



**MURRAY STATE**  
UNIVERSITY

**Registered Student Organizations**

# **Operating Policies & Procedures**

rev. February 2019



# MURRAY STATE UNIVERSITY

## Registered Student Organizations

# Operating Policies & Procedures

## > Mission Statement

The *Office of Student Organizations* creates and fosters leadership and involvement opportunities that enhance personal, interpersonal, and organizational development for Murray State University students. Murray State University believes that your life outside the classroom is just as important as what you do inside the classroom. The faculty and staff feel that in order to have a full and enriched educational experience students should get involved with as many student organizations and activities as their schedule will permit. Not only will students feel a greater sense of belonging to Murray State University and its traditions, but they will be better prepared to enter the work force because they will have a greater understanding of balancing work, relaxation, and campus activities, as well as a sense of accomplishment. If a student carefully plans out-of-class activities, it will help to guarantee that student will become one of those well-prepared and well-rounded citizens of the world.

## > Introductory Statement

This handbook will help familiarize you with university policies related to Registered Student Organizations. As a student organization leader and advisor, you are responsible for knowing and following the policies and procedures in this handbook and other university documents, including, but not limited to the Student Life Handbook. In addition, this handbook details the resources available to Registered Student Organizations.

## > Table of Contents

<b>Student Organization Information</b>	
• Registration Process	3
• Types of Student Organizations	4
• Responsibilities & Benefits of Student Organizations	5
<b>Student Organization Campus Advisor</b>	
• Responsibilities & Expectations	6
• Frequently Asked Advisor Questions	8
<b>Event Planning Information</b>	
• Reservations	10
• Catering & Food Service Information	14
• Off Campus Events	14
<b>Publicity &amp; Advertising Resources</b>	
• Advertising Options	15
• Posting Guidelines & Locations	16
<b>University Policies</b>	17
• University Alcohol Policy	18
• University Hazing Policy	18
• Policy on Sexual Misconduct, Unwanted Pursuit and Relationship Violence	18-19
<b>Non-Discrimination Statement</b>	
• Auctioning Policy	18-19
• Gaming Policy	18-19
<b>Finances</b>	
• Employer Identification Number (EIN)	20
• On Campus Accounts	20
• Off Campus Accounts	21
<b>Opportunities Provided by the Center for Student Involvement</b>	
• Student Leadership Awards	22
• Resource Center	22
• Student Organizations Fair	
• Summer Orientation	
<b>University Resources</b>	23
<b>Appendices of Sample Forms</b>	28
• Sample Constitution	30
• Sample Meeting Agenda	32



## > Registration Process

### OVERVIEW

The Office for Student Organizations, located in the Center for Student Involvement (CSI) in room 111 of the Curris Center, is responsible for registering all student groups on campus. Any student organization wishing to use university facilities or property, the university name or to solicit membership on campus must register with the Office for Student Organizations no later than the designated deadline determined by the Student Organizations staff. At that time, a student organization directory will be compiled of all registered organization contact information and will be available to students, faculty, and staff via the website.

### ANNUAL RE-RECOGNITION

Student Organizations who were registered in the previous academic year **MUST** re-register their organization through the Center for Student Involvement. These organizations will follow the same steps as new student organizations regarding organization registration.

The process is as follows:

1. Complete the Student Organization Registration Form online
2. Submit a completed Officer Authorization Form
3. Submit a completed and verified Campus Advisor Authorization Form
4. Submit an updated copy of constitution/by-laws only if changes have occurred.

### NEW STUDENT ORGANIZATIONS

Newly formed groups may register at any time during the school year and may hold two meetings on campus for organizational purposes prior to registering with the university. In order to be a recognized organization, the following steps must be taken:

1. Acquire a faculty/staff advisor. This is required of all student organizations.
2. Complete the Student Organization Registration Form online. This information must include the following: President's name and contact info, Faculty/Staff Advisor information (fraternities and sororities, please also include your Chapter Advisor information), a mailing address, and the purpose of the organization.
3. Submit the Officer Authorization Form and a constitution/by-laws (see appendices for examples) for the organization to the Center for Student involvement
4. The selected Campus Advisor for the organization must be separately verified by the *Office of Student Organizations* and must have a Campus Advisor Authorization Form on file.

## > Withdrawal of Recognition Status

When an organization fails to re-register or fails to complete any requirements listed above to maintain status, that student organization will no longer be recognized by the Center for Student Involvement or the University. Please see the Center for Student Involvement for any questions.

## > Student Organization Categories

- Open: an organization whose membership is open to any and all students
- Greek: an organization that provides social opportunities and interaction among its members; organizations are members of the IFC, NPHC, and Panhellenic Councils at MSU.
- Residential: an organization interested in residential college involvement.
- Sports/Recreational: an organization interested in the participation of a specific sport or recreational activity.
- Political: an organization that promotes a common political interest; a co-educational organization whose main purpose is to bring together students, faculty/staff to share common goals, objectives, or issues.
- Religious: an organization interested in a particular church, sect, or denomination.
- Service: an organization interested in providing service to Murray State and/or the Murray Community.
- Departmental: an organization sponsored primarily through a department or a major field of study.
- Professional: an organization interested in a particular profession, which may also be a part of a national organization.
- Honor Society: an organization that recognizes superior scholarship among its members; membership may be by invitation only or based upon certain academic measures.
- Environmental: an organization interested in environmental concerns.
- International: an organization based on or interested in the culture of international group, language, and/or religion.

## > Responsibilities of Student Organizations

University registration of a student organization does not endorse or approve the opinions, philosophy, behavior, or objectives of the organization or its members. The process simply registers the organization's membership, which entitles the organization use of university buildings, use of the Murray State name, and the ability to solicit students for membership.

All students and student organizations of Murray State University are expected to follow under the duty and powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Students and student organizations have a right to expect enforcement of these rules and regulations. The university also has the right to expect good-faith efforts to enforce these rules and regulations. The university also has the right to expect students and student organizations to abide by the rules and regulations as befits the responsibilities of students as members of the university community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

### **RESPONSIBILITY OF STUDENT ORGANIZATIONS**

- Members of student organizations are responsible for updating their organization/s information at the beginning of each fall and spring semester, and when changes occur (i.e. the organization becomes inactive, new officers are elected, changes in advisors).
- Membership is limited to enrolled Murray State University students only.
- The organization must practice non-discrimination in membership selection unless stated legal purposes of the organization require limitations as to sex or religion and are exempt by law.
- Organizations should manage itself and carry out its activities listed within its constitution, as well as all local, state, and federal laws, and University regulations and policies.
- All student organizations must have an advisor who is a faculty or staff member who is selected by members of the organization.
- Organizations should act in the best interest of its members and the University and take responsible precautions for the safety of participants at your events.

## > Benefits of Student Organizations

Student organizations in good standing with the University and registered with the *Office of Student Organizations* may have the following benefits:

- Use of University facilities (subject to University regulations and policies)
- Listed as a student organization in university publications and website
- Participation in University sponsored events (Homecoming, Racer Days, Summer O, etc.)
- Ability to solicit membership
- Access to the CSI Resource Center (computer, copier, banner paper, etc.)
- Opportunity to create organization webpage through University
- Eligibility to win awards through the annual Student Organization & Leadership Awards
- Invitations to Leadership Roundtables to share discussion on different leadership topics
- Access to resources to assist in maintaining your student organization (officer transitions, budgeting, planning an event, etc.)

## > Campus Advisor

Few people recognize the time and dedication it really takes to be an effective advisor. Every year, the membership of a student organization changes; students come and go; therefore, it is the advisor whom provides continuity, stability, and is a valuable resource to a student organization. They are important catalysts for the learning that happens outside of the classroom and have the potential to influence and develop that learning.

### Responsibilities & Expectations

All registered student organizations at Murray State University are required to have an advisor who is a full-time faculty or staff member. The key role of the advisor is to offer support and advice to the student organization. It is okay for an organization to have more than one advisor. Traditionally, the advisor is related to the organization's purpose either academically or by personal interest. It is important for the advisor to discuss and clarify their specific role as organization advisor (please see Appendix for Guidelines for Advisor Role Definition).

Some of the general advisor responsibilities are:

- Attend as many organization meetings and events as possible, and encourage students to do the same.
- Read and know the Constitution & By-laws so that you have an understanding of how the organization should be operating.
- Assist the group in developing goals for the academic year. The advisor must take an active role in rendering advice as circumstances occur.
- Encourage the use of Robert's Rule of Order to run meetings in an orderly efficient manner.
- Be a facilitator and liaison among officers and members.

- Be a resource to the organization in regards to university policies, procedures, and services. The advisor should make sure the organization knows where these policies are listed and why they exist.
- Be aware of all plans, activities, and programs of the student organization and inform the organization when university policies may affect these plans.
- Provide continuity within the organization and be familiar with the organization's history.
- Assist members in developing leadership skills
- Offer ideas for projects and events when necessary.

The officers have a specific responsibility to approach their advisor each year to renew the relationship and to inform the advisor of upcoming meetings and plans for events. Some advisors like to be approached or otherwise they would not have agreed to serve as advisor to your student organization.

Some advisor expectations are:

- Consult the advisor regarding programs, events, and activities.
- Inform advisor of all organization activities, meeting times, locations, and agendas.
- Update the advisor on the financial condition of the organization.
- Inform advisor immediately if situations arise that might cause problems for the organization or for any members.
- Reserve time during the organization's meeting for the advisor to speak.
- Be knowledgeable of university policies and procedures.
- Meet all necessary deadlines given by university departments and/ or national organizations.

The student organization-advisor relationship is not a one-way street, meaning, that both the advisor and the student organization leaders have responsibilities. Both the advisor and the organization should spend time early in the advising relationship establishing a clear understanding of the roles each will play. Should there be a time when the advisor feels unable to function in this vital capacity please provide a written notification to the Office and the organization's officers.

The Office for Student Organizations will continue to be a resource for the organization and advisor in a variety of capacities. The advisor and student organization president will receive emails with pertinent events and information. Forms and other information will also be available on the Student Organization website.

#### **CAMPUS ADVISOR RESIGNATION**

If a Campus Advisor would like to resign from their position with the Registered Student Organization, they may request a sample resignation letter from the *Office of Student Organizations*.

## FREQUENTLY ASKED ADVISOR QUESTIONS

### ***“I have been asked to become an advisor for a student organization on campus...what does this mean?”***

Advising a student organization means acting as a resource and mentor to the students of the organization. It is a chance to engage students outside of the classroom setting and assist them in pursuing their goals and interests. You may have been asked to advise a student group whose purpose fits your own interests or expertise. This can be a great opportunity to participate and connect with students that will look to you to share your knowledge. Conversely, you may have been approached by students whose organizational purpose is something you know nothing about; no need to be scared by this. Take it as an opportunity to expand your horizons and learn more about a specific student culture.

Students will not expect you to have all of the answers. If you tell them up front that you are not knowledgeable about their specific purpose, but express interest and a willingness to learn about their organization then students will eagerly teach you about the organization's culture. In either situation, this is a great way to develop personal relationships with students and observe students as they grow and develop. When in doubt of your ability to advise a student organization remember, the students chose to ask you! Even if you are unfamiliar with the student organization, as long as you are willing to learn and commit to coaching/providing a positive role-model for the students, the students would not have asked if they did not believe that you were capable.

### ***“What will I have to do as an advisor?”***

All student organizations have different expectations about what the role of an advisor may be. It is important that you and the student organization agree as to what role an advisor should play within the organization. A simple conversation with the officers of the group at the start of the year is a good place to start. Please review the “Responsibilities & Expectations” section.

### ***“How much of a time commitment is necessary to effectively advise a student organization?”***

Being an effective advisor means developing a style that matches the club or organization's needs. When developing this style, it is important to keep in mind the purpose of the club, the types of activities they are involved in, and the mission/values of MSU. Some groups will need more or less attention depending on the time of the year. Negotiate with the group the time and attention they need from you before you agree to be their advisor.

Taking an active role in the organization (attending meetings, events, giving advice, etc.) does not mean that you are running the organization. It means that you guide and assist the officers in their roles, not doing the day-to-day operations. You may attend fewer meetings, or meet less frequently with the officers if the organization does not need an active advisor.



The main objective of an advisor is to be available to guide and assist the officers or members in the mission and goals of the group. How active or passive you will be should be negotiated between you and the group.

***“What is my liability/risk associated with being an organization advisor? Can I personally be held responsible if something should happen with my organization?”***

The simple answer is no, you will not be held personally responsible as long as you advise/guide in a manner consistent with common sense and MSU policies and procedures. Since this is a top concern for many new advisors, please refer to the Appendix, which is devoted completely to Risk and Liability for a more detailed description.

***“So I have decided to advise a student organization, how do I become their official advisor?”***

In most cases, students will often seek out advisors at the beginning of the fall (and sometimes spring) semester. Student organizations are required to have an advisor in order to receive recognition from the Center for Student Involvement. To become a student organization’s advisor, you will be asked to sign the Advisory Support Statement. Student organizations are asked to renew their recognition status at the beginning of each fall semester. If you would like to remain the advisor for a student organization then you will have to sign this form each fall.

## **> Event Planning Information**

*\*Adapted from FSU RSO Handbook*

The first step in planning an event is to determine a general idea of the type of event or program you want. There are a variety of approaches that you can use to develop ideas such as brainstorming with members of your organization or listening to what students are talking about on campus. No matter the size of the event there are steps to planning a successful event.

- Plan Ahead- schedule your program, meeting, or activity well in advance. This will give you plenty of time to make reservations, secure resources, and publicize.
- Timing- when you are scheduling events keep in mind possible conflicts and University events. Check with the university interactive calendar at this website: [calendar.murraystate.info/events](http://calendar.murraystate.info/events)
- Student Interest- you may find that if you plan something students are interested in, you will have a bigger audience.
- Be creative in your publicity- create publicity that will get the students’ attention and distribute it in a timely manner.
- Contact Faculty and Staff- they may be interested in your program...ask them to be a part of the program.

## RESERVATIONS

### **Curris Center**

The Curris Center provides an ideal location for many activities including conferences, meetings, banquets, movies, dances, receptions, and performances. Registered MSU student organizations may reserve rooms or a table in the Curris Center free of charge as long as no registration fees are charged for the event. To reserve Curris Center facilities, contact the Scheduling Office at 270.809.6985 or stop by 314 Curris Center. Please review the following policies & rates for the Curris Center.

### *Classification*

The order of classification of requesting groups will be determined by the University. The order of classification to be followed in scheduling facilities is listed below: (Note: While the classification system is intended to assist the University in establishing fees and charges, it is not intended to be a measure of priority of use.)

- A. Academic departments, administrative departments, and registered student organizations scheduling facilities for non-revenue producing programs (except grant programs that are funded for facility expense.)
- B. Academic departments, administrative departments, and registered student organizations scheduling facilities for university sponsored, revenue Producing Programs. Request must be approved by appropriate dean, vice-President, department chair, director, or organization advisor.
- C. University faculty, staff or students scheduling facilities for non-university sponsored programs.
- D. Non-university groups requesting facilities for non-revenue producing programs.
- E. Non-university groups requesting facilities for revenue producing programs.

### **Curris Center Cancellation Policy** (Pertains to Groups in Categories D & E)

- Curris Center facilities may be reserved up to one year to-the-date in advance. Groups failing to cancel reservations in accordance to the following timetable will be assessed the following fees:
- Cancellation prior to 6 months before the event, no penalty.
- Cancellation 3 months to 6 months prior to the event will be charged  $\frac{1}{4}$  of the rental fee.
- Cancellation 1 month to 3 months prior to the event will be charged  $\frac{1}{2}$  of the rental fee.
- Cancellation within 1 month of the scheduled event will be charged the full rental fee.

### **Curris Center Deposit** (Pertains to Groups in Categories D & E)

The Curris Center will charge a non-refundable deposit of  $\frac{1}{4}$  of the rental fee for spaces reserved which shall be due 30 days after a reservation is taken. If this deposit is not received within 30 days, the reservation will be cancelled.

No-Show Policy (Pertains to Groups in Category A)

A “no-show” occurs when a person or group reserves a space but neither uses it or cancels it. To discourage this practice, the Curris Center has adopted the following No-Show Fees:

Meeting rooms	\$25 no-show fee
Theater	\$75 no-show fee
Small Ballroom	\$50 no-show fee
Large Ballroom	\$75 no-show fee
Grand Ballroom	\$125 no-show fee

### Curris Center Facilities & Rates

Room	Set-up	Capacity	Description	Pricing per Category			
				A	B, C	D	E
<u>Barkley</u>	Fixed, Tiered	96	Tiered, lecture-style room	n/c	\$ 45.00	\$ 70.00	\$ 90.00
<u>Tennessee</u>	Fixed, Conference	14	Conference room with board table	n/c	\$ 40.00	\$ 60.00	\$ 80.00
<u>Ohio</u>	Standard	30	Tables & chairs, modified u-shape	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Banquet	30	Tables & chairs				
	Audience	40	Chairs in rows				
	Classroom	30	Tables with chairs on one side				
<u>Mississippi</u>	Standard	32	Tables & chairs, modified u-shape	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Banquet	50	Tables & chairs				
	Audience	50	Chairs in rows				
	Classroom	40	Tables with chairs on one side				
<u>Cumberland</u>	Standard	18	Tables & chairs, u-shaped	n/c	\$ 40.00	\$ 60.00	\$ 80.00
	Audience	30	Chairs in rows				
	Classroom	24	Tables with chairs on one side				
<u>Theater</u>	Fixed, Tiered	325	Fixed theater seating	n/c	\$ 150.00	\$ 225.00	\$ 300.00
<u>Banquet 1</u> (Small Ballroom)	Audience	250	Chairs in rows	n/c	\$ 75.00	\$ 125.00	\$ 150.00
	Banquet	125	Banquet tables seating 6				
<u>Banquet 2</u> (Large Ballroom)	Audience	550	Chairs in rows	n/c	\$ 150.00	\$ 225.00	\$ 300.00
	Banquet	300	Banquet tables seating 6				
<u>Banquet 1 &amp; 2</u> (Grand Ballroom)	Audience Banquet	900 800	Chairs in rows Banquet tables seating 6	n/c	\$ 225.00	\$ 325.00	\$ 450.00
<u>Dance Lounge</u>	Audience	100	Chairs in rows	n/c	\$ 50.00	\$ 75.00	\$ 100.00
	Banquet	75	Banquet tables seating 6				
All guest room rates will be \$30 / night based on single occupancy. An additional \$5 / night will be assessed for each additional Guest.							

## > Outdoor Space

In order to use any outdoor space the requester/organization must be a registered Murray State student organization. To make reservations, you must call Melissa Nesbitt, *Executive Assistant* at 270.809.3763 or stop by the Office of the President. The following areas are commonly used for outdoor activities:

- Grassy areas in front of the Residential Colleges
- Area between the Curris Center and Carr Health Building
- Steps of Winslow Cafeteria

### **Lovett Auditorium**

The auditorium is a special place on campus for cultural programming. Some of the activities include concerts, recitals, musical theatre, and various lecture series. For more information or to make a reservation please call 270.809.2056

### **CFSB Center**

To make a reservation for the CFSB Center, please call 270.809.5577

### **The Multipurpose Room**

This room is located in the Student Wellness Center and can be reserved for meetings, classes or workout events. Activities held in this room include fitness activities, meetings, movies, etc. To make a reservation please contact the Wellness Center front desk at 270.809.6000.

### **Residential College Lobby/Meeting Rooms**

Each residential college has its own lobby or designated meeting spaces. For more information, please call the Residential College Head for more information.

### **Carr Health**

In the Carr Health Building/Racer Arena, there are four racquetball courts, three multipurpose gymnasiums, a gymnastics room, an indoor jogging track, a swimming pool, dressing rooms, and an arena. Activities held here include: recruitment activities, step shows, sporting events, etc. For more information or to make a reservation, please call 270.809.7040. For the front lawn of the Carr Health Building, please call 270.809.3774

### **Quad**

The Quad is the outdoor space behind the academic buildings and the front area of Lovett Auditorium. To make reservations for this space you must call 270.809.3774.

## **Catering & Food Services**

If you would like to have food available for your event, you will need to work with *Racer Dining* by Sodexo. Sodexo has an exclusive contract with Winslow Dining Hall and the Curris Center. You must first order from Sodexo or obtain their permission before bringing in any outside food or using an off-campus vendor. To order food for your event, you should contact the Sodexo Catering office at 270.809.2746.

Here are some helpful hints when using Sodexo Catering:

- Room reservations should be made as early as possible to ensure availability.
- Knowing the appropriate number of guests is helpful when choosing the type of facility.
- If you are using the Curris Center for your event, the same number of guests should be given to the Curris Center Scheduling Office as well as Catering.
- Please place your food order at least two weeks before your event.
- Contact Sodexo three days before your event to confirm the order and the number of attendees.

## **> Off-Campus Events**

### **PUBLICITY & ADVERTISING RESOURCES**

Publicity is the key to success for any activity or event. Without publicity no one will know what is going on and there will be no audience. Who will be in charge of publicity? Is an important question to ask? Typically there is one person in charge of coordinating the publicity for your organization. When planning publicity, it is important to know your audience or public you are trying to reach. Keep in mind the reasons for planning this event; whom do you want to reach, and what type of publicity is most appealing to them. It is important to make your audience interested in your event. Some inexpensive ways are posters, flyers, table tents, invitations, calendars, bulletin boards, T-shirts, catchy slogans, Facebook (when used appropriately), etc.

Here are some Do's and Don'ts in publicizing an event:

#### **Do**

- Use Bright Colors
- Use Catchy titles and slogans
- Post well in advance of activity
- Post in key locations

#### **Don't**

- Use light colors
- Use poor grammar
- Insult or offend people
- Don't post too close to the program date

*Adapted from "Power Publicity" by Campus Programs & Student Activities Siena College*

## ADVERTISING OPTIONS

It is a good idea to use various types of media that will help formulate successful publicity. At Murray State University, there are various ways to publicize your event besides using flyers or posters. Below is a list of advertising options available to student organizations:

- Posting Items to MSU RacerNet: this is a great way to publicize your event or activity. First go to this website: <http://campus.murraystate.edu> then go to Post Campus Announcements and type in your information.
- University Events Calendar: the calendar lists all university events, programs, presentations, meetings, etc. If your organization is interested in posting your event to the calendar.
- The Murray State News: contact the newspaper to ask about ad rates or about writing an article about your event/program.
- Direct Mailing: if a student organization wants to send a letter, flyer, etc. to all registered student organizations, then student organization labels are located in the Center for Student Involvement. Please bring a copy of the mailing to the Center for Student Involvement for approval and then receive the labels.
- Mass Email: send an email about your event to the [msu.studentorganizations@murraystate.edu](mailto:msu.studentorganizations@murraystate.edu) and the Student Organizations office will send an email to the student organizations presidents and advisors.
- Curris Center Tables: A great way to promote an event or organization is to reserve a table in the Curris Center. Tables will be placed on the 2nd floor of the Curris Center or outside, if there is space available. Tables must be scheduled at least 24 hours in advance and the group will receive one table and two chairs, unless otherwise requested. Call 809-6119 for a reservation. Charges may apply if items are being sold.
- Web space for Student Organizations: Student Organizations are welcome to have a Web site using MSU's content management system. The process is to send a request to [msu.studentorganizations@murraystate.edu](mailto:msu.studentorganizations@murraystate.edu) listing the name of the registered student organization, the desired directory name, the primary web author directory name, his/her contact information, and M-number and the club's advisor directory name, his/her contact information, and M-number. Student Activities will forward the request to CTLT. Once approved, CTLT will send you log-in information.
- Student Organization Fair/Racer Extravaganza: Student organizations are welcome to register for the Student Organization Fair, which occurs the week that classes begin in August. In January, a similar fair will be held. Each registered student organization will receive, via e-mail, a registration form for each fair.
- Summer Orientation: Each year, the Office of Recruiting provides student organizations an opportunity to meet the incoming students before they arrive on campus in the fall. This opportunity is during the Student Organization Browsing Session which usually occurs during the morning of Summer O. Please note: student organizations should check with the Office of Recruiting or the Coordinator of Greek Life & Student Organizations before

any additional opportunities are taken to present their organization to or meet the incoming students.

- **Banners:** A banner display space inside the Curris Center is an option for student organizations promoting their events. Banners will hang over the 2nd floor wall and is visible to all occupants of the Curris Center. To have your banner hung, please bring your decorated banner to the Curris Center Office at least a week before your event is being held.

## **POSTING GUIDELINES & LOCATIONS**

Sites available to student organizations are listed below. Permission from the appropriate department or administrative unit is required.

### **Academic Buildings**

All organizations who are interested in posting information in the academic buildings should bring their flyers to the main office of each academic building to receive permission before posting.

### **Residential Colleges**

All organizations who are interested in posting information in the residential colleges should bring their flyers and posters to the front desk of each of the residential colleges. The Resident Director of each college will then stamp and distribute information to their staff to post. The organization does not need to post or wait for their flyers/posters to be stamped or posted.

### **Curris Center**

All student organizations interested in posting their flyers in the Curris Center should come to the Curris Center Office located on the third floor. An office worker will then stamp and allow you to post your organization's flyers in the designated areas in the Curris Center.



## > University Policy

The Office for Student Organizations is charged with the registration of all student clubs and organizations. The university cannot directly supervise the conduct of the numerous registered campus student organizations. Hence, the university disavows any liability or responsibility for the activities of student organizations. However, the membership of each student organization may be responsible, individually or collectively, for the consequences of their behavior. If the university becomes aware of breaches of any university regulations, the Student Affairs/Judicial Affairs office may take disciplinary action against those organizations found guilty of any of the following offenses:

- Hazing.
- Misuse of university facilities.
- Violations of university regulations as stated in the Code of Conduct or city, state, or federal laws.
- Illegally discriminating against any person due to race, sex, age, religion, disability, or national origin.
- Recurrent non-payment of legitimate debts to the university.
- Failure to properly clear on-campus events and facilities usage through the appropriate channels.

Any group failing to meet these standards may be penalized via one or more of the following denials of privileges and may be subject to sanctions listed in the Student Life Handbook (See Student Life Policies).

- Warning – Written notification that the organization’s actions are unacceptable and that a continuation or repetition of such actions will result in more severe disciplinary action.
- Probation – A definite period of observation and review of conduct not to exceed twelve (12) months’ duration. Violations of university regulations during a probation period may result in the removal of university recognition.
- Denial of use of university facilities.
- Restriction placed on membership solicitation.
- Forfeiture of right to representation in the Student Life Handbook, University Bulletin, or other university publications.
- Denial or forfeiture of the right to function as a campus organization for a definite or indefinite period of time.
- Forfeiture of right of representation in other university organizations such as IFC, intramurals, etc.
- May be required to develop and participate in self-improvement and educational programs

All appeal procedures will be consistent with the appeal process as stated in the Student Life Handbook (see *Student Life Policies*).

### **University Alcohol Policy**

Murray State University expects all student organizations to be in compliance with state and local laws regarding the sale, possession, distribution, and use of alcoholic beverages. The sale or furnishing of alcohol either directly or indirectly by student organizations is prohibited.

### **UNIVERSITY HAZING POLICY**

Murray State University recognizes that student organizations exist for the purpose of extending opportunities for education, social interaction, leadership and skill development, and personal growth beyond the classroom.

Therefore, the practice of hazing pledges, associate members, initiates or members is antithetical to the purposes of registered student organizations at Murray State University and is strictly prohibited by the university.

Furthermore, as of July 1986, hazing is a violation of Chapter 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:

- “(This statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization... In the case of a student or faculty violator, (violation of this statute shall result in) his suspension, expulsion or other appropriate disciplinary action and, in the case of an organization which authorizes such conduct, (violation shall result in) rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter (of Kentucky Revised Statutes) to which a violator or organization may be subjected.”
- Specifically, on the campus of Murray State University, hazing is defined as any on-campus or off-campus activity which results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfigurement, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs. This prohibition against hazing applies equally to student organizations, individual students, and faculty and staff members, visitors to the campus, and licensees and invitees on the campus.
- Any student who participates in hazing as defined above has violated the Murray State University Code of Conduct and will be subject to disciplinary action as described in the Standard in Disciplinary Proceedings of the Student Life Policies section of this handbook.
- Policy on Sexual Misconduct, Unwanted Pursuit, and Relationship Violence
- The University is committed to providing a safe and respectful environment for its students to live, work, study and learn. Interpersonal violence of any kind will not be tolerated on the MSU campus.
- The Board of Regents of Murray State University has specifically condemned sexual offenses, unwanted and repetitive pursuit and other forms of relationship violence

committed by or against any member of the campus community. The University is committed to the eradication of such offenses on campus by means of preventative educational programs, victim advocacy and strict enforcement of this policy. Because sexual misconduct, unwanted pursuit, and relationship violence violate the standards of civility and respect expected of all members of the campus community, Murray State will take appropriate action to respond to, investigate, and impose sanctions for behavior found to violate this policy.

- The University will cooperate with law enforcement officials in the prosecution of individuals who violate this policy. Behaviors addressed here may be defined differently by law enforcement agencies, and punishments imposed by outside agencies may be significantly different from what is described here. Moreover, the fact that the University does not address particular conduct in this policy does not prohibit its punishment if the behavior is otherwise prohibited by University policies or regulations.
- All members of the University community share a responsibility for creating a university where all its constituents feel safe and supported and where healthy, respectful relationships as well as a culture of nonviolence prevail. Therefore, Murray State administrators, faculty, staff, and students are urged to report their knowledge of any nonconsensual sexual activity, sexually exploitive behavior, unwanted pursuit, and/or relationship violence. For more detailed information including definitions and examples, please refer to the University Student Life Policies.
- Non-Discrimination Statement
- Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.
- For more information, contact the Director of Equal Opportunity, 103 Wells Hall, (270) 809-3155 or (270) 809-3361 (TDD).

## > Finances

The constitution of each student organization should identify the individual or individuals responsible for maintaining the financial records in the organization, usually this is the treasurer. It is important that each treasurer develop a system that provides a way of keeping accurate records of all deposits and expenditures for the organization.

### **Employer Identification Number (EIN)**

An Employer Identification Number (EIN) is a nine-digit number that the IRS assigns in the following format: 00-0000000. The IRS uses the number to identify taxpayers who are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities, use EINs. Note: Student Organizations are considered nonprofit associations. All Student Organizations with or wanting to have a banking account must obtain an EIN. You can get an EIN quickly online at this web address:  
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

### **On-Campus Accounts**

A student organization has the option of opening an Agency Fund Account with the University. This allows student organizations to have their university charges transferred to the agency account. To obtain an on-campus account, the student organization advisor must fill out an Agency Fund Agreement form so that the student organization can set up an account. The university services available to Student Organizations that use an Agency Fund Account include:

- Catering
- Printing Services Quick Copy (formerly Copy Express)
- Campus Mail
- University Bookstore

For more information, please contact Account and Financial Services at 270-809-4126 or visit them in 200 Sparks Hall.

### **Off-Campus Accounts**

A Student Organization may choose to open an off-campus checking or savings account at a local bank or credit union. An off-campus bank account gives the Student Organization the option to write checks and have instant access to account funds. Most financial institutions will require the organization to have an EIN. Caution should be taken if an off-campus checking account is used. Make sure that your account is not under a member's name and social security number. Systems should be put in place by the student organization to ensure that no member has the ability to withdraw funds from the account without approval from the student organization and/or the Advisor. Most financial institutions require a letter or signature from the advisor. The student organization should also determine from the beginning what would happen with the funds if the organization becomes inactive.

### Financial Institutions available in Murray

*Heritage Bank*

210 N 12th St  
Murray, KY  
(270) 753-7921

*Murray Bank*

405 S 12th St  
Murray, KY  
(270) 753-5626

*BB & T*

1104 Chestnut St  
Murray, KY  
(270) 767-2235

*Regions Bank*

515 N 12th St  
Murray, KY  
(270) 753-6151

*Regions Bank*

101 S 4th St  
Murray, KY  
(270) 753-1893

*Murray Bank*

700 N 12th St # B  
Murray, KY  
(270) 753-5626

*BB & T*

602 S 12th St  
Murray, KY  
(270) 767-2241

*CFSB*

1721 N. 12th St  
Murray, KY  
(270) 753-9067

## > Opportunities Provided by the Center for Student Involvement

### **Student Leadership Awards**

The Student Leadership Awards is a way to show support for student organizations as well as encourage further excellence in student programming, leadership, and service. It is important to recognize organizations for their efforts each academic year. The awards are divided into 2 categories: Individual Leadership Awards and Student Organization Awards. A description of these awards and nomination forms are located in the Center for Student Involvement or you can visit the student organizations website for more information.

### **CSI Resource Center**

The CSI Resource Center provides free office supplies to all registered student organizations. A Resource Center Authorization form must be completed and submitted to the Center for Student Involvement prior to using the Resource Center.

The CSI Resource Center reserves the right to revise the availability of supplies. If there is something that your organization may need that is not listed, please let us know so that we may try to provide this item for you in the future.

The following supplies are available for student organizations to use in the Resource Center for their operation:

- Pens
- Pencils
- Paper Clips
- Banner Paper (1-6ft. and 1-8ft. per organization/semester)
- Staple Remover
- Stapler
- Paper Cutter
- 3-Hole Punch
- Paper copies -color or black/white (200/student organization per year)
- Access to computer for organization use
- Lounge with chairs, tables, and television

### **Student Organization Fair**

The *Office of Student Organizations* coordinates and hosts an annual Student Organization Fair for the benefit of both MSU students as well as individual student organizations. This event is tentatively held in the fall semester each academic year and provides a chance for new students to learn about various involvement opportunities in addition to allowing student organizations to be able to advertise their information/activities to students simultaneously.

### **Summer Orientation**

Student Organizations have the opportunity at each Summer Orientation session to set up individual information tables to advertise their information/activities to incoming students.

## > University Resources

**University Counseling Services:** The licensed mental health professionals in the Counseling Center are available to provide a variety of counseling services for Murray State students, including individual therapy, couples therapy, and family therapy. Due to the high demand for our services, clients are seen on a biweekly basis unless they are currently in crisis and need to be seen weekly on a short-term basis. We have a counselor on call 9:00-3:00 Monday through Friday during the academic year to meet with walk-in clients or help with crisis situations. All services are free of charge.

Email: [msu.testingcenter@murraystate.edu](mailto:msu.testingcenter@murraystate.edu)  
Phone: 270.809.6851  
Office: C104 Oakley Applied Science Building

**Testing Center:** The mission of the Testing Center is for trained and certified test administrators to provide national standardized testing services for members of the university and the surrounding communities. The Testing Center offers CLEP testing, and national testing for undergraduate, graduate, and professional admissions.

Email: [msu.counselingcenter@murraystate.edu](mailto:msu.counselingcenter@murraystate.edu)  
Phone: 270.809.6848  
Office: Oakley Applied Science Building; Rm. C105

**Student Disabilities Services:** The Office of Student Disability Services (OSDS) is designed to coordinate and administer services and accommodations for students with documented disabilities. In doing so, OSDS will review disability documentation, meet with students to determine appropriate reasonable accommodations, and work with other areas on campus to implement services.

Email: [msu.studentdisabiities@murraystate.edu](mailto:msu.studentdisabiities@murraystate.edu)  
Phone: 270.809.2018  
Office: 423 Wells Hall

**Health Services:** Murray State University's health services will be provided by Fast Pace Connect Urgent Care beginning fall 2018. Fast Pace Connect will be located on the first floor of Wells Hall where Health Services has operated in the past. The phone number will be 270.809.3809 and the hours of operation will be Monday, Tuesday, Thursday and Friday from 8 a.m. to 4:30 p.m. as well as Wednesday from 8 a.m. to noon.

Phone: 270.809.3809  
Office: North Wing of Wells Hall

**President's & Advisor's Listserv:** The listserv is an e-mail distribution service for organization presidents and advisors. Each president and advisor is automatically subscribed to the list and receives messages about campus activities and leadership and service opportunities. Organizations can also submit information about upcoming events they are sponsoring. This is a great way to inform other campus leaders about your events.

E-mail: [msu.studentorganizations@murraystate.edu](mailto:msu.studentorganizations@murraystate.edu)  
Phone: 270.809.6953  
Office 111 Curris Center

**Dining Services & Racer Hospitality:** Murray State University Catering is dedicated to high quality and professional service. Our department is equipped to cater events large and small, on or off campus. From elegant dinners for 400 to fresh muffins and juice for a breakfast of 5, nearly every detail can be arranged to meet your specific needs.

Email: [msu.dining@murraystate.edu](mailto:msu.dining@murraystate.edu)  
Phone: 270.809.5209  
Office: 101 Curris Center

**Student Government Association:** The purpose of the Student Government Association is to promote the welfare, growth, and development of student life in an environment of academic excellence, to represent the students in all phases of administrative effort, and to provide a means of promoting cooperative efforts for the general welfare of the University community. SGA also has the SLIP fund which has been established to assist registered student organizations in programming. For more information, please go to [www.msusga.com](http://www.msusga.com)

Email: [gmorgan@murraystate.edu](mailto:gmorgan@murraystate.edu)  
Phone: 270.809.6951  
Office: 111 Curris Center

**Housing Office:** The MSU residential colleges offer students the opportunity to develop new friendships, leadership skills, and attend hall programs and campus events. Students can also benefit from university housing by living near classes, labs, and libraries, and becoming familiar with the campus environment.

Email: [msu.housing@murraystate.edu](mailto:msu.housing@murraystate.edu)  
Phone: 270.809.2310 or 270.809.3811  
Office: 206 Stewart Stadium



**Campus Recreation & Wellness:** The Campus Recreation office is responsible for the management of all recreational sports programming including intramural sports, sport clubs, and special events. A wide variety of leagues, such as softball, flag football, volleyball, soccer and basketball, are offered throughout each semester.

Email: [msu.wellnesscenter@murraystate.edu](mailto:msu.wellnesscenter@murraystate.edu)  
Phone: 270.809.6000  
Office: Wellness Center

**Office of Multicultural Initiatives, Student Leadership & Inclusive Excellence:** The mission of the Office of Multicultural Initiatives, Student Leadership & Inclusive Excellence (OMI) is to advocate and encourage a campus environment that embraces diversity and helps students grow personally and academically. Our programs and services are designed to address the leadership development, cultural competency, curricular and co-curricular needs of our multicultural student population, to help them adjust to campus life and enjoy a successful college career. The Office seeks to enhance the retention, success, and graduation rates for multicultural students at Murray State University.

Email: [scarthell@murraystate.edu](mailto:scarthell@murraystate.edu)  
Phone: 270.809.6836  
Office: 113 Curris Center

**Women's Center:** The Murray State University Women's Center opened its doors in 1992 as a place for all women and those interested in issues relevant to women. With such programs as Crazy in Love and Room with a View the Center hopes to educate Murray State students on some of the issues facing women today. The Women's Center is aimed at creating a strong voice for change for the students and people of Murray.

Email: [acox33@murraystate.edu](mailto:acox33@murraystate.edu)  
Phone: 270.809.3016  
Office: Suite C102 Applied Science

**Career Services:** Murray State University Career Services provides a variety of opportunities and assistance in all aspects of career development.  
Email: [career.services@murraystate.edu](mailto:career.services@murraystate.edu)

Email: [msu.careerservices@murraystate.edu](mailto:msu.careerservices@murraystate.edu)  
Phone: 270.809.3735  
Office: 100 Oakley Applied Science Bldg.

**Police Department:** The Department of Public Safety is responsible for the safety and security of the Murray State University community as well as properties owned, leased, or otherwise controlled by the University. The Department provides 24 hours per day, 7 days per week service to Murray State University and is comprised of two divisions- Parking/Business and Police.

Phone: 270.809.2222

Office: Public Safety Building

**Academic Advising:** The Center provides dedicated, experienced advisers to guide you as you schedule classes that put you well on your way to a degree from MSU. During your freshman year and possibly into your sophomore year you will enroll in university studies courses that are required for all Murray State graduates. While completing these essential courses you will explore your interests and decide which major is best for you.

Email: [msu.advising@murraystate.edu](mailto:msu.advising@murraystate.edu)

**Office of Student Affairs:** The Office of Student Affairs provides many educational and administrative support services to the student population. Student Affairs is committed to excellence in the integration of classroom and extracurricular activities to ensure a supportive living-learning environment conducive to student life.

Phone: 270.809.6831

Office: 425 Wells Hall

**Institute for International Studies:** Study abroad gives you the opportunity to challenge your own views as you interact with people from around the world, people who have been raised in a different culture and tradition. Give yourself the chance to open new doors – you’ll be surprised at what you might find when you do.

Email: [msu.intl@murraystate.edu](mailto:msu.intl@murraystate.edu)

Phone: 270.809.4223

## **CAMPUS COMPUTER LABS**

### **Hart Hall Lab**

- Phone: 270-809-5324
- The Hart Hall Computer Lab is open to all MSU students. It is handicap accessible through the front entrance of the lab. The lab hours are as follows:
- Monday-Friday: 8:00am - Midnight
- Saturday & Sunday: 1:00pm - Midnight

### **Waterfield Library Lab**

- Phone: 270-809-3020
- The Waterfield Library Computer Lab is open to all MSU students. It is handicap accessible through the front entrance of the building. The lab hours can be found on their Google Calendar or on the University Libraries website
- The Waterfield Library lab has several computers with scanners. Finale is also available.

### **Wellness Center Lab**

- The Wellness Center Lab is open to all MSU students. It is handicap accessible through all entrances of the building. The lab is available for use anytime the Wellness Center is open. Wellness Center hours can be found on the Wellness Center website.

### **White Hall Lab**

- Phone: 270-809-3545
- The White Hall Computer Lab is open to residents of the White Hall Residential College. It is handicap accessible through the front entrance of the building. The lab hours are as follows:
- Every Day: 8:00am - Midnight

### **Curris Center Lab**

- The Curris Center Computer Lab is located on the first floor of the building, and is open to all MSU students. It is handicap accessible through all entrances of the building. The lab is available for use anytime the Curris Center is open. The Curris Center building hours are on the Curris Center website.

# > APPENDIX

## **> Sample Forms for Student Organizations**

**A Sample Constitution**  
**CONSTITUTION**  
**(Name of Organization)**  
**Murray State University**

**ARTICLE I: NAME AND PURPOSE OF THE ORGANIZATION**

- Section 1      The name of this organization shall be
- Section 2      The purposes of this organization are
- Section 3      This organization is recognized by Murray State University and adheres to  
all regulations as set forth in the Student Life Handbook

**ARTICLE II: MEMBERSHIP AND MEANS OF SELECTION OF MEMBERS**

- Section 1      Membership shall be limited to students at Murray State University who fulfill the  
qualifications or and are seated in accordance with the By-Laws of the  
organization
- Section 2      This section should also include:
- Information about limitation of membership
  - Expectations of membership
  - Incorporate the affirmative action policy listed below:

*Example: Membership in this organization shall not be denied to any student on the basis of  
race, creed, religion, gender, political affiliation, physical disability, sexual orientation or age.*

**ARTICLE III:      OFFICERS**

- Section 1      The elected officers of the organization shall be
- Section 2      Powers and Duties of Officers:
- Section 3      Qualifications necessary to hold office in this organization are as follows:

**ARTICLE IV:**        **MEETINGS**

- Section 1      Regular meetings shall be scheduled at least once per semester.
- Section 2      The rest of the section should include:
- Who call meetings and how? Procedures for calling emergency meetings. Who develops agenda?
  - What represents a quorum?
  - Are meetings open or closed? What procedures will used to conduct meetings?

**ARTICLE V:**        **ELECTIONS**

- Section 1      When the elections occurs
- Section 2      Who counts the votes?
- Section 3      Procedures for general elections and nomination protocol. Election procedures if an officer no longer retains the position.

**ARTICLE VII:**        **DUES**

- Section 1      This organization has the ability to assess the membership dues

**ARTICLE VIII:**        **METHOD TO AMEND THE CONSTITUTION**

- Section 1      What procedure will be used to amend the constitution?
- Section 2      What percentage of membership is needed for amendments to pass?
- Section 3      How does a by-law get established?

*Please note:        All student organizations are responsible for informing the Student Organizations Office of any changes to their constitution and giving the office an updated copy.*

## **SAMPLE MEETING AGENDA**

Name of Organization

Date:

Time:

Place:

### **Agenda**

1. Call to Order
2. Roll Call (introduction of guests, welcome etc.)
3. Minutes (reading of minutes from last meeting and approval of minutes)
4. Committee Reports (reports of officers, standing committees, report of special committees)
5. Unfinished Business
6. New Business
7. Announcements set (next meeting date and location)
8. Closing of meeting