educator, or employees with extensive experience in the specific field of arts serve as their advisor.
    vi. Service clubs must have an educator, or an employee with experience in community outreach serve as their advisor.
    vii. Special Interest clubs must have an educator serve as their advisor.
    viii. Club Sports must have an educator, or an employee within the Athletics Department serve as their advisor.

ix. Media clubs must have an educator, or an employee with a background in the club's particular media field serve as their advisor.

f. Receive written support from University departments with similar foci, goals, or objectives as current or prospective organizations for recognition.
   i. 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 University Ministries pastoral staff.
   ii. Student organizations that exist primarily for the **purpose of athletic competition** against non-Messiah University students are required to submit a letter of recommendation from the Director of Community Wellness Initiatives and Campus Recreation.
   iii. Student organizations that exist primarily for the **purpose of community service, missions, or support of external non-profit organizations** (i.e., fundraising, campus chapters, etc.) are required to submit a letter of recommendation from the Agapé Center for Service and Learning staff.

PROCEDURES FOR STARTING A NEW CLUB

1) Complete an Application for Recognition from OSE found here: Link

The application will include the following:

a. Organization's purpose statement
b. Statement that demonstrates how the proposed organization supports the mission and objectives of Messiah University
c. Names and roles of proposed organizational student leadership
d. List of potential organization activities or events
e. Financial Plan
f. Written support from proposed advisor and other Messiah University employees/departments as outlined on **page 8, section f**
g. Signatures from at least 15 students demonstrating interest in the organization
h. A proposed organizational constitution and by-laws

2) Present the Application for Recognition to the SGA Vice President of Organizations and the Director of OSE. The VP of Organizations and Director of OSE will conduct an initial screening of the application with the applicant(s) and, if complete, will present the application to the CEC.
3) The application will be reviewed, and approved or denied by the CEC. The CEC reviews applications twice a year (at their meetings in November and March) or as needed.

6.) RECOGNIZED CLUBS/ORGANIZATIONS (GM § 8.2)

Currently enrolled students at Messiah may choose to form a club that shares a common interest and/or goal. While some clubs have organizational ties to a specific academic department, this does not supersede or replace recognition. Clubs, while a University department may support them, are by their very nature student-led. The primary function of all clubs should be to serve Messiah students and the Messiah community.

Messiah requires clubs to seek recognition by the University. Recognition is a clear indication that the club supports the mission, identity, and objectives of Messiah. Recognized clubs receive privileges outlined in the next section and the University sponsors the activities and programming by the clubs. Messiah's Cocurricular Education Committee (CEC) is responsible and has authority to recognize and oversee the operation of all campus clubs. Daily oversight occurs through individual club advisors, Student Government Association (SGA) and the Office of Student Engagement (OSE). All recognized organizations are bound to certain responsibilities and are guaranteed certain privileges.

REQUIREMENTS/RESPONSIBILITIES OF RECOGNIZED STUDENT CLUBS

1. Adhere to the Characteristics of all Student Organizations
2. Regularly and consistently communicate with the Vice President of Organizations and SGA as necessary.
3. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.
4. Submit any proposed organization-specific governance changes to the Vice President of Organizations and Director of OSE for review and approval by the Finance & Organizations Committee.
5. Annually renew recognition in accordance with Section ___ by April 15. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for continued recognition.
6. Adhere to policies in section 11, titled, "Performance Evaluations of Organizations."

PRIVILEGES OF RECOGNIZED STUDENT CLUBS

a. The use of the University name, mascot (name and image), word mark, and letterhead
b. Reservation of classrooms and other spaces in University-owned property
c. An official safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts)
d. Recognition and advertisement as an official Messiah University organization
e. Time and support of the Student Body President's Cabinet through the Vice President of Organizations for programming, event planning, and event implementation

f. Administrative support for programming and event planning and execution
g. Opportunity to advertise on campus (official network email account, mass emails, University website, etc.)
h. Official Messiah University email address.
i. Invitation to Opportunity Fairs for current and/or prospective students
j. Able to fundraise (must be approved)
k. Official listing in University publications and yearbook

PROCEDURES FOR RENEWING STATUS

By April 15 of each year, every student organization will submit an application for renewal to the Office of Student Engagement, which may require but is not limited to; an annual 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, an accurate student involvement roster (including fall and/or spring semester membership), and future plans and initiatives. If an application for renewal has not been submitted 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 for the upcoming academic year.

7.) CHARTERED CLUBS/ORGANIZATIONS (GM § 8.3)

Any Recognized organization President can request a meeting with the Vice President of Organizations to discuss the chartering process. If a meeting occurs, the Vice President of Organizations will ensure the interested organization knows the chartering process as outlined below.

ELIGIBILITY REQUIREMENTS

To be eligible for chartering, applying student organizations must meet the following criteria:

7 Continued fulfillment of the Recognized organization criteria found in 6
8 Maintain Recognized status for at least one year.
9 Written evidence of regular meetings held at least monthly and a significant level of student interest as determined by the Vice President of Organizations.
10 Consistent, strong student leadership, including an active organizational student leader dedicated to the organization's financial well-being (e.g., a treasurer).
11 Evidence of excellence as a Recognized organization.

In addition to the above eligibility requirements, SGA has also established a formula to determine if there is capacity for additional chartered organizations. There shall be one (1) Chartered organization for every 60 full-time students. The Chartered organization cap equals the total number of enrolled students divided by current Chartered Organization Ratio (which is 60). In the case of a decimal, the number always rounds up. No organizations may receive a charter unless space within that cap exists.

PROCESS FOR OBTAINING CHARTERED STATUS

Chartering requires an initial application submitted to the Finance & Organizations Committee containing documentation of current club leadership, a petition of thirty current undergraduate student signatures in support of the club, a letter of recommendation from the club advisor, and any other additional recommendations as required in **Section 5**. This initial application requires a majority vote from the Finance & Organizations to continue the chartering process. Initial applications are due by October 1 during the fall semester and by March 1 during the spring semester.

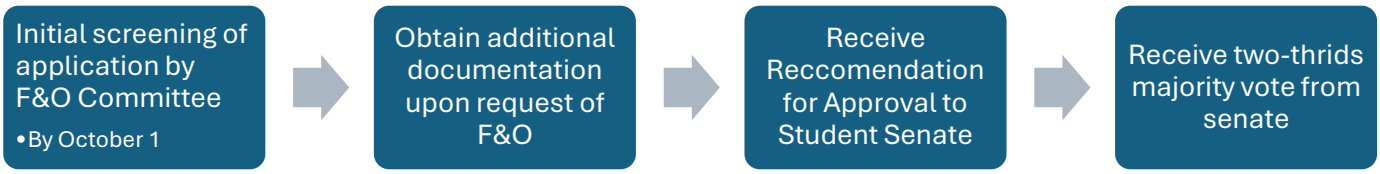
If initially approved, an organization has one month from notification to submit additional materials provided by the Vice President of Organizations for review by the Finance & Organizations Committee. These materials include written demonstration of the organization's fulfillment of the eligibility requirements listed in Section 5, updated governing organization documents, including the

organization constitution, and written information on organizational purpose, goals, objectives, and proposed activities.

After the organization has submitted these additional materials, the Finance & Organizations Committee shall decide whether or not to recommend the organization for approval by the Student Senate. This recommendation requires a majority vote If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial.

If circumstances warrant an immediate decision, the Vice President of Organizations, with the approval of the Student Body President and Student Body Vice President, can waive any of the above requirements and accelerate the chartering process for an organization for approval by a two-thirds majority vote of the Student Senate.

After approval by the Finance & Organizations Committee, an organization with developmental status may receive an SGA charter with a two-thirds majority vote of the Student Senate. To propose a vote, the organization must demonstrate their ability to continue meeting the requirements stated above, as well as evidence of consistent membership and responsible handling of finances. Failure to receive a charter through the Student Senate automatically results in the discontinuation of the chartering process. If not approved, the organization shall retain its recognized status and will be eligible to reapply for chartering one year after their denial. If approved, the SGA charter shall take effect immediately except for any SGA-budgeted funds, which would need to be requested and approved during the following semester.



PROCEDURES FOR RENEWING STATUS

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Student organizations that were required to seek the approval of a particular office or department, as part of their recognition, must continue to receive approval from that office/department as part of their recognition. See section 5 for details.

REQUIREMENTS/RESPONSIBILITIES OF CHARTERED STUDENT CLUBS

a. Completely comply with all SGA financial policies, including wise usage of SGA funds without material variances from budgeted funding amounts.
b. Attend mandatory Student Senate meetings through a selected organization representative. If the delegated representative cannot attend, a proxy must attend in their place.
c. Adhere to the Characteristics of all Student Organizations
d. Regularly and consistently communicate with the Vice President of Organizations and SGA as necessary.
e. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.
f. Submit any proposed organization-specific governance changes to the Vice President of Organizations and Director of OSE for review and approval by the Finance & Organizations Committee.
g. Hold regular meetings, events, or activities at least once a month and maintain sufficient student membership, consisting of those who regularly attend these events.
h. Annually renew recognition in accordance with Section 9 by April 15. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for continued recognition.
i. Show Satisfactory or Superior performance in Evaluations per section 11, (Appendix C in SGA Governance Manual) titled, “Performance Evaluations of Student Organizations.”

PRIVILEGES OF CHARTERED STUDENT CLUBS

a. Eligibility for a budget funded by the SGA Student Activities Fee which greatly enhances the organization’s capacity to provide quality events on campus.
b. Additional support from the Student Body President’s Cabinet, particularly through the Vice President of Organizations and Vice President of Finance. c. Ability to provide input into important SGA and University-wide decisions and create real change from original ideas through the Student Senate.
c. The use of the University name, mascot (name and image), word mark, and letterhead
d. Reservation of classrooms and other spaces in University-owned property
e. An official safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts)
f. Recognition and advertisement as an official Messiah University organization

g. Time and support of the Student Body President's Cabinet through the Vice President of Organizations for programming, event planning, and event implementation
h. Administrative support for programming and event planning and execution
i. Opportunity to advertise on campus (official network email account, mass emails, University website, etc.)
j. Official Messiah University email address.
k. Invitation to Opportunity Fairs for current and/or prospective students
l. Able to fundraise (must be approved)
m. Official listing in University publications and yearbook

LOSS OF CHARTER STATUS

All chartered organizations are subject to review by the Finance & Organizations Committee by the recommendation of the Student Body President. If the committee determines the organization is not meeting the expectations outlined in previous sections or acts contrary to Messiah University or SGA purposes or policies, the following process are possible as defined in the Governance Manual:

a. Loss of Charter
b. Probation
c. Suspension
d. Dissolving of Organization
e. Adjusting Executive Organization Status

8.) EXECUTIVE CLUBS/ORGANIZATIONS (GM § 8.4)

Any Chartered organization President can request a meeting with the Vice President of Organizations and Student Body President to discuss the process for achieving executive organization status. If a meeting occurs, these individuals will ensure the interested organization knows the process for becoming an executive organization as outlined below.

ELIGIBILITY REQUIREMENTS

To be eligible for achieving executive status, applying student organizations must meet the following criteria:

a. Continued fulfillment of the Chartered organization criteria, found in Section 7.
b. Maintaining chartered status for at least five consecutive years.
c. Demonstration of a broad organizational focus and impact (i.e., organization does not have a niche audience, but has a wide influence on campus
d. Desire from the general student population for the increased presence of the organization's mission, services, and programming on campus.
e. Clear and strong partnership or collaboration with a preexisting Messiah University department, organization, or office, especially in the form of a dedicated and compensated advisor.
f. Demonstration that organizational strategic operations and values extend to embed and encompass the SGA purpose, the Messiah University mission statement, and seven main objectives:
    i. Service
    ii. Intellectual Development
    iii. Spiritual Development
    iv. Leadership Development
    v. Community Life
    vi. Resource Management
    vii. Communication
g. According to precedent, most executive organizations have developed from a coalition of organizations with similar goals and visions or directly out of the Student Body President's Cabinet.
h. Show Satisfactory or Superior performance in Evaluations per section 11, (Appendix C in Governance Manual) titled, "Performance Evaluations of Student Organizations."
i. for Charted organizations. To be eligible for chartering, applying student organizations must meet the following criteria:
j. Continued fulfillment of the Recognized organization criteria found in 6
k. Maintain Recognized status for at least one year.
l. Written evidence of regular meetings held at least monthly and a significant level of student interest as determined by the Vice President of Organizations.

m. Consistent, strong student leadership, including an active organizational student leader dedicated to the organization's financial well-being (e.g., a treasurer).
n. Evidence of excellence as a Recognized organization.

PROCESS FOR OBTAINING EXECUTIVE STATUS

If a Chartered organization wishes to achieve executive status and meets the previously stated requirements and definitions, then the organization's leadership shall express such a desire in a formal notification to the Vice President for Organizations before fall break. The Vice President of Organizations shall meet with the organization's leadership and explain the processes and expectations herein and advise the leadership on potential next steps.

After meeting initially with the Vice President of Organizations within the timeframe allowed, the organization's leadership shall develop a proposal explaining why they believe they qualify for executive status. This proposal will be submitted to the Vice President of Organizations no later than the start of Thanksgiving Break. Proposals submitted after this date shall not be considered until the following fall semester.

The Vice President of Organizations shall in turn circulate the proposal to the following groups:

12 Leadership Council
13 the Student Body President's Cabinet
14 the Finance & Organizations Committee.

Each group will receive a "blind" application, meaning that they shall not be notified of the recommendations made by either of the other two groups. This action shall be taken no later than Christmas Break. Upon receiving a proposal within the appropriate time frame mentioned above, each group shall evaluate the proposal based on the criteria above and develop a recommendation for Student Senate (either recommend approval or recommend denial). These recommendations should be completed no later than the Friday of the second full week in February.

Any organizations seeking executive status that have received at least two positive recommendations from any of the three groups identified will present their application to Student Senate no later than Spring Break. If two or more groups recommend that the application be denied, then the application will be considered null. In this case, the organization submitting the proposal may be eligible to apply for executive status the following year.

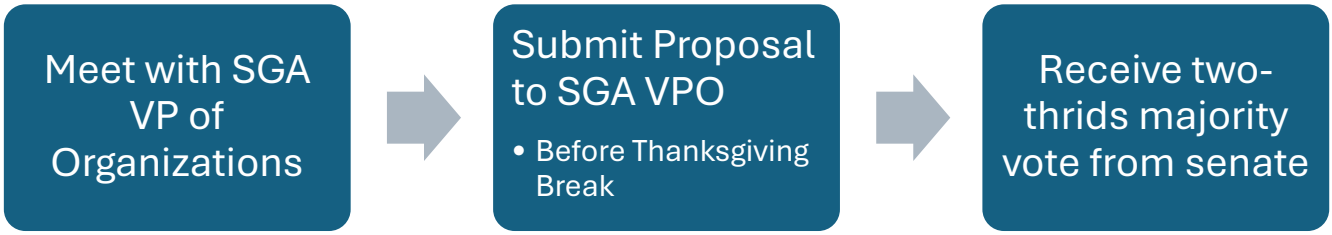
If the organization does receive the necessary recommendations, Student Senate will receive the following documents:

15 The organization's application for executive status
16 Leadership Council's Recommendation
17 The Student Body President's Cabinet's recommendation
18 The Finance & Organizations Committee's recommendation

Student Senate will decide via a vote whether to approve or deny the application. This vote should be informed by the recommendations made above but does not need to abide by any one particular recommendation. A two-thirds majority vote is required to pass the proposal.

If the application is denied by Student Senate, the organization will continue functioning as a Chartered organization and may be eligible to apply for executive status the following academic year. No appeals process may be followed in the current year.

Should an organization receive the Student Senate's approval; the organization shall officially begin full executive organization status the following fall semester with invitations to the Leadership Retreat as available. Immediately following Student Senate approval, an organization representative must meet monthly with the Vice President of Organizations till the end of the academic year to ensure the organization transitions smoothly. The organization chief executive shall also serve on Leadership Council and collaborate with the Student Body President for the rest of that academic year.



REQUIREMENTS/RESPONSIBILITIES OF EXECUTIVE STUDENT CLUBS

a. Because of executive organization activities' far-reaching nature, the chief officer of each executive organization serves as a member of Leadership Council in order to foster awareness and support among the leaders of SGA.
b. The chief officer of each executive organization is required to present to the Student Senate once each semester.
c. An executive organization must have an established relationship with a Messiah University department or office, and their advisor must have their advisory role included in their official Messiah University job description.
d. An executive organization must exhibit increased loyalty to SGA and Messiah University as a whole.
e. Completely comply with all SGA financial policies found in the Governance Manual, including wise usage of SGA funds without material variances from budgeted funding amounts.
f. Attend mandatory Student Senate meetings through a selected organization representative. If the delegated representative cannot attend, a proxy must attend in their place.
g. Adhere to the Characteristics of all Student Organizations

h. Regularly and consistently communicate with the Vice President of Organizations and SGA as necessary.
i. Provide a report each month on organization operations in a format to be determined by the Vice President of Organizations.
j. Submit any proposed organization-specific governance changes to the Vice President of Organizations and Director of OSE for review and approval by the Finance & Organizations Committee.
k. Hold regular meetings, events, or activities at least once a month and maintain sufficient student membership, consisting of those who regularly attend these events.
l. Annually renew recognition in accordance with Section 9 by April 15. Each element of renewal applications will be subject to review by the Co-Curricular Education Council. Acceptance of the application is at the discretion of the Council, SGA, and Office of Student Engagement. Acceptance is necessary for continued recognition.
m. Show Satisfactory or Superior performance in Evaluations per section 11, (Appendix C in SGA Governance Manual) titled, "Performance Evaluations of Student Organizations."

PRIVILEGES OF EXECUTIVE STUDENT CLUBS

a. Executive organizations are eligible to financially compensate their student leaders to offset the opportunity costs of dedicating time and energy to serving the student body. Executive organizations are eligible to apply for, but not guaranteed, SGA-paid leadership positions. These positions may either be funded via the SGA Student Leader Fellowship Grant or sponsored from the Executive Organization's operating budget.
    1. In order to deter financial motives for applying for executive status, executive organizations shall only be permitted to request up to three paid positions upon initial instatement as an executive organization.
    2. After one year as an executive organization, the organization may apply for additional paid positions through the regular governance review process.
b. Certain executive organizations may wish to apply for a fixed percentage of the budget in order to guarantee a relatively consistent budget. Executive organizations are eligible for, but not guaranteed, a fixed percentage of the Student Activities Fees available.
    1. In order to deter financial motives for applying for executive status, only organizations that have held executive status for a year or more shall be permitted to apply for a fixed percentage of the incoming Student Activities Fees.
    2. If an executive organization has not yet secured or elects not to secure a fixed percentage, they are to receive SGA funding for their

budgets in the same manner as Chartered organizations—on a line-by-line basis pending the approval of the Vice President of Finance

c. Executive organizations are eligible to carry over their budget of Student Activities Fees from fall to spring semester
d. Core executive organization leaders receive invitations to the annual Leadership Retreat, sponsored by the Office of Student Engagement.
e. Core executive organization leadership positions also meet the qualifications to serve as an experience for the Experiential Learning Initiative (ELI). Student leaders shall work with their organization's advisor to fulfill this requirement.
f. Eligibility for a budget funded by the SGA Student Activities Fee which greatly enhances the organization's capacity to provide quality events on campus.
g. Additional support from the Student Body President's Cabinet, particularly through the Vice President of Organizations and Vice President of Finance. c. Ability to provide input into important SGA and University-wide decisions and create real change from original ideas through the Student Senate.
h. The use of the University name, mascot (name and image), word mark, and letterhead
i. Reservation of classrooms and other spaces in University-owned property
j. An official safekeeping accounts at the Business Office (student organizations are not permitted to maintain off-campus bank accounts)
k. Recognition and advertisement as an official Messiah University organization
l. Time and support of the Student Body President's Cabinet through the Vice President of Organizations for programming, event planning, and event implementation
m. Administrative support for programming and event planning and execution
n. Opportunity to advertise on campus (official network email account, mass emails, University website, etc.)
o. Official Messiah University email address.
p. Invitation to Opportunity Fairs for current and/or prospective students
q. Able to fundraise (must be approved)
r. Official listing in University publications and yearbook

LOSS OF EXECUTIVE STATUS

All executive organizations are subject to review by the Finance & Organizations Committee by the recommendation of the Student Body President. If the committee determines the organization is not meeting the expectations outlined in previous sections or acts contrary to Messiah University or SGA purposes or policies, the following process are possible as defined in the Governance Manual:

f. Probation
g. Suspension
h. Dissolving of an Executive Organization
i. Adjusting Executive Organization Status

PROCEDURES FOR RENEWING STATUS

By April 15 of each year, every student organization will submit an application for renewal to the Office of Student Engagement, which may require but is not limited to; an annual 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, an accurate student involvement roster (including fall and/or spring semester membership), and future plans and initiatives. If an application for renewal has not been submitted 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 for the upcoming academic year.

9.) SGA BUDGETTING PROCESS (GM § 9)

All Chartered and Executive Clubs and Organizations have the privilege to request a budget from SGA. The procedures and requirements are found in Section 9 of the SGA Governance Manual

FORMULA FOR BUDGETTING

The total amount of the budget is based off of enrolled students on "Snapshot Day" every semester. This is calculated using the following formula:

# of Full-Time, Residential Students	X	Full Student Activity Fee	=	TOTAL RESIDENTIAL FEE
# of Full-Time Commuter Students	X	Half of Student Activity Fee	=	TOTAL COMMUTER FEE
				SUM = Total SGA Budget

The SGA Vice President of Finance, along with the Finance and Organizations Committee creates the budget by considering the following items in order of priority:

1. Student Leader Fellowship Grant
2. Fixed Costs
3. Executive Club Fixed Percentage
4. Chartered Organizations

The following formula is used to calculate the budget available for Chartered Clubs/Organizations:

$$
\begin{aligned}
&Total\ SGA\ Budget \\
&-Student\ Leader\ Fellowship\ Grant \\
&-Fixed\ Costs \\
&-\ Executive\ Club\ Fixed\ Perecentage\ (\%\ Applied\ after\ Fixed\ Costs\ \&\ Grant) \\
&=\ Budget\ for\ Chartered\ Organizations
\end{aligned}
$$

STUDENT LEADER FELLOWSHIP GRANT (GM § 9.2)

The SGA Student Leader Fellowship Grant should be viewed as recognition from the student body for service rendered by student leaders. This monetary award is intended to offset the costs of dedicating time and energy to serving the student body. Section 9.2.3 of the SGA Governance Manual contains the current allocations of the grant to each position.

This includes the allocations for the Student Body President and Pulse Summer Manager to work on campus, over the summer, as defined in Section 9.2.7 of the SGA Governance Manual.

FIXED COSTS (GM § 9.3.3.1.1)

a. **$3,000.00** per semester will be allocated to the SGA Professional Development SGA Grant Program (see Section 9.9 in the SGA Governance Manual). Any surplus or deficit from the fall semester grant money shall transfer to the spring program. Grant money shall not transfer between academic years.
b. **$4,000.00** per semester will be allotted to the Dean of Experiential Learning to support leadership development opportunities for students, including the annual Student Leadership Retreat and the end-of-year Student Leader Recognition and Appreciation Ceremony.
c. **5.0 percent** of only those incoming Student Activities Fees paid by commuter students will be allocated to Commuter Services. Any balance, including a negative one, will roll over from the fall semester to the spring semester.
d. **$1,000** per semester will be allotted to provide for two student leaders— preferably the incoming SGA Student Body President and the incoming Vice President for Diversity Affairs -- to participate in the Returning to the Roots of Civil Rights bus tour operated by The Common Ground Project and supported by Messiah University each summer.
e. **$2,500** will be taken from both the operating budget of SGA and SAB each semester, totaling $5,000 per semester, in order to compensate a Graduate Assistant in the Office of Student Engagement to support the work of all SGA clubs and organizations, as well as the work of the Office.

EXECUTIVE CLUB FIXED PERCENTAGES (GM § 9.3.3.1.1)

The percentages should be applied to the balance of the total SGA Budget after Any balance, including a negative one, will roll over from the fall semester to the spring semester.

a. **24.0 percent** of incoming Student Activities Fees will be allocated to the Student Activities Board (SAB).
b. **12.35 percent** of incoming Student Activities Fees will be allocated to The Service Opportunity Leaders.
c. **12.0 percent** of the incoming Student Activities Fees will be allocated to The Pulse.
    i. This percentage includes the majority of costs for yearbooks for seniors, which will be mailed to all seniors for $15 (See Governance Manual)
d. **10.4 percent** of the incoming Student Activities Fees will be allocated to the Multicultural Council (MCC).
e. **6.0 percent** of the incoming Student Activities Fees will be allocated to The Student Government Association (SGA).
f. **2.0 percent** of the incoming Student Activities Fees will be allocated to Minds Matter.
g. **5.75 percent** of the incoming Student Activities Fees will be allocated to Student Ministries.

BUDGETTING APPLICABLE TO ALL ORGANIZATIONS (GM § 9.3.2.2)

The following items must be completed by each organization's President and/or Treasurer in in order to receive a budget for the current academic semester. If an item cannot be performed by the organization's President and/or Treasurer, a proxy representative must be approved by the Vice President of Finance or the Vice President of Organizations at least 24 hours in advance. The responsibilities of each organization are as follows:

a. Attend a budgeting workshop held by the Vice President of Finance and Vice President of Organizations.
b. Submit a line-by-line semester budget to the Finance & Organizations Committee.
c. Submit a fall budget reconciliation after the conclusion of each semester (pertains to spring budgeting only).
d. Attend an individual budget meeting with the Vice President of Finance and Vice President of Organizations.
e. Attend the budget approval Senate meeting and vote on the proposed balanced budget.

The following topics will be taken into consideration during the budgeting process and may influence the overall allocation that the Finance & Organizations Committee approves:

a. How often does the club/organization meet to engage in club activities?
b. How well does the club/organization impact the overall student body of Messiah University?
c. How well does the club/organization involve the off-campus community?
d. How well does the club/organization fulfill its mission and constitution along with the overall purpose of SGA?
e. How financially responsible is the club/organization?
f. How well does the club/organization communicate with SGA?

BUDGET NON-NEGIOTABLES (GM § 9.3.2.1)

Certain items in a club's budget are non-negotiable, because they are established in Section 9.3.2.1 of the SGA Governance Manual. For further questions and explanation, email sgatreasurer@messiah.edu or reference the Governance Manual. See the table below for budgeting non-negotiables which are applicable to all SGA Clubs and Organizations:

Subject	SGA Governance Manual Section
Travel	9.3.2.1.1
Speaker and Guest Gifts and Pay	9.3.2.1.2
Fundraising for Chartered Organizations	9.3.2.1.3
Refreshments	9.3.2.1.4
Registration Fees	9.3.2.1.5
Conferences	9.3.2.1.6
Equipment	9.3.2.1.7
Special Interest Housing	9.3.2.1.8
SGA Grants	9.3.2.1.9

10.) FUNDRAISING

Clubs at Messiah may choose to fundraise as a part of their activities. It is important to keep in mind the dual purposes of fundraising in this context:

- Fundraising gives clubs the opportunity to sell goods or services to generate a profit that will cover expenses incurred in fulfilling the mission and purpose of the club.
- Fundraising gives clubs members the educational opportunity to contemplate stewardship and philanthropy in a realistic context. Students are encouraged to fundraise reflectively, considering how their club and event fit into the greater context of the University, contribute to its mission, and invite various constituents to participate in their work.

Per the SGA Governance Manual, Student Clubs and Organizations may use any revenue generated however they see fit, without scrutiny by the Vice President of Finance. The use of this revenue, however, is still bound to University Policy.

Because Messiah, as a non-profit entity, conducts significant advancement efforts for its operations at-large (annual giving, special campaigns, etc.) in and around the community, and due to the large number of clubs on campus, it is important for student leaders and advisors to consider the impact of their individual efforts. Club fundraising guidelines enforced include:

GUIDELINES

Only Messiah officially recognized clubs can sponsor fundraisers.

The organization's advisor and OSE on a first-come, first-served basis must approve all fundraisers that are conducted by clubs. Fundraisers will be limited in the number and/or frequency of fundraisers by OSE so as not to oversaturate the student body with fundraising requests.

In order to receive approval for fundraisers clubs must fill out the following form: Club Special Events Form

All goods and services must be in harmony with the mission and values of Messiah, Community Covenant, and Student Code of Conduct. The spirit of the law will be enforced in addition to the letter of the law at the discretion of the Director of OSE, in consultation with the Association Dean of Students. Clubs conducting fundraisers with the express purpose to donate funds or resources to outside causes or clubs must work to ensure funds are handled appropriately and are directed
toward causes/organizations that are consistent with the mission of Messiah. Club advisors are responsible for ensuring appropriate handling of funds. The SGA VP of Finance must also approve of fundraisers being conducted by clubs.

Students **may not** be the sole signatory on contracts. Messiah does not recognize contracts signed by students alone as binding. All contracts for any recognized Messiah clubs must be signed by the advisor for that group or by the Director of OSE.

Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated University storage space or operation.

Trustees, alumni, parents, and off-campus individuals and groups are not to be contacted for raising funds without the approval of the Office of Development (e.g., letters to alumni, parents, area businesses, churches, etc.). Requests may be for supplies, gift certificates, cash, or gifts in kind. Messiah will not process checks or give tax receipts for unapproved fundraisers. Additionally, door-to-door and phone solicitations are prohibited both on and off campus.

Advertising of a fundraiser may not take place until written approval is obtained. On-campus advertising must adhere to the Student Handbook advertising policy. Off-campus advertising must have the approval of the Director of Marketing and Communications. The Office of Marketing and Communications must approve use of the Messiah word mark and letterhead.

Due to an Upper Allen Township ordinance regarding water run-off to the water stream, there will be no car washes held on Messiah University property.

Regarding bake sales: If Messiah University funds are being used to purchase non-potentially hazardous food to sell, a Catering Exception form must be completed and approved by the Catering department and is reviewed on a case-by-case basis for approval. If a bake sale of non-potentially hazardous food is conducted without Messiah University funds being used the Catering department still needs to be made aware of food sales taking place on campus to ensure these actions do not take away from revenue opportunities for Messiah University. By filling out this form, the Student Involvement and Leadership Programs office can properly notify the Catering department on your club's behalf.

Violations of any of these guidelines by a recognized club may result in forfeiture of funds raised and/or a disciplinary hearing with the Director of OSE. CEC will hear appeals. Funds confiscated or issued will be donated to a worthy cause with the preference given to Service Trips.

11.) PERFORMANCE EVALUATIONS OF ORGANIZATIONS (GM APPENIX C)

CONTEXT & PURPOSE

In accordance with SGA's purpose and objectives, we assert the value inherent in employing a system to clearly and fairly evaluate organizations throughout the academic year. Currently, there does not exist a robust system through which to set goals and evaluate organizations on specific criteria. We believe that the consistent evaluation of organizations will aid in provision of the highest quality programming for all students, and that specifying areas for evaluation and required check-ins throughout the year will help to set a focus and outlook for each organization based upon their unique needs.

These evaluations may affect both budgeting decisions and considerations for moving upward through the three organizational tiers. These evaluations will not serve as the only factor in these decisions, but rather a guide to help both SGA and the organization remain accountable and reliable with respect to the expectations, goals, and guidelines set forth.

REQUIREMENTS & PROCESS

1 Timetable
   a. The Vice President of Organizations shall review the expectations, rubrics, and implications of performance evaluations during the Finance & Organizations Workshop each semester.
   b. Chartered and Executive organizations shall be required to have three meetings during the academic year for progress checks, including
      i. a first meeting during their fall budget meeting and
      ii. a second meeting during their spring budget meeting and
      iii. a third meeting by mid-April with current and future leadership.
   c. Recognized organizations may choose to participate in these progress checks. While not required, they may be taken into future consideration regarding potential promotion of the organization.
2 Expectations
   a. The Vice President of Organizations shall distribute the evaluation rubric to all organizational leadership members prior to budget meetings, allowing sufficient time for review.
   b. Organizational leadership should enter the meeting prepared with multiple goals, themes, outcomes, and/or events that will be tracked throughout the semester.
   c. The Vice President of Organizations shall send out the completed evaluation from the past meeting prior to the next meeting
3 Categories of the Evaluation
   a. Fiscal Responsibility: The organization…
      i. requests an appropriate portion of funding at the start of each semester.
      ii. effectively stewards their funding.

iii. communicates effectively with the Office of Student Engagement for questions or changes pertaining to finances.
iv. submits their budget, reconciliation, reimbursements, and advances in a timely and accurate manner.

b. Communication: The organization…
   i. responds in a timely manner to SGA correspondence (both written and verbal) related to budgeting, performance, reporting, etc.
   ii. informs SGA of any significant changes to their finances, organizational leadership, planned activities, etc.

c. Campus Engagement: The organization…
   i. engages the student body both broadly and deeply.
   ii. strives for increased participation each semester.
   iii. maintains the required monthly minimum of events or meetings.
   iv. cultivates a sense of community among both leadership and membership.

d. Attendance and Participation: The organization…
   i. actively participates in all required SGA meetings including Extended Forum meetings of the Student Senate, the Involvement Fair, etc.

4 Grading Criteria

a. All organizations will be evaluated in each category by the Vice President of Organizations and Vice President of Finance and receive one of the following four marks:
   i. Superior
   ii. Satisfactory
   iii. Needs Improvement
   iv. Unsatisfactory

12.) THE ROLE OF THE CLUB ADVISOR

Because of the significant role that clubs play in the educational experience, Messiah requires each recognized club to have an advisor. An advisor must be a full-time employee at Messiah. Clubs should seek an advisor that has adequate time to dedicate to their respective club. Employees should not be on leave of absence or sabbatical during any part of their advisory term. Clubs should seek out professionals that are allied to, or have a professional interest in, their club.

The role and function of the advisor will vary, not only with each club, but also at times within a single club. Determining the expectations between the advisor and student is one of the most important tasks the club will perform. Clearly defined and agreed upon expectations of the advisor early in the relationship are important to minimize confusion and increase effectiveness. Advisors are responsible for the following three areas:

1) Responsibility to the club
2) Responsibility to the individual
3) Responsibility to Messiah

Ultimately, club advisors have final authority on matters of programming, content, and events, and may withhold approval on such protocols as the Virtual EMS, Off-Campus Speaker form, or formal contracts (note: only advisors may legally sign contracts on behalf of a club or Messiah). Submit disagreements or appeals to the Director of OSE, who shall mediate any matters with the club leadership and advisor.

To offer stability and to meet specific educational and developmental goals, executive clubs have permanent advisors whose official University position descriptions mandate this role.

ADVISOR'S RESPONSIBILITY TO THE CLUB

The advisor of a club should:

- Pursue opportunities for the education and personal development of students who participate as members and/or officers of student club.
- Be informed about all plans and activities of the group. Accomplish this by attending meetings or consulting with student officers. (Note: advisors should encourage documentation for all meetings and events presented by a student club.)
- Discourage domination of the group by any individual.
- Be familiar with the history of the group and any major events and/or changes that have occurred within the club.
- Assist in the orientation of new officers.
- Attend events sponsored by the club.
- Offer assistance for sponsored events and must be willing to play a more active role if deemed necessary to ensure the success of the event.
- Review/evaluate programs with their club, encouraging reflection and learning.

- Verify that the club has registered all campus events and has reserved the necessary rooms and equipment.
- Assist the club in setting realistic goals and obtaining objectives for each academic semester and/or year.

ADVISOR'S RESPONSIBILITY TO THE INDIVIDUAL

The advisor of a club should:

- Encourage each individual to participate and plan group events.
- Seek to assist the students in maintaining a balance between the academic, cocurricular, and other aspects of student life. Club members may need guidance as they try to decide to what degree they should participate in activities and/or events.
- Encourage students to challenge themselves and to accept responsibility for their actions in regards to their conduct and their group efforts.

ADVISOR'S RESPONSIBILITY TO THE UNIVERSITY

The advisor of a club should:

- Guide the club in accordance with the purposes and educational objectives of Messiah.
- Be aware of the handling of the club finances.
- Be aware of University policies and procedures.
- Examine what their liability is to the club as well as what effect the programming and activities of this club will have on the University. 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 club event, they should contact the Director of OSE.
- Advisors attend training offered by OSE.

ADVISOR'S JOB DESCRIPTION OVERVIEW

- Have a thorough knowledge of the nature and objectives of the club.
- Be enthusiastic about the club and its purpose.
- Mentor the club's student leaders.
- Attend important meetings of the club and/or its committees.
- Foster teamwork.
- Serve as a liaison between the University and club. To interpret Messiah policy and procedure as needed.
- Serve as a general resource for the group.
- Communicate with the SGA VP of Organizations and the Director of OSE about any problems of the group.
- Encourage participation of the entire group membership in activities and services of the club.
- Encourage the club to identify itself as part of the whole campus community.

- Encourage the club 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 club.
- Encourage good record keeping, professionalism, and sound financial and business practices.
- Attend training offered by OSE.

REFLECTION QUESTIONS FOR ADVISORS

Advisors should frequently reflect on the following questions in the context of their advisory role:

- *Does my leadership allow the club to identify problems and find solutions independently?*
- *Do I maintain an appropriate balance of advisor support and student autonomy?*
- *Does the club seek me out for advice or consultation on important issues?*
- *Are the club and its leaders growing and learning from this experience?*

RESIGNING FROM ADVISING

When an individual is no longer able to continue in their advisory role, he or she may choose to resign from advising. Because clubs are required to have an advisor, OSE will monitor clubs without an advisor. Once an advisor has made the decision to resign, they should:

1. Talk with the club's leadership and assist them, if possible, in locating another advisor.
2. Notify the Director of OSE in writing.

PROBLEMS WITH ADVISORS

If the student leadership of a club has a problem or issue with their advisor, they should contact the Director of OSE. Clubs will consult with OSE about a new advisor choice.

ADVISOR CHANGES/ABSENCES

a. Each summer, the Office of Student Engagement sends an email to all clubs and organizations about the student engagement fair that occurs during the first week of classes. In this email, clubs and organizations are asked to update the Office of Student Engagement (OSE) of any changes in club advisors.
b. A list is compiled and shared with the Director of OSE and SGA VP of Organizations. For clubs that do not fall into one of the special categories (e.g. faith based, cultural, club sports, etc.) which require additional discretion in selection a club advisor, or in which evidence is apparent for approval of proposed club advisor to meet the special criteria for advising that club or organization. The Director of OSE will approve the new advisor through consultation with the VP of Organizations.

I. Should this process result in additional questions, these proposed changes can come before the Co-Curricular Education Council at the first meeting of the academic year.
II. Should approval be needed at the CEC meeting, the club should still be eligible to participate in the budget process, so long as they have submitted their proposal for their new club advisor AND the OSE has received the letter of affirmation from the advisor that they are willing to step into that position.
III. Then, the final decision of approval or denial would be made by the CEC at the first meeting of the year in September.
IV. If approved, the advisor would be confirmed to their role to the club officers.
V. If denied, the club officers would be asked to go through the process of submitting another proposed advisor to the OSE through the Edits to Approved Clubs form.

c. Additionally, any advisor changes that occur mid-year would be handled in the same manner but initiated through the Edits to an Approved Club form with any decision requiring a vote by the CEC to approve the new advisor occurring at the next scheduled CEC meeting.

ON-CAMPUS RESOURCES FOR ADVISORS

SGA
Vice President of Organizations
sgaorganizations@messiah.edu

Office of Student Engagement
Curtis Kurtz, Director of Student Engagement
CKurtz@messiah.edu

Ashley Barnes, Administrative Assistant, Office of Student Engagement
Barnes@messiah.edu

Conference and Event Services
Jody Brandt, Director of Conference and Event Services
JBrandt@messiah.edu

13.) CLUB OPERATIONS

VOLUNTEERS

All Non-Messiah University volunteers working with any club are required to complete the "Volunteer Assignments & Procedures" packet (Appendix IV) and return it to the Office of Human Resources and Compliance. Generally, volunteers for clubs are not required to get the Three-Phase Background Check unless the volunteer will be working with minors. Information and answers to questions in the "Volunteers" section of the HR&C website can be found here: https://www.messiah.edu/info/22948/volunteers.

After volunteers complete this packet, return the information to OSE in one of the following ways:

1. Scan and attach to an e-mail sent to studentengagement@messiah.edu
2. Return by mail to:
   Messiah University
   Office of Student Engagement
   One University Ave., Suite 3050
   Mechanicsburg, PA 17055

Ideally, OSE would like completed volunteer packets returned prior to club starting any activity each academic year.

CLUB EVENT PLANNING

The Conference and Event Services Office (CES) serves Messiah by scheduling all non-academic programs and activities, along with coordinating support services to those meetings, programs and activities. Here are guidelines for procedures, deadlines, policies and special considerations to assist members of the Messiah community in event planning and scheduling:

ROOM REQUEST: VIRTUAL EMS

The use of the campus facilities is available to recognized student clubs. Prior approval is required of all use of space. Request for use of space is made via scheduling through Virtual EMS found at http://ems.messiah.edu/emswebapp/

or by sending an e-mail to 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.

Requests should be submitted 4 weeks in advance of any events on campus.

CLUB EVENTS FORM

Clubs must fill out the Club Events Form for **all events**, with the exception of regular weekly member meetings. An online form collects the required information needed to help the club receive the appropriate approvals (found here: Club Events Forms.)

When clubs plan events that include one or more of the following elements at that event: Dance, Film, Fundraiser, Outside Vendor Sales, Outside Guest Speaker, OSE needs to approve these elements before the event can be fully approved. In order to receive approval for this elements, clubs must fill out:

1. Special Events Form
2. in addition to the Club Events Form.

All Club forms can be found on the Club Forms website page:
https://www.messiah.edu/info/21478/clubs_and_organizations/2203/club_forms

EVENT DESCRIPTION

Approximately 6-10 days prior to complex events, you will receive an Event Description via Messiah e-mail. Please review the Event Description Form carefully. All details on it pertain to your event. The University staff will prepare the space, per the instructions on the Event Description Form. Keep a copy of the Event Description Form on file until the event is complete. Clubs must also maintain shared records for future club leaders to reference.

SUPPORT SERVICES

The following support services are coordinated through the CES:

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

CES does not support the following:

- Laptops/projectors/portable sound systems (contact Media Services)
- Musical instruments (contact the Music Dept)
- ITS support (Contact ITS)

ROOM AVAILABILITY

Special permission is required for some academic rooms or buildings. The CES will assist you or direct you in how to receive these permissions

Spaces reserved through CES include:

- Computer labs
- High Center
- Hostetter Chapel
- Martin Commons
- Mountain View 141 classroom and the Grantham Fishbowl (NO off-campus guests may be hosted in this space)
- Athletic facilities (including fields) for extracurricular activities

Spaces reserved through the Ticket Office include:

- The McBeth Alumni Center
- The Climenhaga Homestead

Spaces reserved through Residence Life include:

- Residence Hall lounges through the Resident Director of the particular building

Spaces reserved through Dining Services include:

- The Lottie Nelson Dining Hall, Private Dining Room (PDR), and Falcon Express

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 Conference and Events Services 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 CES at x6009 or roomres@messiah.edu

GUEST SPEAKERS, ARTISTS AND PERFORMERS POLICY

As a Christian University, Messiah 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 critically evaluated from a perspective of Christian faith. Hence, officially recognized clubs are encouraged to invite speakers, artists, and performers to campus who can foster intellectual, emotional, spiritual, or artistic growth for the campus community. 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, Messiah 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 clubs that desire to sponsor speakers, artists, and performers:

1. The selection of speakers, artists, and performers should be in harmony with the guidelines for engagement with popular culture maintained by OSE. More information on these guidelines can be found at http://www.messiah.edu/info/20000/about/2210/pop_culture_at_messiah
2. Select speakers, artists, and performers for their ability to do one or more of the following in ways that are consistent with the goals of Messiah and of the sponsoring club: provide information, stimulate constructive thought, communicate truthfulness, deepen understanding, sharpen critical judgment, delight their audience, and encourage creativity.
3. Select programs in a way to both challenge and nurture a dynamic Christian learning community.
4. Treat the speaker, performer, or artist and their views respectfully.
5. Express disagreement with the presenter or their ideas in an appropriate manner.
6. Excellence and quality in presentation are expected.
7. To obtain approval for your guest speaker, fill out the Club Special Events form for your guest speaker here: Special Events Form
8. The advisor of the sponsoring club is responsible for informing the club of these guidelines. The Director of OSE will settle all disputes related to speakers, artists, and performers by sponsored clubs.

Students may not sign contracts or payment agreements; only employee advisors of clubs may serve as legal signatories for contracts on behalf of Messiah.

14.) CLUB-SPECIFIC POLICIES AND PROCEDURES

CLUB SPORT POLICIES AND PROCEDURES

Club Sport teams at Messiah are clubs whose members meet regularly to pursue an interest in sport or physical activity that includes competition external to Messiah. All Club Sport teams should seek recognition by the University in order for the club to use the name Messiah. Recognition is a clear indication that the club supports the mission, identity, and objectives of the University. The University sponsors clubs activities as opposed to conducting them. This distinction has implications for both the tax deductibility of potential donations to clubs and for the University's financial reporting. Finally, Club Sport teams may not maintain off-campus bank accounts; rather they will have an account in the Business Office.

Rights and Privileges of Club Sport Teams

Club Sport teams have the same rights and privileges as those listed in the applicable section to the specific team i.e. (recognized or chartered). In addition to these privileges, club sports are also granted Web inclusion on www.GoMessiah.com.

Recognized Club Sport teams have the following limitations (as opposed to varsity athletics):

- There will be no athletic training services for Club Sports.
- There will be no excused class absences for students.
- Scheduling of fields and facilities will have lower priority for Club Sports than academic and varsity athletic activities.

Starting a New Club Sport Team

Club Sports must submit all materials and comply with all requirements for starting a recognized club, outlined in Section 5 of this Handbook. In addition to those requirement, club sports must also submit a letter of endorsement from the Athletic Department with their application. This recommendation results from a meeting with the Athletic Director. The student leaders must adequately address the following:

a) There must be significant student interest.
b) The club must compete against outside competition.
c) The club must have an advisor (employee) and it is suggested it have a coach (non-student adult).
d) The club must demonstrate they are ready to follow the criteria used to approve new clubs by OSE.
e) The club must demonstrate they are ready and willing to represent Messiah in a positive manner.
f) The club must use an appropriate club logo. Team uniforms and marketing must be approved by the Athletics Department and adhere to the Messiah Athletics branding images. All Club Sports must have the word "club" on their uniforms.

g) There must also be adequate facilities available. (Please see our facility scheduling policies and our facility usage policy attached).

h) Each Club Sport team will have certified CPR and First Aid-trained personnel on site at all times (practices, games, etc.). It is preferred that the coach and at least one student-leader be CPR and First Aid certified so there is at least one on-site person always available.

4) Volunteers

All Non-messiah University volunteers working with club sport teams are required to complete the "Volunteer Assignments & Procedures" packet (Appendix IV) and return it to the Office of Human Resources and Compliance. Generally, volunteers for Club Sports are not required to get the Three-Phase Background Check. Information and answers to questions in the "Volunteers" section of the HR&C website can be found here: https://www.messiah.edu/info/22948/volunteers .

After volunteers complete this packet, return the information to OSE in one of the following ways:

1. Scan and attach to an e-mail sent to studentengagement@messiah.edu
2. Return by mail to:

   Messiah University
   Office of Student Engagement
   One University Ave., Suite 3050
   Mechanicsburg, PA 17055

Ideally, OSE would like completed volunteer packets returned prior to Club Sport teams starting their fall seasons each academic year.

The Director of OSE will present the Application for Recognition, the advisor letter and the Athletic Department's Letter of Endorsement to the CEC. The CEC reviews and accepts or declines the materials. After receiving official recognition, clubs may apply for SGA chartership, which offers funding opportunity through SGA. This is a separate process governed by SGA.

Maintaining Recognition Status

Each spring, each Club Sport team will submit a renewal application, an annual written report summarizing the prior year's programming, names of the new officers and the advisor for the following year, any changes to the club's Constitution or Bylaws, and plans and initiatives. The

club will be removed from the list of recognized clubs if the club does not submit the recognition renewal by the posted deadline.

During the spring semester, student-leaders of the Club Sport team are required to meet with the Athletic Director for a yearly review. The Athletic Department will submit a letter of endorsement to the CEC regarding the future of the club.

Revoking of Recognition Status and Sanctions

A Club Sport team will lose recognition status if the team does not adhere to established University guidelines regarding fundraising, programming, and event planning. In addition, a club may be revoked, face sanctions or disciplinary action, if its practices are counterproductive to Messiah's mission and objectives. In cases where responsibility needs to be determined, the club's officers and advisor of the club will have a hearing with the Director of OSE to determine responsibility and appropriate sanctions. The club can appeal to the CEC.

The Role of Club Sport Team Advisors

- To have thorough knowledge of the sport.
- To have a thorough knowledge of the nature and objectives of the club.
- To be enthusiastic about the club and its purpose.
- To mentor the club's student leaders.
- To attend important meetings of the club and/or its committees.
- To foster teamwork.
- To serve as a liaison between the University and club. To interpret Messiah policy and procedure as needed.
- To serve as a general resource for the team.
- To communicate with the Director of OSE about any problems of the team.
- To encourage participation of the entire team membership in activities and services of the club.
- To encourage the club to identify itself as part of the whole campus community.
- To encourage the club 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 club.
- To encourage good record keeping, professionalism, and sound financial and business practices.
- To attend training offered by OSE.

The Role of Club Sport Team Coaches

- To have a thorough knowledge of sport, and to teach, coach and mentor students.
- To attend all games and contests.

- To attend all practices and events at which the advisor or a designated student-leader is not present. Each Club Sport team must have certified CPR and First Aid-trained personnel on site at all times (practices, games, etc.).
    - To maintain CPR and First Aid Certification and to respond to injuries according to the Emergency/Injury Care Guidelines.
- To encourage sportsmanship and Christian character on and off the site of competition.
- To communicate with club officers and the advisor regarding long- and short-team goals and programming efforts.

Travel and Transportation Policy

1. Messiah encourages all Club Sport teams to use the Messiah fleet when traveling and follow the Fleet Policy at all times.
2. Students traveling in personal vehicles must complete the Club Transportation Release form.
3. If a Club Sport team rents vehicles it must be done in the name of Messiah and payment must be with the Messiah Purchasing Card. Report any damage or accidents to the rental agency and the Department of Safety.
4. See Appendix III for Messiah Automobile Insurance: Use of Fleet and/or Personal Vehicle on University Business or for University-Approved Activity.

Liability and Medical Insurance Information

Liability Insurance

Messiah maintains liability insurance for all recognized Club Sport teams. Students are responsible for any medical costs incurred from participating in a Club Sport team and need to provide their own health insurance (see Medical Insurance information below).

Report all incidents involving any employee, student, guest, or conference attendee to the Department of Safety immediately regardless of severity of injury or damage.

- The University's general liability insurance protects the University in the event of a claim resulting from a negligent act. (To file a claim, the University has to be negligent in its conduct or maintenance of property.) Not all on-campus damage is covered. For example, a natural occurrence is damage resulting from a tree limb that falls on a vehicle due to high winds. (The University would be negligent in not removing a tree with limbs that was diseased and/or had broken limbs and would not be covered.)

Report any injury or property damage, regardless of extent to the Department of Safety immediately. The Office of the Vice President for Operations processes all insurance claims.

- Employees are covered by workers compensation insurance for on-the-job, and not by the University's general liability policy. Report work-related injuries immediately to the Benefits Manager in Human Resources and the Department of Safety.
- The University will handle liability incidents on a case-by-case basis depending on the facts of the situation.

Certificates of Liability Insurance

Obtain a Certificate of Insurance or Evidence of Insurance by contacting the Office of the Vice President for Operations. Contractual agreements usually have some form of insurance requirements.

Medical Insurance

All Messiah students must maintain adequate medical insurance coverage. Many students have coverage through a family insurance plan. Messiah provides a voluntary student health insurance plan for students that need coverage. The plan covers sickness, accidents, and major medical expenses annually for a 12-month period from August 1 to July 31. This 24-hour-a-day coverage includes all vacation periods and incidents related to Club Sports. In addition, the Engle Health Center provides basic services without charge whether you have this or another insurance plan. The University's athletic training staff does not provide services, consultation and treatment for Club Sport teams.

Emergency/Injury Care Guidelines

- Every coach and at least one student-leader must be First Aid/CPR-certified.
- The team coach must attend all matches, games, or other competitions. No official match shall commence unless the coach is present.
- The team coach must supervise any off-campus events or practices.
- The team coach or certified student leader must supervise on-campus practices. Student-leaders wishing to serve as practice supervisors must obtain permission from the coach and obtain appropriate certifications prior to the practice. No practice shall commence unless the coach or certified student-leader is present.
- A mobile phone and First Aid kit must be available at any practice or event.
- The coach or student-leader 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 or student-leader 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.
- No person will return to his/her residence or will take private transportation to a medical facility who has sustained more than a minor injury without the approval of Department of Safety.
- The coach will report all injuries occurring during an off-campus practice or event to Dispatch.

Missed Class Policy

Messiah recognizes that Club Sport teams often have a significant positive effect on those students who choose to participate in them; however, to avoid missing academic programming (classes, labs, lectures, tests, etc.) in order to participate in Club Sport teams is not good practice.

Student leaders, advisors and coaches are encouraged to schedule all Club Sport team activities so that academic responsibilities will not conflict with Club Sport team activities.

Students should remember that the instructor could use his/her discretion when conflicts occur regarding individual course regulations about class attendance. It is the prerogative of the individual instructor to grant make-up privileges.

Students are always responsible to communicate with instructors prior to the date and are always responsible for missed content, etc. Students are to arrange with the instructor any missed classwork. Instructors are encouraged to contact the Club Sport Advisor if there are questions or concerns regarding this policy.

Please refer to the class attendance policy in the Messiah Student Handbook. The Student Handbook policy shall take precedence in cases where there is conflicting language with policies in this document.

Facility Scheduling Policy

Practices

All Club Sport teams must seek approval for and schedule all practices through the Associate Athletic Director of Facilities. There are facility constraints and limitations that prevent practice time and space for Club Sports; therefore, there is no guarantee on practice times and locations on campus.

Games, Tournaments, Meets and Competitions

Home events must be scheduled through the Associate 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 Associate Athletic Director of Facilities based on the Facility Scheduling Priorities. No guarantee on home events.

Facility Scheduling Priorities

Indoor Club Sports: Conference and Event Services Office (CES) schedules indoor athletic facilities in conjunction with the Athletic Department (Associate Athletic Director of Facilities). Indoor athletic facilities accessible to indoor Club Sports are limited to Brubaker Auditorium, Sawyer Products Gymnasium, and Frederickson Natatorium.

Outdoor Club Sports: Associate Athletic Director of Facilities schedules outdoor athletic facilities in conjunction with the CES. Outdoor athletic facilities accessible to outdoor Club Sports are limited to the Rec Sports Field, Upper Baseball Field, Practice Fields 1 & 2, Lacrosse Turf Field and Anderson Field. The lights must be off at Anderson Field 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, no reservations can be made at indoor facilities for outdoor Club Sports.

Priority of Scheduling

The priorities listed below outline the general hierarchy of event scheduling. Schedule adjustments may happen as needs and opportunities change, and groups may need to modify their schedules. Bumping of schedules can happen between a lower priority groups for a higher priority group. Flexibility is necessary and required.

Priority A Messiah Academic Activities
Priority B Messiah University Sponsored Events
Priority C Intercollegiate Activities
1. Athletic contests
2. Intercollegiate practices
3. Athletic team-sponsored fundraisers
4. outside athletic teams

Priority D Student Programs Sponsored Events (Club Sports)
Priority E Open Gym
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 CLUB POLICIES AND PROCEDURES

Any group of students currently enrolled at Messiah that share a common interest and/or goal could form a club. While many clubs at Messiah integrate faith with programming and life, some clubs exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration. These clubs are required to submit a letter of endorsement from the Campus Ministries pastoral staff prior to recognition. In addition, they are required to set up a meeting with a member of the Campus Ministries pastoral staff for a yearly review. Campus Ministries will submit a letter of endorsement to CEC regarding the future of the club. Messiah's CEC is responsible and has authority to recognize and oversee the operation of all campus clubs. Daily oversight occurs through individual club advisors, SGA, and through OSE. Faith-related clubs should have a close working relationship between Campus Ministries, the student leaders and the club's advisor.

Appendix I: Sample Constitution and Bylaws

For your convenient reference, a suggested format and sample constitution and bylaws have been prepared. The sample is only an example to follow. Do not use as a "fill-in" form; this is a sample, only if you need further assistance, contact the Office of OSE.

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.	BYLAWS AND AMENDMENT
ARTICLE XII.	RATIFICATION

SAMPLE CONSTITUTION

CONSTITUTION FOR (NAME OF CLUB)

At Messiah University

PREAMBLE

Introductory Statement of Purpose

ARTICLE I. NAME & PURPOSE

Section A. The name of the club should reflect the nature of the club and cannot imply limited or discriminatory membership. The name of the club shall be _____ at Messiah University.

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

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

ARTICLE II. MEMBERSHIP

(List types of membership, requirements for membership, and a non-discrimination statement)

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

Section B. Members are considered in good standing (*list requirements – if 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 University 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, ¾, etc. A suggested quorum of Two-thirds.)*

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 club.

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. Any member of the club may bring charges against an officer. 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 University 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 an 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 club. The advisor must be a full-time employee at Messiah University. The advisor is selected or appointed on an annual basis by the majority of the club'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 club.
2. To be enthusiastic about the club and its purpose.
3. To mentor the club's student leaders.
4. To attend important meetings of the club and/or its committees.
5. To foster teamwork.
6. To serve as a liaison between the University and club. To interpret Messiah policy and procedure as needed.
7. To serve as a general resource for the group.
8. To communicate with the SGA VP of Organizations and the Director of OSE about any problems of the group.
9. To encourage participation of the entire group membership in activities and services of the club.
10. To encourage the club to identify itself as part of the whole campus community.
11. To encourage the club 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 attend training offered by OSE.

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 club's account, should the club 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 club 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 club 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. The (President, combination of officers and advisor, etc.), may call special meetings. 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. BYLAWS AND AMENDMENTS

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

Section A. Bylaws

1. (Officers, members with recommendations from the officers, etc.) May create bylaws.
2. Bylaws must be in accordance with this constitution as amended.
3. At least two (two) persons, one being an officer, committee chair, etc., must sponsor bylaws.

Section B. Bylaws 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 club.

This constitution shall be enforced upon ratification by a (2/3, ¾, etc.) of the voting body, and upon approval of this constitution by the Committee on Student Organizations. (*2/3 suggested)*

SAMPLE BY-LAWS
BYLAWS FOR (name of club)

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. AMENDEMENTS TO BYLAWS

Section A. Any member in good standing may present amendments to the Bylaws.

Section B. Amendments to the Bylaws shall be adopted by a (2/3, ¾, majority, etc.) vote of the voting body. (*2/3 suggested)*

Appendix II: Club/Organization Transportation Release Form

I understand and acknowledge that Messiah University provides fleet vehicles for the purposes of transportation to and from student organization events, and it is the standard policy that all students utilize University fleet for travel. However, I am requesting that I be afforded the opportunity to provide my own transportation.

I acknowledge that I am 18 years or older and the travel destination is within two hours (approx. 120 miles) from departure site.

I assume any and all risks of accident and injury to myself and/or my property as a consequence of my decision to provide my own transportation and not using the transportation provided by the University.

I hereby certify that the vehicle that I will use for transportation for this event is covered by liability insurance for the minimum amount prescribed by law.

Therefore, I assume all liability for, am responsible for, indemnify, and hold harmless Messiah University and its officers, employees, and agents against any loss, liability, damage, or expense arising from any actual or claimed death or injury to any person or actual or claimed damage to property, whether owned by me, Messiah University or third parties, including loss of use, that actually or allegedly results from my transportation to or from athletics activities in any vehicle not owned or contracted by Messiah University.

Date of Travel: _____ Destination: _____

_____ _____

Student Signature Printed Name

Please return completed form to Club Advisor & OSE Office

Office of Student Engagement Updated 10/2017

Appendix III: Insurance and Fleet Use

Employee using University-owned vehicle - - transporting students and others:

- Medical expenses of the driver-employee are covered under the University's workers compensation policy.
- Medical expenses of passengers are covered under their own automobile insurance or parents /guardians' automobile insurance if listed as a driver.
- Medical expenses of uninsured passengers are covered by the University's automobile insurance.
- Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Student (non-employee) using University-owned vehicle - - transporting students and others:

- Medical expenses of the driver are covered under his/her own automobile insurance or parents' automobile insurance if listed as a driver.
- Medical expenses of passengers are covered under their own or parents'/guardians' automobile insurance.
- Medical expenses of uninsured passengers are covered by the University's automobile insurance.
- Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Employee using personal vehicle - - transporting students and others:

- Medical expenses of the driver-employee are covered under the University's workers compensation policy.
- Medical expenses of passengers are covered under their own automobile insurance or parents'/guardians' automobile insurance if listed as a driver.
- Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
- Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Student (non-employee) using personal vehicle - - transporting students and others:

- Medical expenses of the driver are covered under his/her own automobile insurance or parents'/guardians' automobile insurance if listed as a driver.
- Medical expenses of passengers are covered under their own automobile insurance or parents'/guardians' automobile insurance if listed as a driver.

- Medical expenses of uninsured passengers are covered by the driver's automobile insurance.
- Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Hired Automobile Insurance
Use of Rental Vehicle on University Business or for University-Approved Activity

ALL vehicle rentals must be made in the name of Messiah University and payment must be with the Messiah University Purchasing Card.

Employee Renting a vehicle - - transporting students and others:

- Medical expenses of the driver-employee are covered under the University's worker compensation policy.
- Medical expenses of passengers are covered under their own automobile insurance or parents'/guardians' automobile policy if listed as a driver.
- Medical expenses of uninsured passengers are covered by the University's automobile insurance.
- 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 University causes the accident, the liability claim will be covered under the University's insurance.

Student (non-employee) renting a vehicle - - transporting students and others:

- Medical expenses of the driver-employee are covered under the University's worker compensation policy.
- Medical expenses of passengers are covered under their own automobile insurance or parents'/guardians' automobile policy if listed as a driver.
- Medical expenses of uninsured passengers are covered by the University's automobile insurance.
- 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 University causes the accident, the liability claim will be covered under the University's insurance.

Automobile Insurance

- Messiah University's automobile insurance covers only "registered and approved" vehicle drivers while driving a University-owned vehicle and/or a leased or rented vehicle.

- Vehicular travel to Canada requires proof of insurance. Travel to Mexico also requires a special policy. Contact should be made to the office of the Vice President for Operations if traveling to these destinations.
- **All motor vehicle accidents and/or damage to University owned/leased and rentals must be reported to the Department of Safety immediately and Vice President for Operations.**
- The Fleet Management Policy must be followed at all times.
- **All vehicle rentals must be made in the name of Messiah University and payment must be with the Messiah University 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.
- **Always do a walk-around the vehicle and note any damage in written form and report this damage to the agency before driving the vehicle off the lot.**

International Travel Insurance

The Intercultural Office is the “hub” for all international travel. All students and employees traveling on international University programs are required to purchase the International Travel Insurance. The Intercultural Office is responsible for compiling the travel rosters and administering the travel insurance. This office also manages protocol for international travel emergencies. Messiah University employees are covered under the University’s Foreign Liability Policy for workers compensation.

Appendix IV: Volunteer Packet

The Volunteer Assignments & Procedures packet is located for download on the HR & Compliance website:

https://www.messiah.edu/download/downloads/id/4719/Volunteer_Packet.pdf