

# Operating Policies & Procedures

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

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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.



- 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 varie.for the

## FREQUENTLY ASKED ADVISOR QUESTIONS

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.





## 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 sc

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



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.
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## 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.

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



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



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

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.

### Offmpus Accounts

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

## 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

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: 270.809.38093 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





Police Department:









**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.