

Student Organization Handbook

Here is a snapshot of what you need to know...

This manual is not a comprehensive guide, there is much more to be said about running a student organization successfully, however this is to get you headed in the right direction whether you need new members, want to throw a great event, or are having trouble managing conflict within your group. More extensive guidelines can be found on the OCI website.

Being a student leader isn't easy, so I applaud your effort and dedication to your organizations and clubs. It takes students to make this campus lively and you are one of them. Thank you for contributing to your fellow students and I hope your involvement in these organizations changes your life in some way. I know mine have made me who I am today. Just know you make a difference in the lives of others just by being a part of the campus community and being a role model and leader.

Please read over the following pages because they will help you with all the policies and procedures in order to get stuff done. You always have a resource with the Office of Campus Involvement. My door is always open, but start here!

Sarah Dowd Dyer

Director of Campus Involvement

dowdsa@hiram.edu x5182

Table of Contents

Important Contacts (page 3)

This section outlines all the important contacts you will need when running your organization. These are the people who can support you with resources and information, please call on them, they are here to help!

Office of Campus Involvement (pages 4-11)

OCI is always here to support you. We are the hub of information and the ones who can answer your questions and assist in anyway. Please read over these policies and procedures because we are asking something of you in return.

Funding You Board (pages 12-20)

The FYB is here to help you; whether it is to go to a conference, bring in a speaker, or to plan a dance, they are here to help you get the funds needed to plan great events. Here is a little bit of what you need to know about how to request funds as a student organization from the Student Activities Budget. Everyone pays into this pot of money so we want to help groups use it to benefit the campus in many ways!

Important Contacts

Office of Campus Involvement

Sarah Dowd Dyer, Director of OCI dowdsa@hiram.edu
x5182

Catering

Amanda Church, Director of Catering ChurchAV@hiram.edu
x5192

Special Event Office (Reserve a space here: <https://hiram.wufoo.com/forms/event-registration-space-reservation-form/>)

Martha Schettler, Director of Special Events events@hiram.edu
x6116

Transportation

Nikole Benjamin or Dan Fynes, Campus Safety
fynesda@hiram.edu , benjaminnl@hiram.edu
x5188

H-Tech (Reserve sound equipment here: <https://hiram.wufoo.com/forms/htech-services-contract-request-form/>)

Blake Lytle, H-Tech Manager for Kennedy Center Programming lawser@hiram.edu

Funding You Board (Request to sit with the FYB here: <https://hiram.wufoo.com/forms/2013-reserve-funding-request/>)

Michael Dietzen, VP of Finance dietzenm@hiram.edu

Student Senate

- Alexander Andrzejewski, President
- Jeffrey Robb, Vice President of Administration
- Anthony Lyon, Vice President of Communication
- Michael Dietzen, Vice President of Finance
- Emily Toich, Vice President of Activities
- Dr. Liz Okuma, Advisor
Senate@hiram.edu

Office of Campus Involvement

General Policies and Procedures

- Annual Registration Process
- Fundraising Form
- Donations Collection Form
- Semester Roster Report

Support Programs and Services

- Campus Involvement Fair
- Presidents Roundtable
- Party Assistant Program
- Student Organization Leadership Development
- Club Rooms

Event Planning Policies and Procedures

- Event Registration and Space Reservation Form
- Transportation Request Form
- Liability Waivers
- Party Registration Form
- Events Involving Alcohol
- Contracts
- Co-Sponsorship
- H-Tech
- Henry Field
- Media Center Policies
- Candles Policy

General Policies and Procedures

- Annual Registration Process
 - 1. Each academic year you must fill out new forms for your student organization. This process will be due by the end of March each year.
 - 2. Fill out the Annual Registration Form. It is a Wufoo that can be found on our OCI website. It asks for your four officers on your Executive Board. All clubs must have a President, Vice-President, Secretary, and Treasurer to be considered a fully registered student organization. If you have questions about the titles of these positions and duties, contact the VP of Activities.

- 3. Be sure to attach a copy of your constitution, it is not complete without it!
- Semester Roster Report
 - At the end of each semester each organization is expected to have a document up to date with a current roster of their members.

Support Programs and Services

- Campus Involvement Fair
 - Each year the Office of Campus Involvement provides the opportunity for student organizations to showcase their interests and encourage other members to join their groups. Usually held in the Kennedy Center during the 1st or second week of classes, all student organizations are welcome to register and participate. This is a fun event with dinner and performers the like. We encourage all groups to get their name out there and gain new membership for the upcoming year.
- Presidents Roundtable
 - The Presidents Roundtable is a time for Student Orgs to be updated on changes in policy and procedure from the Office of Campus Involvement, updated from Student Senate, and other changes. It is also a time where all pertinent policy and procedure concerning student organizations and funding are discussed. There will also be Leadership Development implemented within these roundtables. This is a mandatory event for all registered student organizations.
- Party Assistant Program
 - Any and all events that are planning on serving alcohol of any kind require certain procedures to be followed. One of the necessary requirements is the presence of Party Assistants who are trained for party management and are responsible for identification and serving at all campus-wide events.
- Club Rooms
 - Club Rooms are designated spaces on campus that are used for meeting and storage space for clubs and organizations. Each year the Club Rooms are reevaluated and when club room space is available students will be notified and prompted with the application process.
 - Due to the increasing number of student organizations on campus and the decreasing space available students, Residential Education and the Office of Campus Involvement have developed the following guidelines for the governing of said space. Being assigned clubroom space is a privilege, not a right.
 - Campus policy will dictate the use of student space, length of time that a group is assigned to a space, and consequences of abuse of the space. Specific

information about the Policy can be obtained from the Office of Campus Involvement.

- ALL organizations will be responsible for ALL repair costs associated with their assigned space. The College will ONLY be responsible for damage that is beyond responsibility of student organizations, i.e. broken water pipes. Wherever possible, the Director of Campus Involvement will be responsible for notifying an organization if there is a need to enter an organization's space to make repairs, with an explanation of repairs or renovation work to be made. It is the organization's responsibility to notify the Director of Campus Involvement when repairs need to be made.

Event Planning Policies and Procedures

- Event Registration and Space Reservation Form
 - Any time your club or organization needs space on campus you must fill out the Event Registration and Space Reservation Form that goes to the Special Events Office as well as OCI. This form is a Wufoo and can be found on the OCI website. This reservation form allows you to request space and to provide details about your meeting or event like if you will have catering, special set ups, and more. You will receive a confirmation from the Special Events Office. If you have questions you can contact Martha or Alyssa at x6116.
 - Reserve a space here: <https://hiram.wufoo.com/forms/event-registration-space-reservation-form/>
- Student Leadership Center Space
 - This space is for student development and leadership. Active clubs are allowed to use this space for programs, workshops, and meetings!
 - Reserve the space here: <https://hiram.wufoo.com/forms/z1xvfe1a166i63k/>
- Transportation Request Form
 - Any student organization planning an event off campus MUST meet with the Office of Campus Involvement to discuss the details of their event and the potential liability. The college does not and will not condone any club/organization member transporting individual club members in his/her own vehicle for college-sponsored activities. All student organizations must use college vehicles for travel of any kind because of insurance and liability issues. The officers must provide the Office of Campus Involvement with an itinerary for the trip that includes contact information.
 - Any time your club or organization needs to gain Hiram College Transportation you must email Nikole Benjamin and Dan Fynes your request. Each club is allowed to request a mini-van, car (2), 12 passenger van (6), or 15 passenger

vans (2). All college owned vehicles must be driven by an approved driver who has taken the Hiram College certification test. You will receive a confirmation from the Transportation Office and if you have questions you can contact Campus Safety at X5188.

- Liability Waivers
 - All Hiram College students traveling to a college sponsored event with their student organization must fill out a Liability Waiver that includes their emergency contact information. This will go on file for one academic year with OCI office and must be renewed each year. A copy of this form can be found on the OCI website and each member in your student organization must fill one out when traveling or participating in activities sponsored by the college.
- Party Registration Form
 - All parties that are being held on campus must be registered through a Party Registration Form on file with the OCI Office. Parties are considered gatherings that involve an invitation to all of campus that involve a DJ and/or involve alcohol being served. These forms are located in the OCI office and require signatures from the organization president, Director of Campus Involvement, Office of Campus Safety, Organization's Advisor and the Associate Director of Special Events.
- Food at Events/Catering
 - When an event involves food that will be serving more than 20 people catering and AVI must be used unless special approval is given from the Director of Campus Involvement and the VP of Students. To learn more about catering options please contact Amanda Church at churchav@hiram.edu.
- Events Involving Alcohol
 - Any student organization that is considering serving alcohol at their event MUST set up a meeting with the Office of Campus Involvement to discuss all of the procedures that need to take place before the event is approved.
 - In order to have any event involving alcohol the following steps must be taken to ensure safety and legal alcohol sales:
 - An F Permit must be filled with the Division of Liquor within thirty days of an event to sell beer. This is a \$40 filing fee.
 - An F2 Permit must be filled with the Division of Liquor within thirty days of an event to sell liquor. This is a \$150 filing fee.
 - All events must have a Hiram Police Officer on duty. The estimated number of attendees may determine if additional officers will be needed.
 - Party Assistants must be schedule for the event through the OCI Office.

- Contracts
 - Contracts are used when services are being provided outside of the College. For example, anytime an organization wants to bring a speaker, a band, or a poet, these services are contracted. Therefore, it is important that you are familiar with what contracting can mean and the language of contracts. Do not request a contract until you are clear on all the expectations and logistics of your particular event. Some agencies consider requesting a contract as binding, and therefore you want to avoid putting your organization in this position. Upon receiving a contract, set up a meeting with the Director of Campus Involvement to review it and get it signed. Students may not sign contracts on behalf of the College. All contracts must be processed through the Office of Campus Involvement and signed by the Director of Campus Involvement or the VP of Finance.
 - Here are some things you want to be aware of and look for when dealing with contracts:
 - The Artist or Performer is who is being contracted. The artist provides the services in the contract.
 - The Agent or Associate Member books dates for the artist. They issue contracts and riders. All changes to contracts and riders must be made through the agent. Negotiations prior to the requesting of the contract are made with the agent. Agents often charge a fee for services to arrange the performance of the artist. This fee is usually in the total cost and broken down in the contract.
 - The Contract sent by the agent is usually a one-page form with several copies containing information sheets as well as statements concerning control over the performance and liability for withholding taxes. Once a contract is agreed upon and signed by both parties (Artist/Agent and Purchaser – Hiram College), it becomes binding.
 - The Rider is usually a 1-5 page document with several copies. The rider includes additional terms and conditions for the attached contract. The rider must be agreed upon and signed by both parties.
 - The rider includes such items as meals, beverage, hotel accommodations, dressing rooms, electrical requirements, technical equipment, volunteers, etc. that the purchaser agrees to furnish to the artist.
- Co-Sponsorship
 - The OCI Office encourages groups to work together to sponsor all campus events. It is in your best interest to work together to not only help with the work load but to encourage the collaboration and support of each other's organizations. The OCI office has a Co-Sponsorship form which details the

responsibilities of each organization involved, the financial contributions of those organizations, and it solidifies the agreement made between the groups.

- H-Tech
 - H-Tech is the student run sound system that can provide sound and lighting for your student event or party. The H-Tech request form can be found on the OCI website.
 - The Sound and Lighting equipment will only be loaned out to representatives of College Clubs, representatives of Senate sponsored committees, and representatives of College Offices or Departments. In addition, events in which the equipment is provided for must be sponsored by an active club, or open to the entire campus. Equipment will not be loaned to individuals or for closed parties.
 - The request form and signed contracts must be returned to the H-TECH Manager at least 10 days prior to the event. Use of the equipment is first come first serve if two groups request it for usage the same time. H-TECH reserves the right to refuse services if the request is made in under a week's time.
 - The equipment must be returned within 24 hours of the event unless arrangements have been made with a manager prior to the event.
- Henry Field/Martin Field House
 - Henry Field and Martin Fieldhouse can be used for student organization events in the event that the group has been approved through the Office of Campus Involvement, The Athletics Department (Ellen Dempsey), and the Special Events Office (Martha Schettler).
 - The request to use the field starts in OCI so please contact the Director of Campus Involvement to set up a meeting to use this facility.
- Media Center Policies
 - The Media Center policies can be found on the OCI website. Media is reserved through the Event Registration and Space reservation Form that is also found on the OCI website. For specific questions regarding Media Services contact Marc Freeman at x5010.
- Candles Policy
 - All students wishing to possess/use candles for any college-sponsored activity must complete a Possession of Candle Form, which can be obtained in the Office of Campus Involvement. This form must be on file with all appropriate signatures by 5:00 p.m. 72 hours prior to the anticipated even. Final decision on the permissibility or candles rests solely with the Director of Campus Involvement.

Active Clubs on Campus

Active clubs are student clubs that are budgeted by the Funding You Board. All active clubs possess a constitution that has been ratified by Student Senate. An active club also agrees to abide by the Student Senate Constitution, Funding You Board guidelines, and their own Constitution as well as the Office of Campus Involvement Policies and Procedures.

Active status clubs:

Have to submit to the VP of Activities the:

- Annual Registration Form (filled out at the end of March EVERY year to re-activate your club for the next year)
- An accurate roster of members each semester
- Have to submit a constitution for Student Senate approval

Student Senate will

- Request the presence of an organization representative at a Senate meeting for discussion of the group, constitution, offer suggested edits/updates
- Table the first reading of the presented constitution to give the Senate a while to consider the proposed ASO group

During this time the group will go back to address any suggested edits/updates offered by the Student Senate

- Vote to determine whether or not active status will be granted
- Notify the Office of Campus Involvement of the Senate vote

The VP of Activities:

- Can provide a tool to assist with drafting the constitution
- Will review electronic constitution drafts with the preparer to check for conditions appropriate/required for Student Senate active status
- Will forward electronic constitution drafts to Student Senate for consideration

Active Clubs...

1. Are permitted to submit an annual budget for Student Senate/ VP of Finance consideration
2. Must attend the Presidents Roundtable in order to submit an annual budget
3. Must have all officer positions that the constitution states fulfilled at all times all by different people. One person cannot fulfill more than one role.
4. Must have events advertised and have approval by the office of Campus Involvement and have the flyer sent to Student Senate for filing records.

The following can lead to the loss of active status:

1. Violating the regulations and rules of Hiram College, the Student Organization Handbook, or the Student Senate Constitution.
2. Restrictions on student events
3. Restrictions on membership based on ethnicity, race, religion, sexual-orientation, and/or gender
4. Necessity of paying dues for some memberships
5. Using a constitution from an affiliated or parent organization; using any non-student written constitution
6. No financial support from an affiliated or parent organization

Funding You Board

The Funding You Board:

We are Here to Fund You

Policies and Guidelines

Purpose: The purpose of the Funding You Board (hereafter referred to as the FYB) is to establish a diverse and dynamic student run atmosphere on the Hiram College campus by providing the student body and student organizations with funding for various events and activities.

Goals of the FYB:

- To promote open, honest, and respectful communication with all of the students, student organizations, faculty, and staff on campus.
- To continually review and renew the policies and guidelines to ensure the Student Activities Funds are responsibly and fairly allocated.
- To operate from a neutral viewpoint position in order to ensure a diverse range of events and organizations are offered.

FYB Membership:

- Advisor to the FYB is the Director of the Office of Campus Involvement (OCI).
- The FYB's nine members will consist of the following:
 - Chair- Current Student Senate VP of Finance
 - Vice Chair – Current Student Senate VP of Activities
 - Member – Selected member of the Student Senate by the VP of Finance
 - Member – Selected member of the Student Senate by the VP of Finance
 - Member – Representative of the School of Arts, Humanities and Culture
 - Member – Representative of the Scarborough School of Business and Communication
 - Member – Representative of the School of Education, Civic Leadership and Social Change
 - Member – Representative of the School of Health and Medical Humanities
 - Member – Representative of the School of Science and Technology
- All members of the FYB will be selected by the VP of Finance and will be approved by the Student Senate.
- All members of the FYB aside from the Chair and Vice Chair can decide if they would like to remain on the FYB for as long as they are an eligible traditional student of Hiram College.
- The Chair and Vice Chair may remove any member of the FYB if they feel the duties of the members are not being done responsibly.
- If for any reason the VP of Finance cannot find a member of a school to fill the required school position, the VP of Finance may find any traditional student they feel will fill the roll best.

Eligibility for Fall Funding:

- Clubs must fill out the required documents as stated within your LEVEL at the end of each spring semester during the allocation cycle (please refer to the Appendix A for what is required in your LEVEL).
 - Club Activation and Constitution Wufoo Form: Link to be added shortly
 - Meeting Requirement Proposal Wufoo Form: Link to be Added Shortly
 - Budget Proposal Wufoo Form: Link to be added shortly
- All clubs must be recognized, approved by Student Senate, and registered as an active club in order to receive funding.
- If a club does not register, they can only get funding if they renew their club status through Student Senate, and at that time, the club will begin in the New Club Level
- When deciding on allocations for the fall semester, the club's spending history is considered. At least 80% of the previous year spring semester must be spent in order to receive the full amount of the requested fall semester budget.
 - However, there are special cases where clubs may have certain circumstances as to why the budget was not spent properly to reflect the 80% requirement. Due to this, the FYB will review all club budgets and will decide if action is necessary if this requirement is not met.
- Every club President must meet with the VP of Activities at least once a semester in order to receive funding.

Requirements for Spring Funding:

- During the fall semester, Clubs must complete the spring budget request from in order to receive funding for the spring semester.
 - Spring Budget Request Wufoo Form: Link to be added shortly
- All clubs must be recognized and approved by Student Senate and registered as an active club in order to receive funding.
- When deciding on allocations for the spring semester, the club's spending history is considered. At least 80% of the previous fall semester budget must be spent in order to receive the full amount of the requested spring semester budget.
 - However, there are special cases where clubs may have certain circumstances as to why the budget was not spent properly to reflect the 80% requirement. Due to this the FYB will review all club budgets and will decide if action in necessary if this requirement is not met.
- Every club President must meet with the VP of Activities at least once a semester in order to receive funding.
- If a club needs to request funds for the spring semester earlier than the official date, due to the planning of an event early into the semester, please fill out the *Early Bird Registration* form.
 - Early Bird Wufoo Form

Calendar of Events 2018-2019

Fall Semester

DATES TO BE ANNOUNCED BY FIRST FALL PRESIDENTS ROUNDTBLE

Spring Semester

DATES TO BE ANNOUNCED BY FIRST FALL PRESIDENTS ROUNDTBLE

***** All dates are tentative and more may be added at a later date*****

General Guidelines: (For ALL CLUBS AND ORGANIZATIONS)

- **Receipts** – Receipts for all items (activities, capital, etc.) must be saved and returned within one week after an event or purchase.
- In order to use the Senate account number, there must be proof of items being purchased or invoices sent to the VP of Finance before spending the funds.
- Once a semester, every club must turn in a money report to the VP of Activities, which can be found at <http://www.hiram.edu/campus-life/involvement-activities/funding-you-board/>. (If assistance is needed for this please schedule a meeting with the VP of Finance)
- All PCard use must be approved by the VP of Finance before making any purchase. Any premature use of an advisor's PCard may result in the immediate suspension of the club's budget for the remainder of the semester.
- All PCard reports will be brought to the VP of Finance and checked monthly for all usage of the account. Any non-approved allocations to the senate account **will result in the following consequences.**
 - **First Offense:** 10% of semester budget will be forfeited.
 - **Second Offense:** 20% of the semester budget will be forfeited.
 - **Third Offense:** Forfeit of the remaining semester budget and possible suspension of the following semester's budget
- Two authorized organization officers must sign all business transactions. Requests over \$200 must be signed by the club's advisor and requests over \$500 must be signed by the Director of O.C.I. Requests over \$500 cannot be made-out to students (unless special permission is given by the director of O.C.I.) and must be made out to a club advisor or to the third-party receiving the funding.
- At the end of every fall semester, all remaining money will be returned into the FYB budget to be used for the spring semester.
- At the end of every spring semester, all remaining money will return one week after commencement.
- In order to be eligible for *Early Bird Registration*, the club's president or treasurer must meet with the Vice President of Finance.
- If a club begins to fundraise or receives a donation from a donor, the club **MUST** let the Vice President of Finance know immediately. This may result in a freeze or loss of the club's budget if that club does not notify the Vice President of Finance in this change.

*****These guidelines must be followed properly to avoid the suspension of clubs budget or the loss of funding.*****

Requesting Guidelines

For any event that will involve food for over 20 individuals, please discuss this with the Office of Campus Involvement and FYB. (The A.V.I. Dining Policy is in effect.) For cases involving more than 20 individuals the usage of A.V.I will be judged by a case by case bases by OCI and FYB. Clubs are requested to provide quotes from outside vendors when it comes to provided food at events.

- **Off-Campus Activities** - The FYB will not allocate food funding
- **Club Meetings** - The FYB will not allocate food funding

*** REQUESTS FOR FOOD AT REGULARLY SCHEDULED ORGANIZATIONAL MEETINGS IS PROHIBITED. ***

Travel Expenses:

- **Bus** – Bus rental will be examined on a case-by-case basis
- **External Rental Car/Van** - \$100/per day *(This does not include mileage, tolls, gas, or parking expenses)*
- **Mileage** ---- \$0.50/per mile for 12 passenger van, \$0.40/per mile for car/minivan for campus fleet vehicle usage only. *(Personal vehicle use is not funded) (tolls will not be funded)*
- **Lodging** ---- \$85 /Hotel room *(rooms are expected to sleep 4 people) If any higher than \$85 a room, you must meet with the Director of OCI to talk about expenses.*
- **Airfare** ---- All airfare will be case by case and will be approved by both the VP of Finance and the Director of OCI.

Capital Goods Items: *are technically considered the property of the Club itself and are thus considered property of the college. All Capital Goods Items need to be catalogued and registered with the FYB and with O.C.I. All receipts for Capital Goods Items must be given to FYB VP of Finance. Failure to follow these rules will result in restrictions of future funding).*

- **Capital Items** – Due to the varying nature and necessity of Capital Items, review will be on a case-by-case basis.
- **Banners** – There will be a maximum of \$150 per banner. *(Clubs can only request for a new banner once every 3 years)*
- **Personal Merchandise** – Club members will not be granted funded for items that are deemed “Personal Merchandise” (items in question can be brought to the VP of Finance).
- **Uniforms** – Club Uniforms will be considered on a case-by-case basis

Activities:

- **Event Tickets or Rentals** – The FYB will pay all the cost of a ticket or rental for an activity, but a club may request that participants to pay up to half of the ticket or rental price.
- **Gifts/Prizes** – The FYB will fund a maximum of \$50 for gifts/raffle prizes per event
- **Hiram Disk Jockeys** – The FYB will pay a maximum of \$50 for student Disk Jockeys
- **Outside Jockey** – Pay for Outside Disk-Jockeys will be considered on a case-by-case basis
- **Speakers** – Pay for event speakers will be on a case-by-case basis.

Memberships/Club Dues:

- **Membership/Dues** – Clubs memberships/dues will be considered case-by-case due to proof of invoice.
- **Insurance** – Insurance for clubs will be considered case-by-case

Financial:

- **Payroll** – Due to the nature and purpose of Terrier Activities Board (TAB) and Student Senate, these are the only clubs eligible for funding for payroll.

- **Charitable & Political Events** – Funding for charitable or political events can be used on materials to host these events/activities. No allotted monies will go directly to charities or political organizations.
- **Retroactive Event Requests** – The FYB will consider event requests that are presented retroactively. However, the board reserves the right to refuse funding for these events if deemed inappropriate.
- **Loans** – The FYB will consider loan requests from student organizations. These will be determined on a case-by-case basis. The terms of the loan is determined by the FYB in consultation with the Director of O.C.I.
- **Fundraising** – When a club plans to fundraise for any efforts, they must first fill out the fundraising form, which can be found on the FYB website. At the fundraising event, the club's advisor must be present. If for any reason the advisor can't be present, the advisor can be substituted by the VP of Finance and/or the Director of Campus Involvement. **Immediately following the fundraiser event, the money raised must be given to any of the three people listed above. The money will be kept in a secure location until the money can be given to the VP of Finance.**

Advertising:

- **Advertisements** – The FYB will consider requests for advertising on a case-by-case basis.

Purchasing Items:

1. Students can request to have purchases made on the FYB Advisor's Hiram College Purchasing Credit Card. (There is a \$1000 per purchase spending limit. Purchases over \$1000 can be approved but require extra time. Consult the FYB Advisor for more information).
2. Students can request to have a check processed and mailed to pay for merchandise or services.

Sanctions: (Important)

- The FYB reserves the right to withhold funding from organizations that fail to follow its guidelines. The severity of these sanctions will be determined on a case-by-case basis by the FYB.
- Sanctions deemed necessary by the FYB are final.
- Sanctions may include (but are not limited to): freeze on allocated funding, refusal of future funding, etc.

Disclaimer: (VERY IMPORTANT)

The FYB has established these guidelines as a way to help clubs better understand how it will function and operate. **However**, we want clubs to know that these guidelines **are not** carved in stone. The board is always open to suggestions. If you disagree with a policy or feel that you can make a case for why we should make an exception then please feel free to discuss your ideas with us. We want students to know that we are open to conversation and, while we must be vigilant in how activities dollars are spent, we want students to know that our goal is to help create a campus filled with diverse and dynamic events and activities.

Appendix A: Club Level System

Overarching requirements for all clubs LEVELS

- All clubs that are LEVEL 1, 2, or 3 will be informed prior to the allocation cycle to what LEVEL that club belongs to.
- Clubs must fill out the Club Activation and Constitution form during the spring allocation cycle.
- Clubs during the spring allocation cycle must fill out the Meeting and Event Requirement Proposal Wufoo Form.
- All clubs must spend at least 80% of their given budget or temporary funding in order to avoid possible consequences to be determined by the FYB on a case-by-case basis.
- All clubs must fill out and turn in the given self-budget tracking sheet and the event tracking sheet to the FYB in order to be allowed to register for the following semester's allocation.
- Clubs may not move LEVELS until the spring allocation cycle.

New Club LEVEL

- Required documents to be submitted to become a new club.
 - New Club Registration Wufoo Form.
 - Club Activation and Constitution Wufoo Form.
 - Meeting and Event Requirement Proposal Wufoo Form.
- Funding
 - New clubs will start as "New Club Status" for one semester.
 - New clubs will start off with a maximum of \$50 for a two-week period.
 - Money remaining after the two-week period will be returned to the FYB.
 - The option to request a longer \$50 funded period will be taken into account and accepted or denied by the VP of Finance.
 - New clubs after the temporary funding period will be given no budget.
 - Clubs must attend FYB meetings in order to receive temporary funding for each event or club action.
- Other information
 - New clubs will enter LEVEL 1 status at the end of the first semester they are confirmed as a new club.
 - New clubs who enter LEVEL 1 status during the spring semester cannot petition to be LEVEL 2 until the following years spring allocation cycle.

LEVEL 1

- Required documents to be submitted as a LEVEL 1 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form
- Funding
 - LEVEL 1 clubs will start off with a maximum of \$100 at the beginning of each semester.
 - Money remaining after the three-week period will be returned to the FYB.
 - The option to request a longer \$100 funded period will be taken into account and accepted or denied by the VP of Finance.
 - LEVEL 1 clubs after the temporary funding period will be given no budget.

- Clubs must attend FYB meetings in order to receive temporary funding for each event or club action.
- Other information
 - LEVEL 1 clubs will be given the option during the spring allocation cycle to petition for LEVEL 2 status. Their request will be reviewed and accepted or denied by the FYB.

LEVEL 2

- Required documents to be submitted as a LEVEL 2 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form
 - Budget Proposal Wufoo Form
- Funding
 - LEVEL 2 clubs will be given a semesterly budget ranging from \$100-\$1000.
 - The full year total can only go up to \$1000
 - This budget will be given during the spring allocation cycle.
- Other information
 - LEVEL 2 clubs will be given the option during the spring allocation cycle to petition for LEVEL 3 status. Their request will be reviewed and accepted or denied by the FYB.

LEVEL 3

- Required documents to be submitted as a LEVEL 3 club
 - Club Activation and Constitution Wufoo Form (only during the spring allocation cycle)
 - Meeting and Event Requirement Proposal Wufoo Form
 - Budget Proposal Wufoo Form
 - Must present information to the FYB during the spring allocation cycle
 - Information on what should be presented and when will be emailed to the clubs that are being considered for LEVEL 3.
- Funding
 - LEVEL 3 clubs will be given a yearly budget ranging from \$1000-\$3500.
 - This budget will be given during the spring allocation cycle.
 - Only a portion of the budget will be given each semester.
For example: The paper airplane club requests to have a budget of \$2000 for the year. But, they ask for the fall semester to receive only \$800 of that \$2000. Then in the spring they request to get the remaining \$1200. They will then receive 800 in the fall and \$1200 in the spring equaling \$2000 in total.
 - LEVEL 3 clubs must comply with all guidelines in the fall and spring in order to receive the full amount of their budget request.
 - LEVEL 3 clubs are not entitled to get up to the amount they are approved for, meaning they may not get the amount that is fully requested during the spring semester.
- Other information

- During the fall allocation cycle the FYB will review LEVEL 3 clubs to determine if they are eligible to continue to be LEVEL 3. If it is decided to not approve this, the club will be informed what LEVEL they are placed in going forward.
- Approved LEVEL 3 clubs must sign the LEVEL 3 Club Agreement.

Student-At-Large

(Students who are requesting funding for an independent event not associated with a club or organization)

Will be reviewed on a case-by-case basis at a FYB meeting.

Appendix B: VP of Finance Appointing

1. The Vice President of Finance will be appointed by their predecessor The Vice President of Finance will be appointed by the following process:
 - a. The current VP of Finance will take applications from the current members of the Funding You Board only. If no members apply then the process will be open to the student body.
2. Applications will be reviewed, and the applicants will be interviewed by the VP of Finance and the Director of OCI. Invitations to sit in on the interviews will be offered to the Senate Advisor and Senate executive board members.
 - a. Results of the interviews will be shared with the FYB and they will be asked for their input regarding the candidates (This will exclude any FYB member who applied for the position). The FYB will give their preferred VP of Finance recommendation.
3. The final decision is then given by the VP of Finance, Senate Advisor, and Director of OCI with considerations from the FYB members and Student Senate President and Vice President for the next term.
4. The appointed VP of Finance will be approved by Student Senate as stated above.
 - a. If for any reason, the Student Senate does not approve the appointed candidate through their vote, the FYB reserves the right to hold a vote to veto that decision. The veto must pass by a majority vote.
 - b. If the veto does not occur, then the current VP of Finance and Director of OCI must appoint another candidate from the applicant pool.
5. In the case that the current VP of Finance wishes to return to their seat, the Senate advisor and director of OCI must receive an application at the same time that other applications are being accepted from other interested members of the Funding You Board, and the VP of Finance will be excluded from the conversations and decision.

Appendix C: VP of Activities Appointing

1. The Vice President of Activities will be appointed by the President and Vice President of the Student Senate of the term concurrent with the new position. Consideration will be taken from the Director of OCI, the Senate Advisor, and the previous Vice President of Activities. In the case that the previous Vice President of Activities wishes to run for the position again, they do not get to give input or be involved in the discussion.

Appendix D: VP of Finance Duties

1. To manage the Student Senate budget.
2. To serve as chair of the Funding You Board for the Student Senate.

- a. To create and distribute a template for student budget requests each year.
3. To present Funding You Board decisions to Student Senate once a month.
4. To review and present budget request from new student organizations to the Funding You Board, as they are submitted.
5. To contact the Vice President of Business and Finance or the College Controller at the beginning of each fiscal year to determine the student activity fee allocations, in accordance with the Student Senate advisor.
6. To provide monthly Student Senate financial status reports to Student Senate and the Student Body.
7. To allocate remaining funding to various outlets as determined with the Dean of Students.
8. To roll over the remaining unused balance to next year's fund.

Appendix E: VP of Activities Duties

1. To serve as a member of the Funding You Board.
2. To provide oversight for all student organizations and clubs on campus.
 - a. To conduct semester reviews of all constitutions and enforcement of the length of time an organization is permitted to be inactive before having their official LEVEL status revoked.
 - b. To confirm that all established clubs are maintaining the requirements brought for by the Student Senate for LEVEL status.
3. To collaborate with the Director of Campus Involvement to ensure that all lists of club officers and members are up-to-date.
4. To work closely with the Vice President of Finance.
 - a. To ensure that all clubs have access to their yearly budget forms.
5. To be responsible for ongoing education for all student clubs, assisting them in learning how to program, how to access funds through the Funding You Board, and all additional matters that will help them be successful organizations.
6. To provide monthly updates of club status at Student Senate meetings.
7. To have semesterly "President Round Table" meetings in collaboration with the Office of Campus Involvement and the Vice President of Finance.

Appendix F: 2019 Reasons of Change from the Tier System to the LEVEL System.

1. The past tier system does not fit the culture of our clubs anymore. With the tier system, there were specific amounts and requirements that clubs had to abide by. This made it very difficult for our unique clubs to be successful in spending.
2. Another issue with the tier system was that money was being held by clubs, but not being spent.
3. As clubs continue to rise it is becoming difficult to fun each club to fit their needs.
4. The FYB of the past have been having a more relaxed approach to requirements this new system will address that and make it easier to hold clubs and the FYB accountable.

All Hiram Student Organizations can be found on this website:

<https://www.hiram.edu/campus-life/involvement-activities/clubs-and-organizations/>