



SPRING 2020

Student
LIFE

FIELD GUIDE TO
**STUDENT
ORGANIZATIONS**

Prepared by: Office of Student Life

WELCOME



Your involvement in student organizations plays a positive role in your college experience and in the greater Heritage University community.

We are here to help you and your organization maximize your potential by building character, engaging in collaboration, and promoting campus, local, and global citizenship.

The Student Organization Handbook provides the foundation to collaborate and work toward these goals together. It will provide your organization with the tools and resources to navigate your way.

STOP AND REFLECT:

- WHAT IS YOUR REASON FOR STARTING A NEW ORGANIZATION OR LEADING AN ORGANIZATION?
- WHAT NEED WILL YOUR ORGANIZATION FILL ON CAMPUS?
- HOW CAN YOU IMPLEMENT THE INTERESTS PROJECTED IN YOUR GROUP INTO OTHER AREAS OF YOUR LIFE?
- HOW CAN YOU INSPIRE OTHERS TO SHARE OWNERSHIP IN YOUR VISION?

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STARTING A NEW STUDENT ORGANIZATION

THERE ARE MANY BENEFITS TO BEING A RECOGNIZED STUDENT ORGANIZATION ON CAMPUS.

TANGIBLE BENEFITS INCLUDE:

- Space reservations on campus
- On-campus financial accounts
- Ability to apply for funding
- Official recognition on campus
- Access to all services provided by the Office of Student Life
- Use of Heritage name and trademarks

INTANGIBLE BENEFITS INCLUDE:

- Meet and interact with people with the same interests
- Learn from organizations with different missions through collaboration
- Promote campus-wide and global citizenship by taking part in something bigger than yourself
- Understand yourself by reflecting on your leadership style and role within an organization



TO PROPOSE A NEW STUDENT ORGANIZATION...

- 1 Formulate a clear unique purpose for your group.**
- 2 Find an advisor (full-time, on-campus staff or faculty member) and have them complete the agreement form.**
- 3 Collect a membership roster with at least five active Heritage University student members.**
- 4 Write a Constitution with the following components:**
 - Official organization name
 - The organization's purpose or mission statement
 - The organization's requirements for membership (without regard to race, color, religion, sex, age, national origin or disability)
 - The roles and responsibilities of organization officers
 - The requirements for voting on organization issues
 - The structure and timing for officer elections
 - The requirements for amending the Constitution
 - A list of amendment dates and other important certifications or milestones for the organization
- 5 Apply with the Office of Student Life by submitting these documents to studentlife@heritage.edu**
- 6 The Student Life Advisory Committee will review the documents and respond with approval, denial, or requested edits to the documentation.**

STAYING ACTIVE AS AN ORGANIZATION

To stay compliant with University policies, the Office of Student Life requires each student organization to submit the following documents to the Office of Student Life, every semester:

- **Advisor Agreement Form**
- **Complete student member roster with contact information**
- **Anti-hazing form signed by all members**

Failure to do this by the fourth week of each semester will result in student organizations being deemed inactive and losing the rights and responsibilities of a recognized student organization, until these documents are received.

Upon *request*, the Office of Student Life regularly hosts workshops and sessions dedicated to teaching student organizations how to:

- **Create & store important documents**
 - Constitutions, rosters, minutes, etc.
 - Microsoft OneDrive, etc.
- **Manage student organization funds and solicit funds from SGA**
- **Plan & advertise events (both public and private)**
 - Space Reservations & Event Request Process
 - Flyer Approval & NYCU Marketing Submissions
- **Run elections**
- **...And more!**

Simply email us at StudentLife@heritage.edu with your inquiry.



STUDENT ORG ADVISORS

We recognize that student organization advisors play a critical role in the development of their group. It is important to consider every interaction with students as a learning and leadership opportunity to take advantage of. Through advisors, students can better understand their group's mission and how to positively contribute to the culture on campus.

The role of an advisor includes:

- Maintaining regular contact and involvement with the officers of their student organizations.
- Being knowledgeable about the missions, goals, and purpose of the student organization.
- Helping the group uphold Heritage University's policies and procedures.
- Being familiar and involved with activities and events of the group.
- Providing resources and support for events and usage of spaces.
- Assisting with the administration of the financial affairs of the group.

Advisors take on different responsibilities based on the needs of the organization. Some advisors are more involved in organizational planning and problem-solving, while others assume a more limited role. Is it important to remember that an advisor is NOT a supervisor.

Here are some of the common contributions of advisors:

- Mentor
- Team builder
- Motivator
- Role model
- Educator
- Institutional policy interpreter
- Source of information and ideas
- Liaison between the organization and university administration

Advisors must be **full-time** faculty or staff members at Heritage University.



STUDENT ORG ACCOUNTING

ALL RECOGNIZED STUDENT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING AND ACCESS TO AN ORGANIZATIONAL ACCOUNT

The functions of depositing funds and spending those funds for the student clubs is performed in tandem with the Business Office as part of the University's receipt and disbursement policy and procedures. Student clubs will deposit their funds and request disbursements through the Office of Student Life, based on the guidelines outlined in this handbook.

TO MAKE A DEPOSIT

Student organizations should develop a summary of the funds to be deposited and provide that information to the Office of Student Life. A cash receipt should be obtained from the Office of Student Life and attached to your copy of the summary. This documentation will then become a part of the organization's official records.

PURCHASES & SPENDING

Any expenditure must be approved by the organization prior to making the purchase and be documented with the minutes approving that expense by majority vote.

- Check Request
- Purchase ORder
- Petty Cash Request
- Reimbursement
- Online Order

For consistency and knowledge, it is recommended that the treasurer of any organization be the designated party that can make official transactions; This designee can be further educated on the process, by appointment with the Office Student Life. **Student organizations can make a deposit or schedule an expense by making an appointment with the Office of Student Life at StudentLife@heritage.edu.**

FUNDRAISING RESOURCES

Fundraising Efforts

Only recognized and registered student organizations may sponsor a fundraising activity, given the fundraiser meets the following conditions:

- The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization, the Student Code of Conduct and other applicable policies of Heritage University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
- All funds raised from the event must be deposited into the student organization's account with the Office of Student Life within five business days after the event. The use of third party fundraising/crowdsourcing sites such as Kickstarter or GoFundMe are not permitted.
- An individual or individuals of the student organization may not participate for private financial gain.
- Event attendance shall not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, disabled veteran or veteran status.

Further Information

For information regarding other policies surrounding fundraising, student organizations can reach out to the Office of Advancement at ***advancement@heritage.edu***.



ADDITIONAL FUNDING AVAILABLE

All recognized student organizations are eligible to request funds from Student Government Association (SGA). To be eligible for funds, events must adhere to the following guidelines:

- Undergraduates must be the primary target for your event.
- The event must be open to all undergraduate students.
- Your event normally must be held on-campus. (Exceptions are made when it is not possible to hold your event on campus).
- Events that promote a specific politician or political party are ineligible for funding
- Conference travel is referred to the Individual Academic Travel Fund.
- It must be possible for undergraduate students to enjoy your event for free. SGA will only fund free components of your event.

SGA will **NOT** fund the following items:

- Events that are not free for and open to all undergraduates
- Regular organization meetings
- Alcohol

SGA Senate Allocation

Heritage University Student Government Association (SGA) strives to support student organization activity through on-campus funding sources, such as the SGA student organization allocation. *Through a student organization's attendance and participation at SGA Senate meetings, student organizations become eligible for a stipend at the end of each semester. Senators may not miss more than two senate meetings in order to remain eligible for these funds.*

EVENTS & SPACE RESERVATION

[Login to the MyHeritage Portal](#) > [Help Center](#) > [Event Request](#)

Recognized student organizations have the privilege of hosting events on the Heritage University campus, provided that they follow university policy, stay true to their approved mission, and work in close coordination with the university. Student organizations are able to reserve rooms and outdoor space on campus at no charge.

The Office of Student Life can assist student organizations with event planning, travel, budgeting, contracts, and more. We can help you navigate University processes to reserve campus locations, book catering, media services, or hire speakers and other community vendors.

Space Reservation

Event requests are required to assist students in the planning of safe, successful events and activities, facilitate adherence to University policies and procedures, and ensure adequate time for the organization of event support services and security. Reservations that require physical setup or support from the maintenance/information technology (IT) departments require at least 10 days notice and will be approved accordingly.

Dining Services

The Eagle's Cafe Dining Services is the preferred vendor for all food on campus. For a variety of delicious and affordable options, check out The Eagle's Café, located in the Gaye and Jim Pigott Commons. Student organizations selling Temperature Controlled/Perishable Foods must identify a designated person in charge (PIC) that has a valid food handler's permit on file with HU, and will be present during all hours of operation.

Facilities Management provides support services for events including set up of furniture, trash cans, stage and/or sound amplification. For more information, contact Heritage Events at [**HeritageEvents@heritage.edu**](mailto:HeritageEvents@heritage.edu).

Be sure to thank them for their hard work in making your event a success!

MARKETING OPPORTUNITIES

Flyers.

One of the age old methods of student organization marketing. Flyers are (generally) cheap and effective. Student organizations can promote awareness of events, meetings, groups and more through physical presence. Most flyers are relatively simple to make, so it's just a matter of getting flyer approval and putting them up around campus. Cons? Since most student organizations employ flyering, it isn't very differentiating.

All flyers posted on campus must be approved by the Office of Student Life. Flyers can be submitted by sending a PDF, PPT Slide or Photo file to **flyerapproval@heritage.edu**.

Tabling.

Talking directly to students leaves an impression, and the power of tabling depends completely on the capabilities of the students at the table. Cons? It takes time to set up the operation, reserve the location, and student organizations must have the available manpower to staff the table.

Posting on Social Media.

One of the best "bang for buck" methods of marketing today. Social media graphics and videos are optimized for distribution, allowing advertisers to target people based on their school affiliation, age, field of study, location, and more. \$5 of ad budget can allow advertisements to reach over 1000 people – and that's just paid reach. If the content is memorable and shareable? All the better.

Social Media Policy

Officially recognized Heritage University social media accounts will be reviewed and approved through an application process. The application can be found online on the news and marketing page of MyHeritage.

If your student organization does the basic marketing but *also does something stand-out*, like adding a helium balloon to a flyer in every building, or buying a giant sign and placing it in the middle of campus, then your student organization has a better chance of differentiating themselves and ultimately achieving your goal or even surpassing it.

STUDENT TRAVEL FUND

Through the support of SGA, student academic travel fund awards are available to assist undergraduate students with travel expenses so they may attend conferences, explore career pathways, visit graduate schools, or other organized opportunities that directly support student academic and leadership endeavors.

A limited amount of funding is available to award each academic year and awards are contingent upon the availability of funds and the number of applications. The committee will award up to \$500 per application, based on the rubric included with the application.

- All SGA-funded student travel must be routed through the Academic Student Travel Request application and is reviewed by a committee for approval.
- All SGA-funded student travel is funded on an individual basis and the committee determines the allotted funding for each student.
- SGA may only fund students who are in good academic standing with a minimum cumulative GPA of 2.0 and have faculty or academic advisor approval.

TO APPLY

Students must complete the application (on MyHeritage) at least one month prior to needing the funds, including staff/faculty recommendations (up to 3) and prompt responses that demonstrate support of the student experience.

The Student Travel Fund Committee reviews the request and makes recommendation for travel award based on a rubric that is included with the application.

[Login to the MyHeritage Portal > Student Life > Handouts > Student Travel](#)

OTHER POLICIES

Policies are subject to change and may be updated. If you have specific questions that are not covered in this guide please contact a member of the Office of Student Life.

Gambling & Raffles

Student organizations are not allowed to offer gambling as a way to raise funds. A person/organization is guilty of gambling if they bet at any game of chance at which any money, property, or other thing of value is bet.

Off-Campus Bank Accounts

Departments, student organizations, or individual employees or faculty may not establish bank accounts using either the name or tax identification number of Heritage University. Individuals with knowledge of, or reason to believe, that an unrecorded bank account has been established with the name or tax identification number of either entity should immediately report this information to the Office of Student Life.

Outdoor Amplified Sound

Heritage University requests that outdoor amplified sound is restricted to times and locations when classes are not occurring. Times vary depending on event location and day of the week, but Heritage University reserves the right to restrict amplified sound.

Student Use of Personal Vehicles

If you drive your own car on organizational business, your own insurance policy (or parent's, depending on who owns/insures the vehicle) serves as the coverage for third party liability and physical damage to your vehicle. The University's insurance policies do not extend to provide protection. This is a potentially large responsibility; if you are not comfortable with it, consider making other transportation arrangements.

FAILURE TO ABIDE



Student organizations add significant value to the University community and the overall student experience. As productive community members, student organization members are required to abide by all appropriate policies and procedures. This outline of disciplinary levels is provided to create a transparent, common foundation and consistent accountability, each with corresponding minimum action. Each level provides the opportunity to proactively support the group and limit further inappropriate actions.

Level 1: Warning

Formal email to group officers and advisor which will include:

- An overview of the infraction and restatement of expectations.
- A list of appropriate support services, programs, and resources.

Notification of warning may be shared with appropriate Heritage staff as necessary. Further violations may result in an escalation to a higher level.

Level 2: At Risk

Formal e-mail to group president, treasurer, and advisor which will include:

- An overview of the infraction and restatement of expectations
- A list of appropriate support services, programs, and resources.

Organizations are removed from the At Risk category after an investigation into infractions are conclusive of no infraction or new presidents and treasurers are appointed/elected, and incoming leadership and advisor have completed an action plan. An action plan is put into place by meeting with the Office of Student Life, Advisor, President, and Treasurer to discuss preventing future issues as necessary.

Level 3: Frozen

Formal e-mail to group president, treasurer, and advisor stating the loss of privilege and removal from official recognition. The group will be removed from student organizations listing, which is shared with the Division of Student Affairs staff and campus partners.

Loss of privileges will including:

- Fund code frozen, resulting in an inability to access funds
- Inability to reserve event spaces
- Inability to host events
- Organization hidden from directory listing of student organizations

STATEMENT OF INCLUSIVITY



Heritage University aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes.

To achieve this exchange, it is essential that all members of the community feel secure and welcome, that **the contributions of all individuals are respected, and that all voices are heard**. All members of our community have a responsibility to uphold these values.

The Heritage University community benefits most by interacting creatively and productively with the widest range of individuals, ideas, and people. We seek to model and teach that the range of human differences matters at Heritage and in the world.

NON-DISCRIMINATION AND HARASSMENT

Heritage University prohibits discrimination and harassment, and provides equal [membership] opportunity **without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, or age**.

STOP AND REFLECT

- How are you making an effort to learn from those who are different from you?
- How are you making an effort to stand up for those who are marginalized?
- What is your personal commitment to diversity?
- Why is it important to collaborate with other groups?