STUDENT ORGANIZATION MANUAL

Albion College

Office of Campus Life

CAMPUS LIFE STAFF

SHARESE SHANNON MATHIS - ASSISTANT DEAN FOR CAMPUS LIFE - EMAIL:SMATHIS@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CAMPUS LIFE OFFICE, PRIMARY ADVISOR OF STUDENT ORGANIZATION BUDGETS

JENNIFER YAWSON - DIRECTOR FOR CAMPUS LIFE - EMAIL: JYAWSON@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CAMPUS LIFE STUDENT EMPLOYEES, B.E.L.L LEADERSHIP PROGRAMMING, KELLOGG CENTER BUILDING MANAGER

ELIZABETH NETCHER - ASSISTANT DIRECTOR FOR CAMPUS LIFE -EMAIL: ENETCHER@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: ALL STUDENT ORGANIZATIONS, VOTING INITIATIVES FOR THE COLLEGE, PRIMARY ADVISOR FOR UNION BOARD

KRISTINA CRAWFORD - COORDINATOR FOR CAMPUS LIFE - EMAIL: KACRAWFORD@ALBION.EDU - PHONE: 517-629-0433
OVERSEES: CONTRACTS, PROCUREMENTS, OFFICE SOCIAL MEDIA, BUDGET PURCHASING

HAYLEY HILL - VICTIM ADVOCATE - EMAIL: HLHILL@ALBION.EDU - PHONE: 517-629-0613
THE ROLE OF THE VICTIM ADVOCATE IS TO PROVIDE NONJUDGMENTAL, CONFIDENTIAL SUPPORT TO SURVIVORS OF INTERPERSONAL VIOLENCE.

THE VICTIM ADVOCATE IS SPECIALLY TRAINED TO HELP STUDENTS NAVIGATE OPTIONS AND SERVICES ON CAMPUS AND IN THE COMMUNITY.

We're here to support **YOU!**

Why join a student organization?

Involve yourself with what's happening on campus and make new friends through a student organization! You can find experiences like leadership opportunities, learning experiences, and environments to network with professionals.

There are also many benefits associated with joining a student organization. Here are some:

- Better Grades and Time Management

- Student Organization Networking

- It helps you discover more about yourself

- It makes you a responsible person

- It looks good on your resume

- Experience

- Community

- and Fun!

Join today!

What do I need to start a student organization?

Because student organizations are the heart of Albion College, we want to make sure each organization has the resources to thrive and equal access to funding. In order to facilitate this, the Office of Campus Life has created a process for new organizations to register and previously existing organizations to re-register in order to update information and leadership.

Registering a new organization

In order to register a new student organization an interested student should first come to Campus Life to make sure their idea for an organization does not already exist or that their idea is incredibly similar to one that already exists. If it is found this is a unique idea for a student organization students will be asked to register on Engage (https://albion.campuslabs.com/engage).

In order to register a new student organization you will need a President, a Treasurer (these cannot be the same person), an Advisor, and a constitution - a sample constitution can be found on the student organization website (https://www.albion.edu/offices/campus-life/student-organizations). All student organizations can structure their leadership positions however they want, but the positions of President and Treasurer need to be explicitly named.

Re-register a student organization

Re-registration is important to keep contact, leadership, and roster information up to date. You can login to you organization's page at Engage (https://albion.campuslabs.com/engage), and then click re-register or you can go to organizations > register an organization button on the left > and then search for your organization.

What is an advisor?

The student organization advisor plays a vital role in the success and development of a student organization. But what are the actual duties of the advisor? Each advisor perceives their relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain regular contact with their organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. The following are just a few of the roles that an advisor may play in the mentorship and consultation of the student organization.
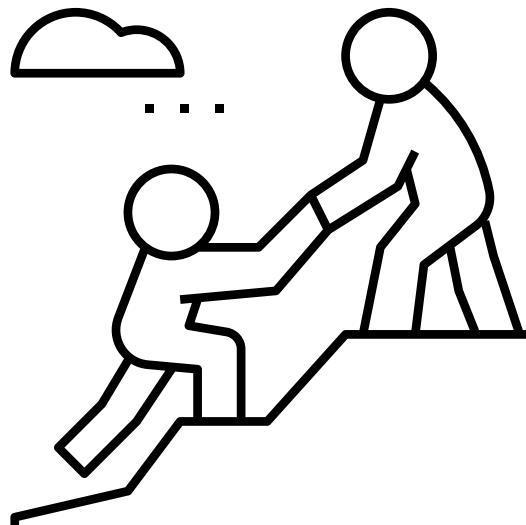
Mentor   **Facilitator**   **Teacher**

Follower   **Supervisor**
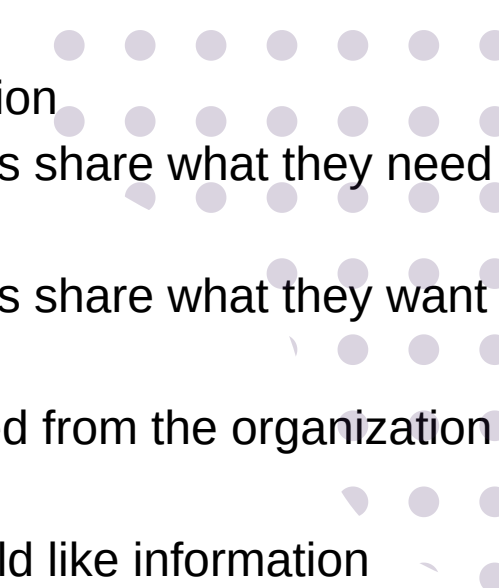
And more!

Duties of an Advisor

1. Explain and support the college's policies and procedures, as detailed in the Student Handbook.

2. Be responsible for encouraging leadership development within the student organization leadership team (recommend Leadership training opportunities when they arise).

3. Be familiar with Campus Life offerings and college resources (Information Technology, printing services, Pleiad, Albion Today).

4. Encourage the student organization leadership team to develop programs and events that add to the educational mission of the college.

5. Help maintain continuity from year to year by reviewing the student organization's constitution, by-laws, and goals setting by the leadership team.

6. Encourage and assist the leadership team in creating a hospitable environment fostering an acceptance and diversity of people, opinions, and experiences.

7. Advisors have the right to postpone a publication or event, if they deem it inappropriate, until it is brought before the Student Development Senior Leadership.

8. Actively assist in the orderly transition of responsibilities between old and new leadership.

9. Sign-off on finances and forms.

Expectations of an Advisor

In order to clarify what is expected of Advisors, we strongly recommend the advisor and the current leaders of the organization have a meeting to discuss this exact matter. Some topics might include:

- History of the organization
- Current state of the organization
- Current organization members share what they need from an advisor
- Current organization members share what they want from an advisor
- Advisor shares what they need from the organization members
- Advisor shares how they would like information communicated to them
- Organization's constitution
- Organization's budget/finances

Ideally, this discussion would happen every year between the advisor and the new leadership within the student organization. An active and knowledgeable advisor can often aid in the transition process of a group's leadership. The conversation also provides an opportunity for both parties to have continued knowledge of expectations held for one another.

Expectations of a Student Organization

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss organization matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization chosen to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.

Advisor/Student Evaluation and Feedback Tool

This form is an example of how to set up expectations. It is in no way a requirement. Please take 15-20 minutes to share your thoughts on the questions and statements listed below.

Please use a scale of 5-1 to rate your answers, 5 being the best score.

1. I am satisfied with the amount of time our advisor spends with our group. 5 4 3 2 1 Comments:
2. I am satisfied with the quality of time our advisor spends with our group. 5 4 3 2 1 Comments:
3. I am satisfied with the amount of information our advisor shares with our group. 5 4 3 2 1 Comments:
4. I am satisfied with the quality of information our advisor shares with our group. 5 4 3 2 1 Comments:
5. Our advisor is familiar with the goals of our group. 5 4 3 2 1 Comments:
6. Our advisor advises our group in a way consistent with our goals. 5 4 3 2 1 Comments:
7. Our advisor adjusts his/her advising style to meet our needs. 5 4 3 2 1 Comments:
8. Our advisor is a good listener. 5 4 3 2 1 Comments:
9. Our advisor understands the dynamics of our group. 5 4 3 2 1 Comments:
10. Our advisor role models balance and healthy living. 5 4 3 2 1 Comments:
11. Our advisor challenges me to think. 5 4 3 2 1 Comments:
12. Our advisor allows me room to make and execute decisions. 5 4 3 2 1 Comments:
   Additional Comments (use the back of this sheet if necessary)

Setting Expectations Form

In order to help facilitate expectations, the following form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

1=Essential for the advisor

2=Helpful for the advisor to do

3=Nice, but they don't have to

4=Would prefer not to do

5=Absolutely not an advisor's role

Setting Expectations Form

1. Attend all general meetings _____

2. Store all group paraphernalia during the summer and between changeover of officers _____

3. Attend all executive committee meetings _____

4. Keep official file in his/her office _____

5. Attend all other organizational activities _____

6. Inform the group of infraction of its bylaws, codes and standing rules _____

7. Explain college policy when relevant to the discussion _____

8. Keep the group aware of its stated objectives when planning events _____

9. Help the president prepare the agenda before each meeting _____

10. Mediate interpersonal conflicts that arise _____

11. Serve as a parliamentarian of the group _____

12. Be responsible for planning a leadership skill workshop _____

13. Speak up during discussion _____

14. State perceptions of his/her role as advisor at the beginning of the year _____

15. Be quiet during general meetings unless called upon _____

16. Let the group work out its problems, including making mistakes _____

17. Assist organization by signing forms only _____
18. Insist on an evaluation of each activity _____
19. Attend advisor training offered by the college _____
20. Take the initiative in creating teamwork and cooperation among officers _____
21. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision _____
22. Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
23. Take an active part in formulation of the creation of group goals _____
24. Represent the group in any conflicts with members of the college staff _____
25. Indicate ideas for discussion when he/she believes they will help the group _____
26. Be familiar with college facilities, services, and procedures for group activities _____
27. Be one of the group except for voting and holding office _____
28. Recommend programs and speakers _____
29. 15. Request to see the treasurer's books at the end of each semester _____
30. Take an active part in the orderly transition of responsibilities between old and new officers _____
31. Check the secretary's minutes before they are distributed _____
32. Cancel any activity when he/she believes it has been inadequately planned _____
33. Receive copies of official correspondence _____

Student Organization Officer Roles

The roles and responsibilities of leadership in a student organization are outlined in the organization's constitution. However, this is just a general outline of the responsibilities and roles an officer usually has. Each student organization officer should have the freedom to personalize their office, but feel free to use this as a guide of the basic responsibilities leadership roles often have:

Role of the President *Some Potential Responsibilities:*
Presides at all meetings of the organization
Calls special meetings of the organization
Schedules all practices, classes, and other activities of the organization
Obtains appropriate facilities for organization activities
Prepares and files any report required
Appoints committee chair people
Completes annual Recognition Forms
Attends Recognized Student Organization Meetings
Represents organization at official functions
Maintains contact with organization advisor
Maintains contact with organization alumni
Maintains contact with affiliated department or section
Maintains contact with national organization
Remains fair and impartial during organization decision making processes
Votes in cases where there is a tie
Coordinates Organization elections

Student Organization Officer Roles Cont.

Role of the Vice President *Some Potential Responsibilities:*

Assume the duties of the President as needed

Serve as an ex-officio member of standing committees

Plans officer's orientation and organizational retreats

Coordinates organizational recruitment efforts

Represents organization at official functions

Remains fair and impartial during organizational decision making processes

Coordinates organization elections

Role of the Secretary *Some Potential Responsibilities:*

Keeps a record of all members of the organization

Keeps a record of all activities of the organization

Keeps and distributes minutes of each meeting of the organization

Creates and distributes agendas for each meeting of the organization

Notifies all members of meetings

Prepares organization's calendar of events

Schedules all practices, classes, and other activities of the organization

Obtains appropriate facilities for organization activities

Prepares and files any report required

Handles all official correspondence of the organization

Manages organization office space

Collects organization mail from the advisor or wherever mail is received

Represents organization at official functions

Remains fair and impartial during organization decision making process

Coordinates organization elections

Student Organization Officer Roles Cont.

Role of the Treasurer *Some Potential Responsibilities:*

Keeps all financial records of the organization

Pays organization bills

Collects organization dues

Prepares and submits financial reports to the members

Prepares an annual budget

Prepares all budget requests for funds

Is familiar with accounting procedures and policies

Advises members on financial matters (i.e. vendors, ticket selling procedures)

Coordinates fund raising drive

Represents organization at official functions

Remains fair and impartial during organization decision making processes

Other possible positions: Parliamentarian, Activities Director, Recruitment / Retention Director, Academic Coordinator, Liaisons, Community Service Director, etc.

Liability and Risk Reduction

As the leader of a student organization, you are not only a representative of your organization, but also a representative of the college. As such, you are expected to understand relevant policies and procedures regarding programming, use of facilities, and operational procedures. If you don't understand a policy, need clarification, or simply don't know what policies apply to your activity or event, be sure to consult your advisor or speak with the Office of Campus Life (campuslife@albion.edu).

There is no way to completely eliminate risk and legal liability associated with a program or event. There are ways to reduce risk and provide a safer environment for program participants. Here are some tips:

- Clarify the expectations of participants
- Identify specific risks involved with the event (physical/psychological risk and liability)
- Assess the capability of the group to manage risk
- Develop a plan of action in reducing risk
  - Preparing liability waivers
  - Providing advanced training
  - Hiring a third party
  - Canceling the event if conditions are too dangerous or if the group is not prepared to assume full responsibility for the risk involved

If you have concerns about a situation unique to your organization, please contact **Campus Safety Director - Kenneth Snyder** (kesnyder@albion.edu) or **Campus Life** (campuslife@albion.edu)

Meetings

Running an Effective Meeting

Careful planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive and a waste of time. Meetings can be productive and fun with proper planning.

The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the meeting:
• Define the purpose of the meeting.
  • Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
• Develop an agenda and distribute it before the meeting so that members can be prepared.
• Choose an appropriate meeting time and length.
• Choose a location that is easily accessible for all members.
  • A location on or close to campus is helpful for students who do not have their own means of transportation.
• Visit the location prior to your meeting to ensure that the space is appropriate for the size of your group and the activities you have planned.
• Advertise the meeting to your organization and potential new members.
  • If possible, hold meetings at the same time and location every week.

Meetings Cont.

During the meeting:

• Greet members to make them feel welcome and be sure to introduce any new members.

• Start on time. Follow the agenda. End on time.

• Encourage discussion to get different ideas and viewpoints.

  • Members like to see that their ideas have an impact on the decision making process.

• Keep the discussion on topic and moving toward a decision.

• Keep minutes of the meeting for future reference.

• The leader or facilitator should model leadership skills such as staying on task, listening, valuing members and appreciating diverse points of view.

 • Announce the date and time for the next meeting.

After the meeting:

• Write up and distribute the minutes within two days to reinforce the importance of the meeting.

• Discuss any issues that may have surfaced during the meeting with officers so that the issues can be addressed.

• Follow up on delegated tasks.

  • Make sure that members understand and carry out their responsibilities.

• Add any unfinished business to the next meeting agenda.

• Most importantly, give recognition and appreciation to the members for their contributions!

Brand Guidelines

Branding Guidelines:

As representatives of Albion College it is expected that you present your organization and its materials in a professional manner. While not an exhaustive list, the below is a list of requirements for all branding using the name/logo/etc. of Albion College:

- Be sure you are using the correct colors: Purple and Yellow, with supplemental colors if applicable
- If you would like the official logo to put on flyers, etc. please email campuslife@albion.edu and we will send you the applicable logo document
- You are not allowed to stretch or manipulate the logo, unless you are enlarging it equally on all sides.
- Make sure your organizational social media accounts look professional and presentable

Again, this is not a complete list of requirements for branding. For a complete and more in depth understanding of branding requirements please see the Albion College Branding Guidelines on the Albion College website.

For a more complete list of brand guidelines please refer to the brand guidelines document:
://efaidnbmnnnibpcajpcglclefindmkaj/https://www.albion.edu/wp-content/uploads/2021/07/albion-brand-guidelines2020.pdf

Using Engage

Engage (https://albion.campuslabs.com/engage/) is the software platform that Campus Life uses to host nearly all submissions needed for student organizations. This is a platform that all students can access. All students have the ability to view events by student organizations coming up, view all currently registered student organizations, and find the contact information for leaders of student organizations. Engage is also used for leaders of student organizations to update their member and leadership rosters, submit budgets, and register/re-register their organization every semester.

Budgets

Submitting budgets is an important part of being a student organization. Access to funds is how student organizations are able to support their members, hold general meeting, plan events, and recruit new members. Guidelines for budget requests can be found at:
https://www.albion.edu/offices/campus-life/student-organizations/ (under "Resources")

In order to submit a budget student organization leaders should:

1. Login to their Engage account and go to their respective organization's page
2. Click the three lines at the top left
3. Scroll down, click the "Finance" tab
4. Follow the instructions outlined

Register

Registering a new student organization is a process, and one that we <u>highly</u> encourage students to begin by coming to meet with Campus Life first. We don't want students to go through the entire registration process to ultimately be rejected for reasons that Campus Life could have helped avoid. If a student wants to start a new student organization we highly suggest setting up a meting with Campus Life. After meeting with Campus Life a student should do the following:

1. Login to their Engage account
2. Click the organizations tab
3. Click "register an organization" on the left
4. Scroll all the way to the bottom and click "register a new organization"
5. Follow the instructions as outlined

Re-Register

Although we encourage all student organizations to keep their information updated, we know this doesn't always happen. Because of this, and the prevalence of some student organizations operating on a calendar year schedule, Campus Life requires that all student organizations re-register at the beginning of every semester. Student organizations can re-register by doing the following:

1. Login to their Engage account
2. Click the organizations tab
3. Click "register an organization" on the left
4. Search for their organization and then click "re-register"
5. Follow the instructions as outlined

Membership and Leadership Rosters

Maintaining an accurate membership and leadership roster is vital to a student organization's success. Not only does this ensure that the advisor is notified and aware of everything the student organization does, but it allows for easier leadership transitions and communications with all members. The responsibility of this is on the student organization's leadership, however if a leader or advisor is not added and needs to be added asap, please contact Campus Life (campuslife@albion.edu) and they can manually enter in leaders or members. In order to add or make changes to membership or leadership rosters a student organization's leader should do the following:

1. Login to their Engage account
2. Click the organizations tab and then their respective organization
3. Click the three lines at the top left
4. Click the "roster" tab that is towards the top of the sidebar

Editing a member or leadership position

In order to edit a member or leadership position the person must first be a member of the student organization. Once they are:

- You can either
  - Edit the leadership position that is at the top of the roster page
  - Or scroll through all members and click the edit pencil on the side and check the leadership box that is applicable

Adding an Event on Engage

Adding events on Engage is essential to market all the events your organization is doing, as well as generate access codes to check people in:

1. Login to their Engage account
2. Click organization circle profile (located in the left most menu)
3. Click "events" under "organization tools"
4. Click create an event button to the right

Some helpful tips:

- If this is a recurring event be sure to add all relevant dates by clicking "+Add Another Date" under where you entered the start date, start time, end date, end time, and location
- Be sure click the checkbox for "Automatically send Post Event Feedback notification after event". This allows you to collect some important feedback for how your event went and allows you to add custom questions!

Finding Your Access Code

IIn order to check people into your event using the Check-In App you will need an access code. Your event's unique access code can be found:

1. Login to your Engage account
2. Click organization circle profile (located in the left most menu)
3. Click "events" under "organization tools"
4. Click the event you are checking people in for
5. Scroll down a bit to "access code" under "Event Attendance"
6. Give this access code to everyone who will be checking people in!

Membership and Leadership Rosters Cont.

Adding a member/advisor

If you are trying to add a member or advisor:

1. Click the "Invite people" button on the roster page
2. Enter all email addresses of members/advisors that need to be added
3. After adding all email addresses click "add email addresses" below the box you typed in.
4. Designate what the invitation to that person should be (member, leadership, advisor, etc.)
5. Click the "send invitations" button
6. Ensure that all invitations are received and replied to in a timely manner
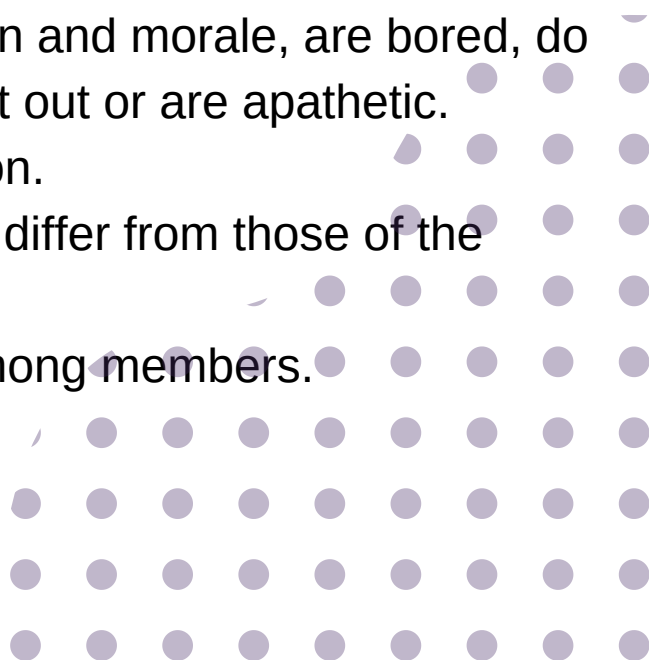
Common Student Organization Issues

The following are a list of student organization issues that a student organization may encounter, and may even need to speak with an advisor to consult or to solve. This list is in no way comprehensive and Campus Life can always assist with finding solutions.

Leadership Problems

- The leader does not consult with the organization before making significant decisions.
- The leader appears to lack self-confidence, is non-assertive, and lacks interest in organization.
- A rivalry exists between leaders in the organization.
- The leader has work overload, and too many time-conflicts.

Membership Problems

- Low attendance at meetings.
- Members have low satisfaction and morale, are bored, do not communicate well, feel left out or are apathetic.
- Members compete for attention.
- An individual member's goals differ from those of the organization.
- There exists a lack of trust among members.
- Programs fail.
- There is a lack of ideas.

Common Student Organization Issues Cont.

Being a leader is a big responsibility. One that not everyone has had experience doing. Below you will find a list of common problems that student organization leaders may encounter.

Organizational Problems
- Meetings are disorganized.
- Meetings are too long.
- The organization suffers from financial problems.
- There is no continuity from one year to the next.
- The organization has no "plan of action".
- Inner-organization problems
- Disagreement between an organization and other student organizations.
- Disagreement with institutional polices and procedures.

Advisor Problems
- Organization members avoid the advisor.
- Organization members do not pay attention to advisor's advice.
- The advisor is overwhelmed by their responsibility.
- The advisor assumes a leadership function.

Student Organization Timeline

Please use the following as a <u>guide</u> only. Dates and requirements are subject to change. Please utilize Campus Life and all campus emails for the most up to date requirements and expectations for student organizations.

Spring 2023:
- First day of classes - Jan 9
- Student Organization Leadership Summit - Jan 21
- Re-registration begins - Jan 21
- Midterm grades due - Feb 24
- Spring Break - Feb 24 - Mar 5
- Last programming day - Apr 19
- Last day of classes - Apr 20

Budget Deadlines - all end at 11:59pm day of:
- **January 22nd**
- **February 5th**
- **February 19th**
- **March 5th**
- **March 19th**
- **April 2nd**
- **April 9th**

OUR STUDENT ORGANIZATIONS HELP STUDENTS
BELONG, ENGAGE, LEARN, AND LEAD - AND FOR THAT
THE OFFICE OF CAMPUS LIFE SAYS:

Thank you!