



Student Organization Handbook

For advisors and student leaders

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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)
Messiah College (MC)
Student Government Association (SGA)
Student Involvement and Leadership Programs (SILP)
Student Organizations (clubs)

2 INTRODUCTION: WHY MESSIAH COLLEGE HAS STUDENT ORGANIZATIONS

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

Benefits of Student Clubs to the Individual Student

Involvement in a club is just one of many ways for MC 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 College Community

Clubs provide a valuable service to MC 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 MC 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 MC. 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 DEFINING A RECOGNIZED CLUB

Currently enrolled students at MC 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 College department may support them, are by their very nature student-led. The primary function of all clubs should be to serve MC students and the MC community.

MC encourages clubs to seek recognition by the College. Recognition is a clear indication that the club supports the mission, identity, and objectives of MC. Recognized clubs receive privileges outlined in the next section and the College sponsors the activities and programming by the clubs. MC'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 Involvement & Leadership Programs (SILP).

4 PRIVILEGES OF RECOGNIZED STUDENT CLUBS

- The use of the College name, mascot (name and image), word mark, and branding.
- Use of classrooms and other spaces in College-owned property.
- Official Messiah College email address.

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- Safekeeping accounts at the Business Office (clubs may not have off-campus bank accounts).
- Opportunity to advertise on campus (posters, mass e-mails, www.messiah.edu, etc.).
- Consideration and approval for fund raising.
- Participation in club fairs and Admissions Open Houses.
- Official listing in College publications and yearbook.
- Administrative support for programming and event planning.

5 STARTING A NEW CLUB

There is a wide variety of clubs at MC, 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, SILP provides this handbook to students to be a foundation needed to organize an effective club. MC 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.

Criteria for Starting a New Club

1. All clubs must demonstrate support for the educational mission, identity, values, outcomes, and Community Covenant of MC. The petitioning club has stated mission, goals and objectives will be compared to the College's mission and identity, as well as the College-wide Educational Objectives.
2. Clubs must have a well-developed plan for funding. There are four primary funding sources:
 - a. Student Government Association (SGA) allocations (only if SGA grants the club chartership – see next section for more information on chartership – and the SGA Finance Committee and Student Senate approves the club's budget).
 - b. Fundraising efforts by the club (only if there is adherence to College fund-raising guidelines). See section 17 for fundraising guidelines.
 - c. Funds from college departments who are cooperating with and/or assisting activities by the club.

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- d. Tax-deductible donations. These can happen indirectly by means of a restricted gift to the club, processed through the Office of Development. SILP collects donations for processing.
3. Clubs must demonstrate that they are providing a new opportunity for the College community. CEC and SILP will limit the number of clubs that have identical or very similar objectives. College departments that have similar goals and objectives must support and affirm the goals of the proposed student organization (e.g., Philosophy Club and Department of Philosophy; touring choirs and the Department of Music).
4. Clubs must provide evidence that there is ample student interest to support the organization.
5. Clubs must demonstrate that they have the support of a full-time MC employee that has agreed to serve as the advisor of the club.
6. Clubs that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to submit a letter of endorsement from the College Ministries pastoral staff.
7. Clubs that exist primarily for the purpose of athletic competition against non-MC students are required to submit a letter of endorsement from the Athletic Department.

Procedures for Starting a New Club

- 1) Complete an Application for Recognition from SILP (found here: https://www.messiah.edu/info/20476/clubs_and_organizations/2200/starting_a_new_club_organization). The application will include the following:
 - a) Club's purpose statement.
 - b) Statement that describes how the proposed club supports the mission and objectives of MC.
 - c) Names and roles of officers/leaders.
 - d) Example of club's events and activities.
 - e) Financial plan.
 - f) Written letter or signed document confirming the full-time employee who is willing to serve as the club's advisor.
 - g) Constitution/Bylaws (see Appendix I for sample Constitution and Bylaws).

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- 2) Present the Application for Recognition to the Director of SILP. The Director of SILP 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.
- 4) New clubs for which the proposed primary purpose is Christian fellowship, teaching, worship, and/or theological exploration must include a letter of endorsement from the College Ministries pastoral staff.
- 5) New clubs for which the proposed primary purpose is athletic competition against non-MC students are required to submit a letter of endorsement from the Athletic Department.

6 PROCEDURES FOR RENEWING RECOGNIZED STATUS

Each spring, all clubs will submit a renewal for recognition application. If a club does not submit a renewal for recognition application by the deadline, the club will be removed from the roster of recognized clubs.

Clubs that exist primarily for the purpose of Christian fellowship, teaching, worship, and/or theological exploration are required to set up a meeting with a member of the College Ministries pastoral staff for a yearly review. College Ministries will submit a letter of endorsement to CEC regarding the future of the club.

Clubs that exist primarily for the purpose of athletic competition against non-MC students are required to set up a meeting with the Club Sports Coordinator in Athletics for a yearly review. The Athletic Department will submit a letter of endorsement to the CEC regarding the future of the club.

7 MEMBERSHIP

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

8 HAZING

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

All initiation activities are subject to the approval of the Director of SILP (clubs) the Director of Athletics (intercollegiate teams) or the Director of Residence Life (residence life groups). This regulation governs on and off-campus initiation activities including privately owned facilities and/or property. Clubs, athletic teams and residence life groups are responsible for any activity in violation of this policy by any individual or group affiliated with the club, unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized club, 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. Those who were hazed and consented to it will not be able to use that as acceptable defense for hazing activities.

In accordance with MC's Student Disciplinary Procedures, the Associate Dean of Students will conduct administrative hearings of alleged violations of this policy. Violations of this policy may result in sanctions for the students involved as well as the entire student club, athletic team, or residence life group. The severity of the sanctions for a hazing offense will be determined in

proportion to the hazing activity. Clubs, athletic teams, residence life groups and/or individuals may be responsible for criminal misconduct in violation of the Pennsylvania Anti-Hazing Law, a third-degree misdemeanor punishable by up to a year's imprisonment, in addition to MC's Anti-Hazing Policy.

9 OFFICER ELIGIBILITY

Successful clubs hold regular elections and/or appoint officers. These officers are responsible for the club. All club officers at MC must be in good standing and must not be on chapel, academic or disciplinary probation.

10 CONSTITUTION AND BYLAWS

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

While each club will have specifics relative to their club, we have provided an example of constitution/bylaws (Appendix 1) that may be useful in the development of a club's constitution/bylaws. This is customizable to meet your particular needs and purposes.

11 CLUB SPORT POLICIES AND PROCEDURES

Club Sport teams at MC are clubs whose members meet regularly to pursue an interest in sport or physical activity that includes competition external to MC. All Club Sport teams should seek recognition by the College in order for the club to use the name MC. Recognition is a clear indication that the club supports the mission, identity, and objectives of the College. The College 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 College'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

Recognized Club Sport teams have the following rights and privileges:

- The use of the College name, word mark, and visual identity.
- Reservation of facilities and College-owned property (see Facility Scheduling Policy for Club Sport teams).
- Official Messiah College email address.
- Safekeeping accounts at the Business Office (clubs are not allowed to maintain off-campus bank accounts).
- Opportunity to advertise on campus (posters, mass e-mails, College website, etc.).
- Web inclusion on www.GoMessiah.com.
- Consideration and approval for fundraising.
- Participation in Involvement Fair and Admissions Open Houses.
- Official listing in MC publications and yearbook.
- Administrative support for programming and event planning.

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

- 1) All new Club Sport teams must apply to the CEC for recognition. Complete an Application for Recognition from SILP (found here: https://www.messiah.edu/info/20476/clubs_and_organizations/2200/starting_a_new_club_organization). The application will include the following:
 - a) Club's purpose statement.
 - b) Statement that demonstrates how the proposed club supports the mission and objectives of MC.
 - c) Names and roles of officers/leaders.
 - d) Example of club's events and activities.
 - e) Financial plan.
 - f) Constitution and Bylaws.
- 2) A signed letter from a full-time employee who is willing to serve as the club's advisor.
- 3) A letter of endorsement from the Athletic Department. This recommendation results from a meeting with the Club Sports Coordinator in Athletics. 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 SILP;
 - e) The club must demonstrate they are ready and willing to represent MC 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 MC 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.

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4) Volunteers

All Non-messiah College 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 SILP in one of the following ways:

1. Scan and attach to an e-mail sent to silp@messiah.edu
2. Send by fax to 717-691-2377
3. Return by mail to:
Messiah College
Student Involvement & Leadership Programs
One College Ave., Suite 3050
Mechanicsburg, PA 17055

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

The Director of SILP 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 for recognition 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 Club Sports Coordinator in Athletics 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 College 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 MC'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 SILP to determine responsibility and appropriate sanctions. The club can appeal to the CEC.

The Role of Club Sport Team Advisors

- 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 college and club. To interpret MC policy and procedure as needed.
- To serve as a general resource for the team.
- To communicate with the Director of SILP 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 SILP.

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 will have certified CPR and First Aid-trained personnel

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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. MC encourages all Club Sport teams to use the MC 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 MC and payment must be with the MC Purchasing Card. Report any damage or accidents to the rental agency and the Department of Safety.
4. See Appendix III for MC Automobile Insurance: Use of Fleet and/or Personal Vehicle on College Business or for College-Approved Activity.

Liability and Medical Insurance Information

Liability Insurance

MC 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 College's general liability insurance protects the College in the event of a claim resulting from a negligent act. (To file a claim, the College have 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 College 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 College's general liability policy. Report work-related injuries immediately to the Benefits Manager in Human Resources and the Department of Safety.

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- The College 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 MC students must maintain adequate medical insurance coverage. Many students have coverage through a family insurance plan. MC 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 College's athletic training staff does not provide services, consultation and treatment for Club Sport teams.

Emergency/Injury Care Guidelines

- Every coach or 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.

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- The coach will report all injuries occurring during an off-campus practice or event to Dispatch.

Missed Class Policy

MC recognizes that Club Sport teams often have a significant positive effect on those students who choose to participate in them; however, 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 MC 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 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-Sponsored Events
Priority C	Intercollegiate Activities
	1. Athletic contests
	2. Intercollegiate practices
	3. Athletic team-sponsored fundraisers
	4. outside athletic teams
Priority D	Recreational Sports
Priority E	SILP Sponsored Events (includes Club Sports, SAB, etc.)
Priority F	General Public/External Events

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

13 FAITH-RELATED CLUB POLICIES AND PROCEDURES

Any group of students currently enrolled at MC that share a common interest and/or goal could form a club. While many clubs at MC 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 College Ministries pastoral staff prior to recognition. In addition, they are required to set up a meeting with a member of the College Ministries pastoral staff for a yearly review. College Ministries will submit a letter of endorsement to CEC regarding the future of the club. MC'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 SILP. Faith-related clubs should have a close working relationship between College Ministries, the student leaders and the club's advisor.

14 SGA CHARTERSHIP

Chartered clubs are eligible for funding from SGA and only recognized clubs can apply for SGA chartership. For instructions on the SGA chartership process, contact the [SGA VP of Organizations](#) at sgaorganizations@messiah.edu.

15 THE ROLE OF THE CLUB ADVISOR

Because of the significant role that clubs play in the educational experience, MC requires each recognized club to have an advisor. An advisor must be a full-time employee at MC. 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.

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Advisors are responsible for the following three areas:

- 1) Responsibility to the club,
- 2) Responsibility to the individual,
- 3) Responsibility to MC.

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 MC). Submit disagreements or appeals to the Director of SILP, 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 College 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.

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- 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 College

The advisor of a club should:

- Guide the club in accordance with the purposes and educational objectives of MC.
- Be aware of the handling of the club finances.
- Be aware of College 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 College. An advisor's common sense should prove to be efficient in handling most situations. Should an advisor have any doubt in their judgment or have questions regarding the liability of a club event, they should contact the Director of SILP.
- Advisors attend training offered by SILP.

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 college and club. To interpret MC policy and procedure as needed.
- Serve as a general resource for the group.
- Communicate with the SGA VP of Organizations and the Director of SILP 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.

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- Attend training offered SILP.

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, SILP 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 SILP 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 SILP. Clubs will consult with SILP about a new advisor choice.

On-Campus Resources for Advisors

SGA VP of Organizations

sgaorganizations@messiah.edu

Student Involvement & Leadership Programs

Kevin Villegas, Director of Student Involvement & Leadership Programs

KVillega@messiah.edu

Sheryl Scaramuzzino, Administrative Assistant, Student Involvement & Leadership Programs

SScaramzzino@messiah.edu

Conference and Event Services

Heather Negley

Director of Conference and Event Services

HNegley@messiah.edu

16 VOLUNTEERS

All Non-messiah College 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 SILP in one of the following ways:

4. Scan and attach to an e-mail sent to silp@messiah.edu
5. Send by fax to 717-691-2377
6. Return by mail to:

Messiah College
Student Involvement & Leadership Programs
One College Ave., Suite 3050
Mechanicsburg, PA 17055

Ideally, SILP 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 MC 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 MC 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

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following info: Facility requested, dates requested, time needed to and from, number attending, your name, phone number, mailbox number, e-mail address, name of event or meeting, set up requirements.

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

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

Club Events Form

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, SILP needs to approve these elements before the event can be fully approved by the CES and before the club can advertise and execute its event. An online form collects the required information needed to help the club receive the appropriate approvals (found here: www.messiah.edu/clubeventsform).

Event Description

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

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)
- Food and Beverages (contact Catering)

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
- Larsen Student Union
- 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 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

17 FUNDRAISING

Clubs at MC 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 College, contribute to its mission, and invite various constituents to participate in their work.

Because MC, 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 MC officially recognized clubs could sponsor fundraisers. If a non-recognized club is interested in sponsoring a fundraiser, it should first pursue recognition status.

The organization's advisor and SILP 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 SILP so as not to oversaturate the student body with fundraising requests.

All goods and services must be in harmony with the mission and values of MC, 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 SILP, 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

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toward causes/organizations that are consistent with the mission of MC. 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. MC does not recognize contracts signed by students alone as binding. All contracts for any recognized MC clubs must be signed by the advisor for that group or by the Director of SILP.

Storage of products must not infringe upon the reasonable living rights or comfort of others, nor interfere with designated College 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. MC 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 MC 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 College property.

Regarding bake sales: If Messiah College 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 College 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 College. 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 SILP. CEC will hear appeals. Funds confiscated or issued will be donated to a worthy cause with the preference given to Service Trips.

18 GUEST SPEAKERS, ARTISTS AND PERFORMERS POLICY

As a Christian college, MC 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, MC 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 SILP. 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 MC 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. SILP, and in some cases, the Vice Provost/Dean of Students, must approve the speaker prior to making an offer, signing a contract, and advertising. Use the Guest Speaker Form and Guest Rider Form to obtain permissions. Find these forms at <http://www.messiah.edu/clubeventsform>.
8. The advisor of the sponsoring club is responsible for informing the club of these guidelines. The Director of SILP will settle all disputes related to speakers, artists, and performers by sponsored clubs.

Students may sign no contracts or payment agreements. Only employee advisors of clubs may serve as legal signatories for contracts on behalf of MC.

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 SILP.

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 AMENDMENTS

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ARTICLE XIII. RATIFICATION

SAMPLE CONSTITUTION
CONSTITUTION FOR (NAME OF CLUB)
At Messiah College

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 College.

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 College.*

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 College students.

ARTICLE III. QUORUM

A quorum of membership for voting purposes shall be reached when (___ %) of the general members are present. *(A quorum is usually a simple majority of members, but can be 2/3, 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 College not being in session, the remaining officers shall appoint the replacement with the advice and counsel of the advisor.

ARTICLE VII. ADVISOR

State the procedure for selecting 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 College. 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.

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6. To serve as a liaison between the college and club. To interpret MC 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 SILP 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 SILP.

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, $\frac{3}{4}$, etc.) of the voting body, and upon approval of this constitution by the Committee on Student Organizations. *(2/3 suggested)*

SAMPLE BY-LAWS

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. AMENDMENTS 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 ($2/3$, $3/4$, majority, etc.) vote of the voting body. (*2/3 suggested*)

Appendix II: Club/Organization Transportation Release Form

I understand and acknowledge that Messiah College provides fleet vehicles for the purposes of transportation to and from student organization events, and it is the standard policy that all students utilize College 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 College.

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 College 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 College 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 College.

Date of Travel: _____

Destination: _____

Student Signature

Printed Name

Please return completed form to Club Advisor & SILP Office

Appendix III: Insurance and Fleet Use

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

- Medical expenses of the driver-employee are covered under the College'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 College's automobile insurance.
- Liability claims are the responsibility of the owner of the vehicle that caused the accident.

Student (non-employee) using College-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 College'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 College'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.

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- 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 College Business or for College-Approved Activity

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

Employee Renting a vehicle - - transporting students and others:

- Medical expenses of the driver-employee are covered under the College'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 College'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 College causes the accident, the liability claim will be covered under the College's insurance.

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

- Medical expenses of the driver-employee are covered under the College'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 College'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 College causes the accident, the liability claim will be covered under the College's insurance.

Automobile Insurance

- Messiah College’s automobile insurance covers only “registered and approved” vehicle drivers while driving a College-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 College 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 College and payment must be with the Messiah College Purchasing Card.**
- Vehicles should be rented from airport or full-service rental agencies. Never rent vehicles from remote pick-up or drop-off satellite sites, i.e., hotel lobbies, malls, etc.
- **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 college 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 College employees are covered under the College’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