Introduction

The Ashland University Department of Student Life is proud to present this Student Organization Manual for your review. This manual is intended to be used as a resource for student organizations, student leaders, and faculty/staff advisors. We hope that it will prove to be an invaluable tool as you work to recruit and train new members, plan events, fundraise and build lasting bonds within your organization.

This manual should be reviewed by all members of the organization as each and every person is an integral part of the group. In addition, every member of an organization is responsible for upholding the policies and procedures. Regardless of your experience in leading or being a part of a student organization, everyone should be able to learn something new from this manual.

Department of Student Life
Ashland University
**Student Organization Forward**

All students are responsible for maintaining compliance with all University, local, state and national policies and laws. Student organizations are held to these same standards. Any organization which fails to comply with these standards may face disciplinary action. Student organizations are open to all full/part-time, undergraduate, residential and commuter, students of Ashland University. Student organizations are expected to comply with the University individual rights statement which is as follows: Ashland University affirms the value and dignity of all human beings and strives to provide opportunities for students, faculty, administrators and staff within the mission, identity and core values of the institution. The campus community supports and encourages programming, student organizations, academic scholarship, and services which support awareness of our global responsibilities, affirming justice and compassion for all people.

Ashland University, the Department of Student Life and/or any committee which has jurisdiction over the policies and procedures contained within this manual reserve the right to amend said policies and procedures at any time. Due warning shall be given to all organizations before they are expected to comply with new procedures.

Any errors or omissions in this manual should be reported to the Department of Student Life at 419.289.5325.
Table of Contents

Student Organizations
What is a Student Organization? .................................................................................. 7
Categories of Student Organizations .......................................................................... 7
Procedure for Chartering an Organization .................................................................. 8
Procedure for Review and Dismissal of a Chartered Student Organization ............ 10
Rights, Responsibilities and Privileges of Chartered Student Organizations .......... 11
Procedure for Obtaining an Organization Website and Email ...................................... 12
FAQ’s .......................................................................................................................... 13

Advisors
Welcome from the Department of Student Life ......................................................... 15
Eligibility Requirements to be an Advisor ................................................................. 16
Responsibility of an Advisor to their Student Organization .................................... 16
Responsibility of a Student Organization to its Advisor .......................................... 16
Advisor Agreement ..................................................................................................... 17
Advisor Timelines ....................................................................................................... 20
Start Out the Year on the Same Page ......................................................................... 21

Funding
Activities, Budgeting, & Chartering Committee ....................................................... 23
Who is the ABCC? ....................................................................................................... 23
What exactly does the ABCC do? .............................................................................. 23
Where does this money come from? ........................................................................ 23
How do organizations maintain eligibility to receive and use ABCC funds? ........... 23
Timeline for the Funding Process ............................................................................. 24
Guidelines for the Use of ABCC Funds .................................................................... 25

Policies and Procedures
Student Handbook Policies ......................................................................................... 27
Hazing Policy ............................................................................................................. 27
Film Viewing Law ...................................................................................................... 27
Contract Policy .......................................................................................................... 27
Solicitation and Vending Policy/Law ......................................................................... 28
Charitable Gaming Laws ......................................................................................... 29
Chalk Policy ............................................................................................................. 30
Rock Painting Policy ................................................................................................. 30
Posting Policy .................................................................................................................................................. 30
Copyright Law .................................................................................................................................................. 31
Transportation Policy ...................................................................................................................................... 31
Mail Center Policy .......................................................................................................................................... 32

Resources
Making Room Reservations on Campus .................................................................................................... 34
Reserving Technical Assistance .................................................................................................................... 35
Other Campus Resources ............................................................................................................................... 36
Sample Organizational Constitution .............................................................................................................. 37
Student Organizations
What is a Student Organization?

A student organization is a group of students who have come together for a certain purpose or cause and is led by students for other students’ benefit. The purposes and causes for creating a student organization are varied; however, below you can see the many sub-groups they might fall under.

In order to be a fully functioning student organization at Ashland University, the student organization must be chartered with the Activities, Budgeting, & Chartering Committee (ABCC). The provisional charter process includes an application, the submitting of a roster, and a year-long provisional period. After an organization has been provisionally chartered for a year, it is eligible to apply for full charter status. For more details on the requirements and process for chartering a student organization, please see page 8. For more information on the ABCC, please see page 23.

At Ashland, student organizations are required to have an on campus faculty or staff advisor. An advisor is a great resource and contact for many of the day-to-day needs an organization might experience.

Categories of Student Organizations
Academic/Professional Clubs
Academic/Service Honoraries
Activities/Programming
Fitness/Recreation
Greek Organizations
Paraprofessional Services
Performance Organizations
Religious Life Organizations
Service Organizations
Special Interest Organizations
Student Government
Student Media/Publications
Provisionally Chartered Organizations
Chartering an Organization

The University recognizes the value and importance of student organizations on campus and assigns the responsibility for chartering and recognition of student organizations to Student Senate and a sub-committee of Student Senate, the Activities, Budgeting, & Chartering Committee (ABCC), with the exception of University-approved programs such as intercollegiate athletics, intramural programs, and performing arts activities. The ABCC and Student Senate are responsible for recommending approving recognition of student organizations as well as the allocation of student fee monies. The University reserves the right to deny or rescind the recognition(s) and/or charter(s) of student organizations for cause, as deemed necessary and appropriate.

**Provisional Charter**

- The steps for becoming a provisionally chartered organization are as follows:
  1. The current student(s) seeking to charter an organization must fill out a Provisional Charter Application form located in the Department of Student Life. This includes writing an organization mission, finding an advisor and a group of potentially interested people. The form should be turned into Student Life.
  2. Activities, Budgeting, & Chartering Committee (ABCC) will then review your form. The ABCC is a sub-committee of Student Senate. For more information see page 23. The ABCC can **ONLY** consider Provisional Charter Applications beginning the 1st week of October through the first full week of November.
  3. The ABCC will either decide to grant or deny the provisional charter. If the ABCC denies the provisional charter, a written explanation will be sent to you, and you must wait one entire year before applying again. If the provisional charter is granted, the issue will be taken before Student Senate which will either approve or deny the recommendation of the ABCC. If the provisional charter passes Senate by a simple majority, your organization will then be provisionally chartered. The ABCC will
send written communication to you detailing your organization’s provisional status, rights and responsibilities. Keep in mind that any combination of university administration (Vice President for Student Affairs, President, Cabinet, and Board of Trustees) may overturn this decision.

4. Once a group is provisionally chartered, you have until the following October to establish your organization on campus at which point you must apply for full charter status.

- Rights, Responsibilities and Privileges of Provisionally Chartered Organizations – All provisional chartered organizations may publicize meetings, recruit membership, and schedule and use University facilities. These activities are subject to University policy and organizational activities must comply with University regulations as well as applicable local, state and federal law. Provisional charter organizations DO NOT receive an activity fee allocation and are NOT permitted to fundraise money.

- Loss of Provisional Charter – An organization may lose its provisional charter if it should be found in violation of any of the aforementioned policies or rules which it must follow. It will also lose its provisional charter if it does not apply for full charter status after one academic year. (The exemption to this rule will be for new Greek organizations which are eligible for a two-year provisional charter.)

Full Charter

- The steps for becoming a fully chartered organization are as follows:
  1. At the end of the provisional periods, the organization may apply for a full charter. (Ex. If you were granted a provisional charter in October or November, you must apply for a full charter in October of the following year). This request must contain an organization constitution and a roster. This should be submitted to Student Life at stu-life@ashland.edu.
  2. The ABCC will review the request and will either accept or deny. If the request is denied, the organization will receive an explanation as to why and will be given the chance to reapply in one calendar year. If the request is accepted, the organization will then become a fully chartered organization, pending the approval of ABCC’s recommendation by Student Senate.
  3. Fully chartered organizations are permitted to apply for funding the following spring for the upcoming academic year.

- The step to maintaining status as a fully chartered organization is as follows:
  1. By October 1 of every year, fully chartered organizations will be expected to submit an excel roster with student ID numbers and advisor information. This form should be emailed to Student Life at stu-life@ashland.edu.

- Rights, Responsibilities and Privileges of Fully Chartered Organizations – All fully chartered organizations may publicize meetings, recruit membership, schedule and use University facilities, raise funds, and apply for funding. These activities are subject to University policy and organizational activities must comply with University regulations as well as applicable local, state and federal law.

- Funding Process: For a detailed explanation of the funding process for student organizations, please refer to page 23.
Inactive Status

- Inactive status will be given to student organizations who are no longer active or do not submit their paperwork to Student Life in a timely manner every year.
- Organizations which only fail to do this for one year will be allowed to start-up again with no additional paperwork. Organizations which have been inactive or have not filed their paperwork for more than one year must re-start the process and reapply for a provisional charter.

Review and Dismissal of a Chartered Student Organization:

Charter and recognition of an organization may be reviewed by the Student Senate and ABCC when the following occur:

- Organization has failed to re-charter or submit proper documentation by the specified deadline during the fall semester.
- Organization does not show a reasonable amount of activity in promoting their purpose and goals.
- Failure to comply with University, Student Senate, and/or local, state, or federal regulations, policies and guidelines, including the Rights, Responsibilities, and Privileges of Chartered Student Organizations.
- Failure to meet the organization’s purpose or objectives as stated in their Constitution.
- Mishandling of funds as indicated by an audit conducted by the Student Senate and/or the University.
- Organization receives repeated sanctions from the University Student Conduct Board or a Student Conduct Hearing Officer.

In instances where an organization is being reviewed, the following process applies:

- The ABCC will notify the organization of the review, providing specification as to the reason for the review.
- The ABCC will schedule an interview with the organization’s president and advisor to discuss the problem.
- The ABCC will review all information available and make a recommendation regarding the organization and its continued charter to the Student Senate.
- The organization’s leadership will be granted the opportunity to present its position to the Student Senate before a final decision has been rendered. The information will remain on the table for one week before an official vote is called.
- At this time, Student Senate may decide to continue the charter, levy restrictions and provisions, or revoke the charter completely. An organization that is listed as inactive will lose all organizational rights, responsibilities, and privileges during the period for which it is classified as inactive. If an organization is inactive for more than one academic year, the organization will not receive immediate reinstatement, but must complete the Provisional Charter Process.
- Within one week following Senate’s decision, the chair of the ABCC will provide the organization with written notification of the decision and document specific rationale behind the decision rendered.
The organization may appeal the decision in writing within three weeks to the ABCC. Appeal should be sent to the Department of Student Life. An administrative review may be conducted if found to be warranted. Should an organization be found responsible for questionable activity or violating any University policies or applicable laws, the following penalties may occur:

- The organization will receive a verbal or written warning from the ABCC/Student Life.
- If the organization does not discontinue the activity, or if the activity is believed to be severe enough, the problem may be taken to Student Conduct and reviewed by the Director of Student Conduct and the Director of Student Life.

**Rights, Responsibilities and Privileges of Chartered Student Organizations**

All student organizations shall be afforded the same privileges and are bound by the same obligations. Ashland University and Student Senate recognition does not mean endorsement of the purposes and/or activities of any organization by the faculty, administration, or students. It means only that the organization is accepted as meeting the minimum requirements set forth for student organizations.

The following list is an overview of the many rights, responsibilities and privileges of chartered student organizations which are contained elsewhere in this manual. This list is neither comprehensive nor exhaustive and should only be used as a quick reference. Should you have any questions please contact Student Life at 419.289.5325 or on campus via x5325.

- Organizations may use the name of the University, or an abbreviation, as part of the organization’s name. However, an organization may not advertise events or activities in a manner that falsely suggests that the event or activity is sponsored by the University. In all promotion, it should be noted that the organization is sponsoring the event, not the University.
- Organizations must adhere to all University policies and guidelines as set forth in the Student Handbook, which can be obtained in Student Life. Acts involving discrimination, hazing, and alcohol or drug abuse will not be tolerated, and may be considered grounds for suspension of the organization’s charter.
- Organizations may use University facilities for meetings, programs, and activities. Availability is on a first come, first serve basis.
- Organizations are expected to plan and conduct activities furthering the educational purpose and mission of the University. Some of the organization’s events must be open to the whole campus community if the group desires ABCC funding. These all-campus events should be registered with Student Life at least two weeks in advance to avoid duplication and over-scheduling.
- All chartered organizations, with the exception of the Greek Organizations, are eligible to apply for ABCC funding. The funding application is due in March for the following academic year. Contact Student Life for the exact allocation process, time line, and forms.
- Use of ABCC funds must adhere to the guidelines established by that committee and the University.
• All ABCC funds must remain in an on-campus account through the University Business Office. All accounts that receive ABCC funds are subject to audit at any time by the ABCC.

• Organizations who wish to present speakers and/or programs requiring a fee must consult with the Director of Student Life. Organizations are not permitted to sign contracts from outside organizations. This is done to protect both the organization and the University.

Obtaining an Organization Email and Website

Only fully chartered organizations will be given rights to have an organization webpage and e-mail account. Any organization that misuses these rights by posting or sending offensive or inappropriate material, or fails to respond to ABCC and/or Student Life’s attempts to contact said organization will immediately lose all rights.

The procedure for obtaining accounts is as follows:

1. Contact Student Life at ext. 5325 to request an account and or Login and Password information.

2. Student Life will contact the appropriate person in Information Technology to have the account created or Login and Password reset.

3. As soon as IT sends notification on the account, Student Life will contact the organization.
FAQs

• What is the Activities, Budgeting, & Chartering Committee (ABCC)?
The ABCC is a sub-committee of the Ashland University Student Senate. This committee is comprised of students, faculty and staff who meet regularly during the fall and spring semester. The job of the ABCC is to charter and to allocate funds to student organizations.

• What does it mean to be a provisionally chartered organization?
All organizations are required to go through a provisional charter period. A provisional charter lasts for approximately one year. During this time the organization has to meet a series of requirements in order for the ABCC to help determine the interest in and viability of the organization. During the provisional period, the organization is under certain restrictions.

• What does it mean to be a chartered organization?
A chartered organization is one who has filed a constitution and roster with the ABCC and has been approved for a provisional charter for one year, and then a full charter following that. While student organizations must follow some guidelines, they also have many privileges.

• What are the requirements for chartering?
In order to be eligible for full chartership, an organization must have been a provisional student organization, have written a constitution, compiled a roster and found an advisor. The organization must follow all Ashland University policies as well as those of the local, state and national governments. Failure to comply can lead to loss of chartered status.

• Is it okay to have an off-campus account?
It is NOT advised to have an off-campus account. The University does not condone the creation and use of off-campus accounts for any student organization. When a student organization opens an off-campus account, they are held solely responsible for its up-keep and the filing of taxes pertaining to the account. Organizations which hold University account lines fall under the University tax exempt code; however, student organizations that open an off-campus account are no longer considered non-profit tax-exempt. Organizations that choose to open off-campus accounts are not eligible for ABCC funding and will receive no assistance from the University should they be audited by the IRS.
Advisors
Welcome from the Department of Student Life

Thank you for taking on the role of a Student Organization Advisor. Behind most successful student organizations is a great advisor. This is an important role to the leaders of your student organization because they look to you for advice and support as their organization develops and continues to grow.

The Advisor section of this manual is aimed at supporting and challenging you with tips and tools to use with your student organizations.

We hope that as an advisor you will be able to not only lend valuable advice and assistance to your organization, but also benefit from the wonderful interaction with students in a setting outside of the classroom. We are sure it will be both an enjoyable and rewarding experience! Please keep in mind that we are here to help. If you have a question or concern, do not hesitate to contact us!

Best Regards,
Department of Student Life
Eligibility Requirements to be an Advisor

In order to be eligible to be an advisor, the candidate must meet the following requirements:

- Must be a full-time faculty or staff member of the Ashland University campus or a graduate assistant in residence on the campus
- Cannot be on sabbatical
- Advisors cannot use the organization’s resources or benefits for personal, professional or departmental gain
- Student Life reserves the right to request that an organization change their advisor should the advisor be unable to or unwilling to fulfill his/her duties

Responsibilities of an Advisor to their Student Organization

- Serve as a “sounding board”, someone with whom the student leaders can discuss ideas or issues by providing an outside perspective
- “Check In.” If you haven’t heard from your student leaders in a while check in with them to see how everything is going
- Attend meetings, programs, and other organization activities
- Help in solving intra-group conflict
- Provide assistance with administrative functions such as how to cut a check from the organization’s account, hat ABCC funding can be spent on, van rental procedures if your group takes a trip, posting policies, etc.
- Assist in the training of new leadership and provide continuity and stability as student leadership changes
- Provide your group with connections within the University as well as the Ashland Community
- Ensure that the organization follows all University policies and procedures by being aware of policies that may impact your organization’s decisions, programs, etc.
- Assist in making the organization’s financial plan for the academic year and aid them in filling out their Budget Request Form each spring semester
- Help in finding a replacement advisor should you be unable to fill the position, leave the university, or go on sabbatical

Responsibilities of a Student Organization to its Advisor

- Keeping the advisor aware of all organization decisions, meetings, and activities
- Work with the advisor to form a stable environment which would include strong leadership, and a sound programming and financial plan for the academic year
- Be respectful of the advisor’s time and other commitments
- Share and discuss all important organization decisions with the advisor.
- Take into careful consideration the advisor’s input
- Discuss obstacles which hinder the effectiveness of the group
- Work with the advisor to ensure that the organization’s financial plan is followed
Advisor Agreement – Advisor/Student Leader Role Exercise

The organization advisor and the student organization leaders should fill out this exercise at the beginning of every school year. This exercise is an excellent tool in helping decide where the balance of power lies in your organization. For each of the following questions, write the letter that corresponds to who is responsible for each task. The letter key is as follows:

L — The student Leader
SL — Shared, but predominately the Leader
SA — Shared, but predominately the Advisor
EDS — Either person depending on situation
A — Advisor

Section A: Selection of General Members

Whose job is it to:

1. Oversee the recruitment/interview process of new members? _____
2. See that additional members are recruited to carry out the organization’s programs or activities? _____
3. Identify the qualifications to serve in the organization? _____
4. Contact potential members to be recruited for the organization? _____
5. Explain to potential members what is expected of them? _____
6. See that members are properly oriented to the organization? _____
7. See that members are trained to carry out the organization’s functions and programs? _____

Notes:

Section B: Selection of Executive Members or Officers

Whose job is it to:

1. Oversee the application/interview process for executive members? _____
2. Advertise to general members that new executive members will be chosen? _____
3. Sit on the committee that picks the executive members? _____
4. Decide the standards for being a member of the executive board? _____
5. Ensure that potential executive members meet the proper academic standards? _____
6. Educate new executive members on their responsibilities and duties? _____
7. Hold executive members responsible for their job? _____
8. Store and protect the organization’s files year to year? _____

Notes:
Section C: Meeting Logistics

**Whose job is it to:**

1. Select the date, place, and time of meeting?
2. Make arrangements for meeting such as the location, meal, etc?
3. Prepare the agenda for the meeting?
4. Send a notice of the meeting and copy of the agenda to members?
5. Invite any special guests to the meeting (faculty, staff, community members)?
6. Provide the University’s policies on certain issues?
7. Delegate responsibilities to committee members?
8. Conduct the meeting and maintain order during discussions?
9. Bring facts, shared past experiences, or point out alternative approaches to guide decisions?
10. Take minutes and see that they are typed up for distribution?
11. Mail out the minutes to committee members with any additional reference materials?
12. Generate new ideas for conducting ongoing or new programs?
13. Settle disagreements that arise between members during the meeting?
14. Confront committee members who are not fulfilling their responsibilities?
15. Serve as a liaison to other committees?
16. Write and send thank you letters to appropriate people?
17. Contact members to follow up on their progress?
18. Follow up on delegated responsibilities?

Notes:

Section D: Event Logistics

**Whose job is it to:**

1. Brainstorm ideas for events?
2. Provide feedback on how similar events have failed or succeeded in the past?
3. Set a budget for the event?
4. Ensure that all contracts have been approved by the Department of Student Life?
5. Oversee the planning and implementation of organization events?
6. Reserve the necessary space, technology and materials in order to do the event?
7. Publicize the event?
8. Oversee all preparations prior to the day of the event?
9. Take charge the day of the event and ensure things run smoothly?
10. Lead the organization in reflecting on their event and discussing things that should be done in the future?

Notes:
Section E: Budget Logistics

Whose job is it to:

1. Create a budget plan for the academic year?  
2. Keep track of the day to day spending and receipts of the organization?  
3. Compile all of the budgetary information at the end of the academic year?  
4. Submit ABCC Funding Request to Student Life by deadline?  
5. Fill in and return the Roster Form to the Department of Student Life in October?  

Notes:
Advisor Timelines

The following is meant merely as a general guideline. You should always reference email correspondences from Student Life for dates and deadlines. Should you have any questions please call the Department of Student Life at 419.289.5325.

Monthly Reminders:

- **August**
  - Assist with recruitment plans
  - Attend/help with retreats

- **September**
  - Meet with organization’s executive board to plan year – See the following section “Start Out the Year on the Same Page”
  - Hold first meeting of the year

- **October**
  - Organization Roster Forms Due to Student Life

- **November**
  - Check in with students, re: midterms

- **December**
  - Notify Student Life of any organizational leadership changes

- **January**
  - Assist with recruitment plans (if applicable)

- **February**
  - Begin filling in Funding Request Forms

- **March**
  - Check in with students, re: midterms
  - ABCC Funding Request Forms Due to Student Life in March
  - Deadline to submit dates to the Student Planner for the following academic year is in March

- **April**
  - Hold Elections – *Notify Student Life of Officer and Advisor changes*. This information is used to ensure up-to-date contact information. Please email stu-life@ashland.edu or call x5325.
  - Train New Officers

- **May**
  - May 1 – All organization accounts are closed – You cannot spend your funds past this date without written approval from Student Life
Start Out the Year on the Same Page

The beginning of fall semester is always very busy with new classes, students, and agendas. It is important to set aside an hour the first or second week of the academic year to have a meeting with your student organization leaders to discuss the following topics:

- Devise a vision for the organization (goals and objectives)
- Discuss your expectations of the group and what their expectations are of you as the advisor
- Assist with the recruitment process
- Communication is important! Make sure your student leaders keep you informed of meetings, transition in new leadership, events and programs
- Plan regular meetings throughout the academic year to touch base. These can be weekly, biweekly or monthly depending on the needs of your student leaders
- Help the president prepare the agenda before each general group meeting
- Speak up during the discussion when you feel the group is going to make a poor decision
- Request a copy of the treasurer’s books at the end of each semester. Remind them that if they do not spend their ABCC funding by May 1 the money will no longer be available to them.
- Evaluate any activities that you believe may have been inadequately planned
- Take an active part in officer transition and training

FYI!

It is important for all advisors to note that it is NOT advised for student organizations to have an off-campus bank account. The University does not condone the creation and use of off-campus accounts for any student organization. When a student organization opens an off-campus account they are held solely responsible for its up-keep and the filing of taxes pertaining to the account. Organizations which hold University account lines fall under the University tax exempt code; however, student organizations that open an off-campus account are no longer considered non-profit tax-exempt. Organizations that choose to open off-campus accounts will not be eligible for ABCC funding and will receive no assistance from the University should they be audited by the IRS.
Funding
Activities, Budgeting, & Chartering Committee (ABCC)

Who is the ABCC?
The ABCC is a sub-committee of the Ashland University Student Senate. This committee is comprised of students, faculty and staff who meet weekly during the spring semester to allocate funds for the following academic year. The chair of the committee is the current Officer of Activities, Budgeting, & Chartering on Student Senate. Four other Student Senators sit on the committee. At least two faculty members representing two of the four colleges, respectively. Any non-voting members of the committee provide guidance and organizational history.

What exactly does the ABCC do?
The ABCC was mentioned in the Student Organization section regarding the chartering of organizations; however, that is only one of their responsibilities. The ABCC’s primary activity is the annual allocation of money to student organizations. The primary intention of ABCC funding is to assist in promoting and broadening successful student organizational programming. The allocation process includes an application for funding which is reviewed and voted on by the committee.

Where does this money come from?
Every full-time undergraduate student pays $220 per year toward the activity fee. This money from the activity fee is allocated to fully chartered Ashland University organizations, residence hall programming and other university traditions such as the annual Homecoming festivities.

The ABC Committee traditionally allocates the activity fee funds to over 65 different campus organizations. These organizations include Greek Life, WRDL/TV-2, Theatre Musical, Multicultural Student Services, Religious Life, Collegian, Community Service, CAB, International Club, Collegiate Middle Levels Association, Philosophy Club, Sports Club Council, Women’s Chorus, Orientation, Student Senate, etc.

How do organizations maintain eligibility to receive and use ABCC funds?
Organizations maintain eligibility to receive and use ABCC funds by being a fully chartered organization, having an advisor, having a constitution on file in Student Life, and submitting all paperwork on time. Organizations must also follow the guidelines for the use of allocated funds.
Timeline for the Funding Process:

The following is meant merely as a general guideline. You should always reference email correspondences from Student Life for dates and deadlines. Should you have any questions, please call the Department of Student Life at 419.289.5325.

- August
  - Money is disseminated to organization accounts for the fall semester

- October
  - Rosters are due to stu-life@ashland.edu
  - Email notifications are sent to all organization presidents and advisors indicating the due date for funding requests

- January
  - Process for funding requests and planner date submissions is announced via email to student organization presidents and advisors.

- February
  - A second notification is sent to all organization presidents and advisors reminding them that their funding request form for the next year is due in March

- March
  - ABCC Funding Request Forms Due to Student Life
  - The ABCC will review Funding Request Forms. Some organizations may be asked to provide clarification

- April
  - The ABCC will continue to review all Funding Request Forms. Some organizations may be asked to provide clarification

- May
  - May 1 – All Organization accounts are closed – You cannot spend your funds from the current year past this date without the written approval of the Department of Student Life.

- July
  - Advisors will receive notification of how much money the organization has been awarded for the upcoming year
Guidelines for the Use of ABCC Funds

1. An organization must be fully chartered with Student Senate to be eligible for ABCC funds.

2. Organizations are advised to NOT have any off-campus accounts. If your organization has either an off-campus account or a 2000 account, you must contact Student Life immediately.

3. ABCC funding is made available for the sole purpose of supporting campus programming, activities and events. A majority of the organization’s programming must be geared toward the entire campus community in order to receive ABCC funds.

4. ABCC funds cannot be used to purchase alcohol.

5. An organization cannot use ABCC funds to purchase food, unless the food is part of the programming by the organization which is geared toward the entire campus community and does not account for the majority of expenses.

6. Typically, an organization may not purchase physical property including equipment, furniture, etc. without the prior written approval of Student Life.

7. A portion of an organization’s ABCC funds may be used for membership development including retreats, travel, conferences and seminars. However, this portion should not account for a major percentage of fund usage. All expenditures for such events are subject to review by the ABCC.

8. ABCC funds may not be used to fund gifts for charity, ex. Adopt-a-Family or Angel Tree, etc.

10. The organization’s advisor and president must work together to plan a budget for the academic year. The processing of all ABCC funds must be completed by May 1st. All expenditures after May 1st must be approved by the Department of Student Life. Monies not encumbered will be removed from the account.

11. The organization is expected to practice sound financial management and keep accurate records of all income and expenses.

12. An organization’s advisor may sign off on check requests or purchase orders for student organizations within their respective departments. However, the organization must deal directly with ABCC for all funding requests.

ABCC/Student Life may review account statements of chartered organizations on a monthly basis if deemed necessary. If an organization is found to have financial discrepancies, it may meet with penalties including loss of charter or ABCC funds.

All questions regarding the above guidelines should be directed to Student Life at 419-289-5325 or stu-life@ashland.edu.
**Student Handbook Policy**

All student organizations are required to follow the policies outlined in the Student Handbook. A copy of the handbook can be obtained in the Student Affairs Office (2nd floor, HCSC).

**Hazing Policy**

Hazing is determined by the university as doing, requiring, or encouraging any act or behavior regardless of the participant’s willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person. This specifically includes, but is not limited to activities that involve psychological shock; morally degrading/humiliating games and activities; creation of excessive fatigue; bizarre or unusual dress codes; distraction from scholastic activities (particularly class attendance and preparation); and/or requiring violation of Ashland University or State of Ohio laws.

All student organizations are required to comply with State of Ohio laws and the Ashland University Hazing Policy. Any student organization or individual found responsible for hazing will be subject to University judicial action and/or criminal prosecution. Repercussions may also occur through the organizations governing bodies and/or national affiliates.

**Film Viewing Law**

Organizations cannot show videos for events, retreats, etc unless they have obtained a license. Contact Student Life at 419.289.5325 to discuss the specific details of the video your organization wishes to show.

**Contract Policy**

When an event requires an off-campus contract, Student Life MUST be given a copy of the contract for review and signing. All contracts MUST be signed by the Director of Student Life and will then be kept on file. This is done to protect both the organization and the University. Any questions please call the Director of Student Life 419.289.5325. Student organizations are **not permitted** to sign contracts.
Solicitation and Vending Policy/Law:

A. Campus Solicitations

Only fully chartered Ashland University organizations may solicit funds from the Ashland University community. All student organizations, including the Greek community, must comply with the following solicitation requirements.

1. Obtain a Solicitation Request Form in Student Life.
2. Complete the form by providing the following information:
   - Name and contact person of the group sponsoring the event
   - Type of fund raiser being held (bake sale, food drive, etc.)
   - The location and hours of the event
   - Reason for solicitation request
3. Return the completed Solicitation Request Form to Student Life no less than 2 weeks before the scheduled event. The contact person listed on the form will be provided with the decision in 1-3 business days.

B. Vendor Sales

Request for vendor sales will be considered on an individual basis and will not be approved unless the solicitation is clearly in the best interest of the organization and Ashland University. Follow the directions in the previous section to have your vendor sale request approved. Credit Card and Phone Card Solicitations are not permitted on campus.

Special Notes

- Publicity may NOT be distributed until the solicitation request has been approved. Door to door coin collecting/coin collection jars are prohibited except for service/mission trip donations that must be approved by Student Life.
- Funds may be used for: donations to charities, philanthropies, community projects, as well as implementation of programs open to the entire campus.
- Funds may not be used for personal benefit and fund usage must comply with all local/state laws, and university policies.
- Records of expenditures of such solicited funds are subject to verification by Student Life.

C. Violation of the Solicitation Policy

1. First offense: Verbal or written warning
2. Second offense: If the organization does not discontinue the activity, or if the activity is believed to be severe enough, the concern may be taken to Student Conduct and reviewed by the Director of Student Conduct and the Director of Student Life.
Charitable Gaming

NOTE: There are specific laws that student organizations, including the Greek community, must follow when it pertains to Charitable Gaming. Please refer to the Ohio Revised Code for laws pertaining to charitable gaming.

In general:

1. The organization must have received a tax-exempt determination letter from the IRS stating that it is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.
2. The organization must qualify as a “charitable organization” as defined in the Ohio Revised Code.
3. The organization may only raise funds for its own 501(c)(3) charitable organization.
4. Under no circumstances can the organization conduct games of poker or roulette and exchange money, for any reason, on the same premises.

Charitable Gaming events must be registered with the Department of Student Life at least 2 weeks prior to the scheduled event. You may not publicize the event until you have registered the event.

CAUTION!

Violations of any of the preceding section may be punishable by state and local laws. *The section above is not meant as legal advice.* Organizations assume all responsibility for their charitable gaming events. To fully understand laws pertaining to Charitable Gaming, please contact the Ohio Attorney General’s Helpline and ask for the Attorney on Duty for Charitable Gaming.
Chalk Policy

- Organizations often promote events through chalk messages on Ashland University sidewalks. Only all-campus events may be publicized in this manner. Only “sidewalk” chalk can be used.
- Individual announcements such as birthdays, etc. are prohibited. In addition, organizations must have permission from the Department of Student Life to promote political or religious viewpoints when not tied to a specific event.
  - The event must be a one-time event, not an ongoing or weekly event.
- All chalk marks must be removed from sidewalks 24 hours after the event. Violation of this policy will result in assessment of a cleaning fee.

Rock Painting Policy

- Painting on sidewalks, buildings, or benches or rocks that have not already been painted is considered vandalism. In keeping with tradition, rocks which have already been painted may be painted as deemed appropriate by University administrators. Any other painting is considered a violation of policy and will be referred to the Student Conduct Office for processing. For questions about specific rocks and whether or not they can be painted, please contact the Director of Student Life.

Posting Policy

Student Life serves as a clearing and approval center for all materials to be posted on campus. Only student organizations with a fully recognized charter or provisional charter are allowed to post publicity in approved areas.

- Publicity may not be posted earlier than three weeks before the event
- Materials should be posted so they do not damage or deface surfaces to which they are attached
- **No material should be posted on any painted surfaces, steps, sidewalks, glass surfaces or the walking bridge overlooking Claremont Avenue**
- Only masking tape or string may be used to hang publicity (no duct tape, spray adhesive, glue or sticky tack)
- Posted materials may not obscure exit signs, windows, doors, directional signs, building signs, fire alarm boxes, railings, fire extinguishers, or general safety equipment
- Individual or posting group is responsible for the removal of the material within 24 hours after the event
- Failure to remove materials or follow posting policy may jeopardize future privileges and/or may result in judicial action and/or fines
- Off-campus groups must receive permission from Student Life
- Publicity may NOT promote the sale/use of alcohol or contain any material that is NOT conducive to the mission of Ashland University
Postings for specific buildings are as follows:

- Center for the Humanities at Bixler/Andrews Hall/Center for the Arts: Only bulletin boards and stairwells
- Convocation Center: Only in entrances or under the discretion of the Director of Dining Services
- Dauch College of Business and Economics/Schar College of Education: Only bulletin boards in student lounge areas after the approval of the building Administrative Assistant
- Hawkins-Conard Student Center: Bulletin boards, brick surfaces, banners hanging from railing under the discretion of Student Life. Do not cover the campus creed when hanging banners. Do not post on any glass or painted services.
- Kettering Hall: Anywhere except marble surfaces
- Library: Placement of promotional materials is prohibited
- Residence Halls: Materials may be placed in the Residence Halls under the discretion of the Residence Hall Director. You must use sticky tack in Kem and Andrews Hall.
- Recreation Center: Materials may be given to the Director of Recreational Services for approval and posting.

*Materials not posted according to the aforementioned guidelines will be removed and the organization may be assessed a fee for cleaning, damage, or repair.*

**Copyright Law**

It is illegal to make copies of any material that is copyrighted under the law. This includes but is not limited to books, magazines, posters, and certain web page clip art. There are severe penalties for copyright infringement. If you wish to use copyrighted material, contact the publisher, artist, or web page designer for permission.

**Transportation Policy**

Individuals wishing to drive to an event affiliated with Ashland University in any way must drive their own vehicle and be at least 18 years of age. A copy of their valid driver’s license and proof of insurance card must be given to the Business Affairs office at least 48 hours in advance of the event. If either the license or proof of insurance card expires, a new copy must be received before the individual can drive to an event. It is highly recommended that executive members of the organization drive to the events.

**15 Passenger Vans:** 15 passenger vans are not permitted for use by University affiliated groups as they are not covered under the University’s insurance policy. All student organizations are required to complete travel forms through Safety Services for any off-campus trip.
Mail Center Policy

Publicity for an organization’s on campus event may be distributed through the campus Mail Center, located on the first floor of the Student Center. The following guidelines must be strictly adhered to:

- Full sheets must be tri-folded
- Half sheets must be folded in half lengthwise
- Nothing smaller than a half sheet will be accepted
- Bookmark-sized inserts need to be on card stock or heavier
- To mail to individual members of your group, sort pieces in box order and band pieces together or hand directly to mail center employee
- For unaddressed or general mailings, a mailing form must be completed and returned directly to a mail center employee at the window
- 1,700 copies are required to cover all student mail boxes
- To reach departments, 75 copies are required
- All mail must have a return address listed somewhere on the mailing
- Off-campus mailing without stamps may be accomplished by placing your organization’s account number in upper left corner of envelopes
- 24 hours advance notice must be given for any general mailing
- Any questions, please contact the Mail Center at 419.289.5317.
Resources
Reserving Technical Assistance

In HCSC Auditorium, Redwood Hall and Eagles’ Landing

The Technical Productions Crew can assist student organizations by providing basic lights, sound, and stage equipment for campus events. To schedule equipment or discuss your needs, contact Student Life at x5325. Requests must be submitted at least two weeks in advance. Events will be scheduled on a first-come, first-serve basis. Service fees will be discussed at the time of scheduling.

Student Center Auditorium

Reservation of the auditorium is processed through Safety Services at x5700. This facility contains user-friendly technology including: DVD/VHS/cable TV; laptop connection; computer with Microsoft capabilities; overhead projector; wireless microphone; data projector; etc. To ensure the availability of this technology, contact Student Life at x5325 at least two weeks in advance of your event.

While a phone call or message may be sufficient for some facilities, others require additional procedures. It is important to confirm all your prior arrangements.

- Facilities and services must be intended primarily for the benefit and participation of the University community.
- An event cannot violate Ohio laws and codes, University policies and regulations, or the fire and public health department’s policies governing the use of public spaces.
- Damage to equipment or facilities during the event will be charged to your organization.
- Only chartered student organizations may reserve facilities and contract for University services.
- Equipment rental, security, setup, and breakdown costs may be charged.

The Student Organization Resource Center: “The Source” is located on the second Floor of the Hawkins-Conard Student Center. The following resources are offered as a courtesy to provisionally and fully chartered student organizations:

- Banner Paper/Texas Markers – Texas Markers must be used on the table provided in the Resource Center, as the markers leak through paper and cause damage to Ashland University property.
- Programming Resources – current Campus Activities Programming Magazine’s offer helpful hints on any topic related to student organizations.
- Amenities – The Source also features a large conference table as well as computers that are available for organizational use.
Other Campus Resources

Catering
Ashland University Catering & Conference Services handles all catering on campus. As a general rule of thumb, outside organizations are not permitted to cater in any university facility. Contact the Director of Catering at x5915 to make your specific requests and to discuss menu options. For more detail on the catering policies including confirmation agreements and Eagle Card use, visit www.ashland.edu/catering and click on Student Catering Forms.

Instructional Resource Center
The IRC is located on the second floor of Ashland University Library. Its collection, Library of Congress Classification L - education, juvenile and young adult literature, and the IRC circulating collection, support teaching programs in the College of Education. The IRC circulating collection includes K-12 curriculum textbooks, activity books, and K-12 supplemental resources of manipulative kits, software, audio books, posters, maps, and book kits. In addition to library and technology, computers, scanners, printing and color printing, the IRC is a self serve work area for students, faculty, and staff. Laminating, binding and Ellison Machine and Die sets are a few of the resources available for use and an accompanying fee. A small selection of materials and supplies such as construction paper, bulletin board paper, poster board, and sentence strips are available for purchase. Patrons may purchase these items using cash, personal check, or campus accounts.
SAMPLE CONSTITUTION

Constitution of Name of Organization at Ashland University

Ratified: MM/DD/YYY – Updated: MM/DD/YYY

I. Article I: Name
The name of this organization will be Name of Organization at Ashland University.

II. Article II: Affiliation Statement
Statement from any affiliated National Organizations

III. Article III: Purpose
1. The purpose of this organization is to insert.
2. The objective of this organization is to insert.

IV. Article IV: Responsibility
1. Name of Organization shall comply with all Ashland University policies and procedures, including but not limited to those found in the Student Handbook and the Student Organization Handbook, as well as local, state and federal laws.
2. Name of Organization will comply with the University individual rights statement which is as follows:
   Ashland University is an Equal Opportunity institution and reasonable efforts will be made to accommodate all students regardless of disabilities, sex, age, race, color, religion, and national or ethnic origin, as per Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American Disabilities Act of 1991.

V. Article V: Membership
1. General Membership
   a. Qualifications: insert
   b. Procedure for Joining: insert
   c. Rights and Responsibilities of Members: insert
   d. Procedure for Removal: insert

2. Executive Members
   a. Qualifications: insert
   b. Election Process for each Position: insert
      I. Timeline: insert
      II. Procedure: insert
      III. Term: insert
IV. Installation: insert
  c. Right and Responsibilities of Executive Members: insert
  d. Procedure for Removal and Replacement: insert

VI. Selection Process and Role of Advisor Insert

VII. Process for Amendment of Constitution Insert

VIII. Committees
  1. Insert Names/Purpose/Duties
  2. How membership is determined

IX. Financial Aspects
  1. Collection/Dispersement of Dues
  2. Disposition of funds if organization dissolves