MSMU Student Government Association
Registered Student Organization Guide

COVID-19 Addendum

The Mount is closely monitoring the current COVID situation. RSOs will need to follow university guidance, realizing that guidelines, policies, and procedures can change throughout the academic year. Any RSO found to not be following the Mount COVID response procedures will be subject to immediate suspension of all activities by the CSIB (Center for Student Involvement & Belonging).

Introduction (Oversight)

What are Registered Student Organizations?

Registered Student Organizations, or RSOs, are student groups, clubs, and/or organizations that have been officially recognized by Mount St. Mary's University's (MSMU) Student Government Association (SGA). RSOs are funded and regulated by the SGA with primary concern given to the chief financial officer of the SGA.

Getting Registered

To become an RSO, students must fill out & submit the *New RSO application* to the SGA or their designee. The requirements for becoming an RSO are stated below. The SGA and CSIB (Center for Student Involvement & Belonging) Office will review *New RSO applications* and grant or deny requests to become RSOs.

Requirements

The requirements stated below must be met in order for a student group, club or organization to become an RSO. Exceptions may occur by way of petition. The petition process will be outlined later in this section.

    a) Completed and Submitted application,

    b) Designated Advisor; an administrator or faculty member must sign on the application as the designated advisor for the student group,

c) Designated President and Treasurer; a President and Treasurer must be designated for the student group and they must sign the application as well,

d) Membership of at least ten MSMU currently enrolled undergraduate students; a member list with the signatures of at least ten undergraduate students must be submitted along with the new RSO application, and

e) An approved constitution for the student group; a constitution must be submitted along with the application; the constitution will be reviewed for approval by the SGA.

The SGA or CSIB may deny and/or revoke the registration of a student group if all requirements are not met or they deem the group's mission to not be in line with MSMU's mission, not be in line with SGA's principles, not in agreement with the Student Code of Conduct, fails to respect the dignity of the human person and/or not be ethical. At the discretion of the CSIB, an RSO may be mandated to affiliate with a different department on campus if their missions align with a different pre-existing orientation. Duplicate organizations will not be accepted.

Advisor Requirements

The Advisor of an RSO has many roles and responsibilities. One of the most important roles of an Advisor is to be at meetings where major decisions are being made so that decisions are made morally, ethically, and in fairness to all involved in the RSO. Advisors must be present for all RSO elections and must certify the elections. Advisors are expected to be present for events that their club is sponsoring. If for any reason the advisor of an RSO needs to change mid-year, the current Advisor is responsible for working to get the new advisor onboard before the Advisor transition takes place. Advisor training is offered towards the beginning of each school year by CSIB, and CSIB is available for any advisor questions.

Registration Time line and Funding

Student groups may register to become RSOs at any time during the semester. However, funding for new RSOs will not be allocated until the next allocation period after the registration of the student group.

Petitions

A student(s) may petition the SGA on the approval or denial of the registration of a student group. The petition must be signed by at least 50 MSMU undergraduate students. The petition must be approved by the Vice President/Dean of Students Office. CSIB is obligated to assist students in communicating with the Vice President/Dean of Students Office on this matter.

Responsibilities of RSOs

How to stay registered

In order for Existing RSOs to stay registered and receive the full benefits of being a RSO they must fulfill the requirements below. If the requirements are not met, the RSO will be subject to a probationary period which is discussed in detail in the Probation section:

a) The Existing RSO application must be completed and submitted to the SGA within the first three weeks of the fall semester,

b) At least one person from the RSO's Executive Board must be present at all RSO Informational meetings,

- Informational meetings are called and ran by the designated SGA officer, CSIB, SGA Advisor or Executive Board. They will have pertinent information that all RSOs need to know in order to operate, so attendance is crucial.

c) A list of all members of the RSO's Executive Board, including the Advisor, must be given to the SGA and updated annually

- This list should also be updated as there are changes in the Executive Board

d) A list of all members of the RSO must be given to the SGA annually

e) Submission of the most up to date constitution for the RSO

f) Submission of an "End of the Semester Report" before the last week of every semester

Probation

  If the requirements of RSOs are not met the RSO shall be subject to being placed on probation by the SGA, CSIB and/or SGA Advisor. The terms of an RSO's probation are on a case by case bases. The placement of an RSO on probation may be petitioned to the SGA Senate in similar fashion as stated in the Petitions section above. The terms of an RSO's probation may include:

  a) Withholding of RSO funds,

  b) Inability to participate in campus RSO advertising events,

  c) Inability to sponsor events,

  d) Inability to check out the SGA credit card,

  e) Inability to petition for funding, and

  f) Other actions deemed necessary by the designated officials.

Grounds for Immediate Disbanding

  If an RSO's mission and/or activities is deemed to not be in line with MSMU's mission, not be in line with SGA's principles, not in agreement with the Student Code of Conduct, fail to respect the dignity of the human person and/or not be ethical, then the RSO may be disbanded immediately by the SGA, CSIB or Vice President/Dean of Students Office.

Creating a Constitution

What must be in a Constitution?

  An RSO's constitution must meet certain standards to be approved by the SGA. If the standards are not met, the constitution is not in line with the University's mission and the SGA's principles, and/or the constitution is deemed unethical, the RSO's or student group's constitution may be denied. An RSO's constitution must meet the standards listed below in order to be approved:

  a) Include the mission of the RSO,

  b) Clearly state the duties of all Executive Officers,

  c) Clearly state the requirements for membership in the RSO,

  d) State the process for the election and/or selection of an Executive Board.

e) Include a statement affirming the rights and dignity of all people in line with University standards

Benefits

Advantages of becoming an RSO

All RSOs:

a) Will receive eligibility for funding from SGA,

b) Will be able to petition for extra funds,

c) Will be able to advertise at campus events such as admissions events,

d) Will be included in SGA trainings to help improve RSO leadership.

Funding and Money Request

How do RSOs receive funding?

Every fall semester, SGA will create a budget for the organization and RSOs associated with it. SGA will determine a process for the distribution of funds and that process may change year to year.

For the 2022-2023 academic year, the budget request cap for each RSO (that does not have another university department supporting them) is $500 per budget quarter. The budget request cap for each RSO (that does have another university department supporting them) is $250 per budget quarter (see below on what the budget quarter periods are). RSOs must submit a Budget Request Form each budget period that they are requesting to spend any money.

Funding will be reviewed and edited by SGA, with no guarantees. The SGA and CSIB reserve the right to deny and edit budget requests/allocations. Please note that allocation of funds can be tied to other financial sponsors, submission of semester reports, check-in meetings, scope of the club's impact for the Mount community, and adherence to all SGA and CSIB policies and procedures. If a RSO needs additional funding, petitioning the Senate for a vote of approval is always a viable option.

SGA will consider budget requests quarterly. Here are the budget request quarter periods:

- Start of Fall semester through the completion of Fall Break
- End of Fall Break through last day of class in the Fall
- First day of class in Spring through Spring Break
- End of Spring Break through last day of class in Spring

Budget Request Tips:

- CSIB and SGA kindly request that any RSOs that have supporting departments use their respective department budget first before requesting any from SGA. If an RSO with a supporting department is unsure how much their department budget is, their advisors will have that information.
- One way to increase the RSO budget (and to build relationships between RSOs) is to partner with another RSO (or partner with multiple RSOs) for an event. This will not only be a way to have use of more funding and resources (i.e. Residence Life has board games that can possibly be borrowed versus the RSO having to buy them for the event), but it can also be a great partnership of bringing together RSOs that might not normally work together. And if you see an item used at an event that your RSO needs for an upcoming event, ask that RSO where they got it. That item could be available to be borrowed by your RSO and save your RSO the cost of buying one.
- Plan ahead with event program shopping planning because a little research can save a lot of money. Not only do some local dining options offer Mount discounts (and it doesn't hurt to ask if a business has a discount), but buying items from one store versus another can save money. Consider stores known for their deals for specific items or overall stores that are less expensive.
- RSOs can also plan for the whole academic year and think about items that can be used for more than one program (i.e. buying reusable s'mores roasting marshmallow sticks versus disposable ones). Additionally buying an item in bulk that will be used for multiple programs (or even simply a larger quantity of an item can cost less) can save money. This can save money in the long term by investing a little bit more upfront.

The amount of money allotted to each RSO is determined by factors that are outlined below. SGA will also have reserve funds so that RSOs will be able to petition for extra funding in special cases. The amount of extra funding allotted to an RSO is also determined by factors that are outlined below.

Funding Allotment

The factors, which will be considered holistically and not on an individual basis, that determine the amount of money an RSO will receive annually, are as follows:

a) Number of verified RSO members,

b) Number and size of events the RSO sponsors,

c) Furthering the University's Mission,

d) Specific needs of the RSO.

Extra Funding Allotment

RSOs may petition the SGA to hold an extra funding hearing at any time during the semester. The SGA will decide whether to allot extra funding to RSOs or not. All additional funding must be approved by the CSIB and the SGA Advisor. The factors that contribute to the decision to allot extra funding are as follows:

a) Reason the RSO needs extra funding,

b) How active the RSOs have been throughout the school year,

c) How beneficial the extra funding would be to the RSO and the Campus, and

d) The efforts the RSO has made to raise money (RSOs that have raised money through fundraisers will be given preference in the decision to allocate extra funds).

<u>Money Request</u>

Card Usage Requirements

Before any transaction occurs, a minimum of one (1) week must be given to the SGA and the CSIB to approve the budget spending. A club officer, senator, or advisor from the RSO must fill out the Card Request Form at least one week before the purchase date. The RSO must wait for CSIB approval before any purchases can be made on the p-card. The request must include the date, time, and person picking up so that the appropriate arrangements can be made to pick up the purchasing card.

An itemized list with complete research, including estimated prices and where the purchase(s) will be made, is required for approval.

The p-card must be returned within 24 hours from the time it was signed out. Failure to do so will result in your club being fined or your card privileges suspended. Cards may only be signed out Monday-Thursday (unless special circumstances are previously approved).

Before and after the card is used, the person using the card must sign out the card and sign it back in. Do not leave the card on the table; it must be signed back in by an employee of the CSIB.

The receipt must be returned with the card, as well of a picture of the receipt emailed to the CSIB upon completion of the purchase. The treasurer of each organization should devise a system of tracking their transactions and what funds they have remaining. Upon request, the SGA can confirm the accuracy of such files.

Purchase Card Limits

The p-card has a $150-dollar transaction limit. There are also limits imposed by the University that limit how much spending can be done monthly. Card usage is first-come first-served.

Tax-Exempt Status

The p-card is tax-exempt and the tax-exempt code is located on the card. Additional tax-exempt paperwork will be provided to you upon card checkout. You MUST make all purchases tax exempt. If tax is included on your purchase, you will lose card privileges.

Check Requests

If you need a check to be cut, speak directly with the CSIB, as this process is more in-depth and can take multiple weeks. A current W-9 (IRS form) is required for whoever the check is being made out to.

Events

Procedures for planning events

Any event should take the following factors into consideration: audience, budget, registration/approval, facilities, equipment, transportation, food, staffing, contracts, and publicity.

To reserve an informational table in Patriot/AC, reserve napkin holders, wind masters, etc. use the online Event Services Request form. This online form must be submitted at least 2 weeks prior to the date of the event and must be submitted by your advisor.
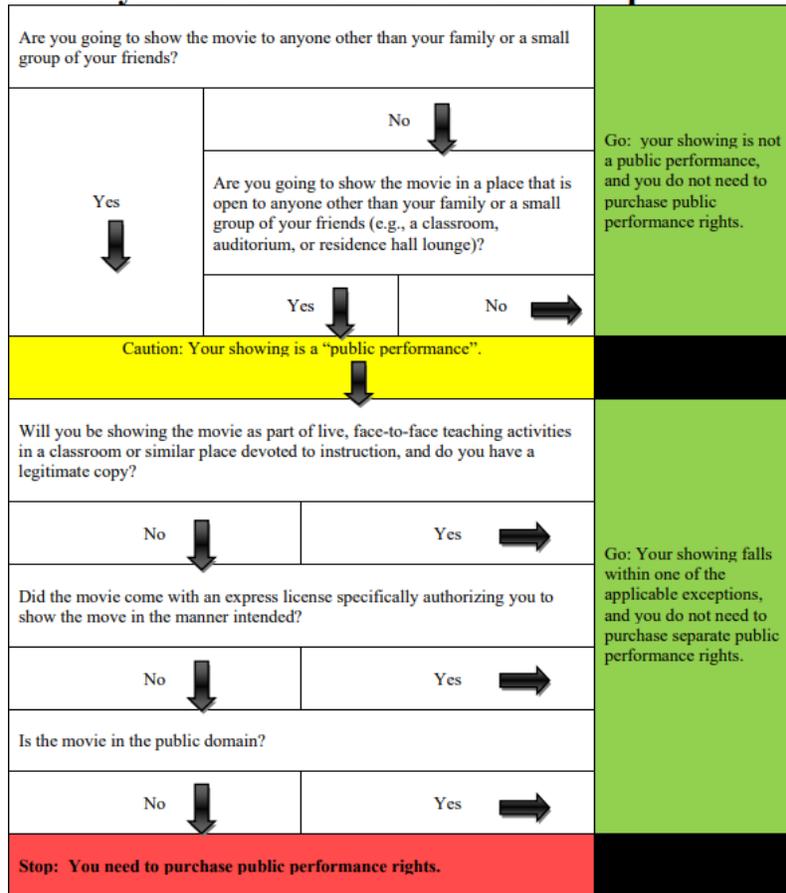
Larger events that you would like to be held such as cookouts, speakers, movie nights, and other complex logistical campus wide events must be scheduled through CSIB. If a conflict with a date, location, or time is discovered, the person making the request will be contacted to work through alternative viable options.

Overnight Events

Overnight events are not allowed, unless specifically approved by the Assistant Dean of Students/Director of CSIB (Center for Student Involvement & Belonging) Jon Hager in conjunction with Public Safety, and all stipulations must all be met. This involves reaching out at least one month prior to possible Overnight Event and meeting directly with the Assistant Dean of Students/Director of CSIB Jon Hager and the Public Safety representative. If the Overnight Event is approved by the Assistant Dean of Students/Director of CSIB Jon Hager in conjunction with Public Safety, the RSO's Advisor must be present 100% of time for the event and responsible for all of it, including making sure that the reserved space is completely cleaned up before the RSO staff leaves. Other stipulations must also be met by the deadline designated in order for the approval of the Overnight Event to be finalized.

Movie Rights Information and Chart (for events)

So you want to show a movie on campus . . .

Are you going to show the movie to anyone other than your family or a small group of your friends?	**Go:** your showing is not a public performance, and you do not need to purchase public performance rights.
Yes ⬇	No ⬇
	Are you going to show the movie in a place that is open to anyone other than your family or a small group of your friends (e.g., a classroom, auditorium, or residence hall lounge)?
	Yes ⬇ · No ➡

Caution: Your showing is a "public performance". ⬇

Will you be showing the movie as part of live, face-to-face teaching activities in a classroom or similar place devoted to instruction, and do you have a legitimate copy?	**Go:** Your showing falls within one of the applicable exceptions, and you do not need to purchase separate public performance rights.
No ⬇ · Yes ➡	
Did the movie come with an express license specifically authorizing you to show the move in the manner intended?	
No ⬇ · Yes ➡	
Is the movie in the public domain?	
No ⬇ · Yes ➡	

Stop: You need to purchase public performance rights.

If you determine you need to purchase public performance rights, you should reach out to CSIB about how to purchase the rights for the film. NOTE: rights cost several hundred to several thousand dollars depending on the film.

Speaker Policy

14.5.3 Responsibility of Faculty and Staff who may invite speakers and other guests to campus

The university encourages faculty and staff to arrange occasions for outside speakers and other guests. **As such, the advisor of the RSO must be the person to invite the speaker and manage any agreements with the speaker. Essentially the advisor is the host of the speaker on behalf of the RSO.** A person or group intending to invite a speaker to campus should take reasonable steps to

ensure that the occasion will fulfill the university's responsibility and follow its policies. Hosts should ensure the proper remuneration, arrange for an appropriate space and audiovisual equipment, provide appropriate publicity for others in the community who might wish to attend, and fulfill the basic requests of hospitality.

       If there is controversy or confusion regarding the appropriateness of a particular speaker, the President of the University will make the final decision on the matter.

Marketing Guidelines

The purpose of this policy is to set promotional standards for Mount St. Mary's University. The reasonable measures listed within this document aim to ensure appropriate content, means, and aesthetics for all promotional efforts in order to uphold the Mount's integrity as well as its efforts towards continued campus beautification. All administrative offices, department heads, and advisors of clubs and organizations, etc. are ultimately responsible for the appropriateness of the material that is endorsed by their respective departments, offices, and student groups.

Standard Marketing Means

All of the following standard marketing means must be reviewed by the sponsoring office, department, or advisor.

Website

I.   Public events must be added to a department calendar or submitted to the calendar online. Public events include any event open to either the entire Mount community and/or the general public. If an event is cancelled, it should be updated as "cancelled" and not removed. If a request has been submitted through the online calendar, please email the webmaster with updates.

II.   ii. Press releases for campus events should be sent to University Marketing.

Mount Digital Sign Channel

The content on the Mount Channel screens is displayed at the discretion of the Office of Marketing, with these basic guidelines for submitting content:

I.   Marketing materials should be submitted online at least two weeks prior to the event/promotion date by your organizations advisor.

II.   Each slide may contain only one event promotional message and one call to action

III.   Only a limited number of slides are displayed at any given time - not all submitted slides will make the cut - slide content will be evaluated based on visual quality and effective marketing style, audience appeal, expected attendance, and number of slides in the queue at the time.

IV.   Materials must be in .pdf or .jpeg format (all other forms will be rejected)

V.   Materials must be designed in accordance with a widescreen 16:9 aspect ratio (1920x1080px) and have a professionally polished appearance (Hint: create slides in PowerPoint – Under "themes' select slide size 16x9. Once your slide is ready save as .jpeg or .pdf)

VI.   Stay visual with the Content – viewer time is limited to five seconds, use one large photo or image with concise text and minimal details to get your point across (30% or less text in a readable font size, sans serif fonts are best for readability, solid text without outlines works best, it is unnecessary to use the Mount logo)

VII.   If an event is cancelled, contact digitalsigns@msmary.edu as soon as possible to update the event listing on the Info Channel.

Emails

For Registered Student Organizations, only advisors are authorized to send emails to the entire campus. The appropriate distribution lists should be selected for dissemination; if directions to the Senior Class, send to that distribution list, not "All Students".

Flyers

      I.   Flyers can be made using the Print Shop located in the Physical Plant

      II.   All physical signs and flyers must be approved by CSIB and stamped with the official CSIB stamp (in the CSIB office in Lower McGowan) before hanging. Any flyers found without the CSIB stamp will be removed.

      III.   Flyers must be hung with masking tape! All other types of tape are prohibited

      IV.   Flyers cannot be hung on glass, wood, doors, lamp posts, building exteriors, or trees

      V.   Flyers may be hung in:

          a. Residence Halls – currently 39 copies of flyers may be given to the Office of Residence Life so that RAs can post them on their hallway bulletin boards. (door hangers and sliding flyers under doors are not allowed)

Banners

      I.   Banners are only to be hung along the atrium in the Academic Center. They are not to be attached to ceilings, hang across hallways, or doorways

      II.   Banners are to be hung using masking tape only, all other types of tape are prohibited

      III.   Banners must be taken down within 2 days following the event

Posters

      I.   Posters may be printed at the Print Shop

      II.   Posters must be submitted as a .jpeg image (hint - create in Microsoft Publisher on a 24" x 36" template and save as a .jpeg image file or use free online tool called CANVA)

      III.   Posters can be placed in wind-masters with confirmed reservations ONLY. Use of the wind-masters must be requested through the Event Services form (medium is very limited –requests be arranged at least two weeks in advance)

Napkin Holders

    I.   In holder marketing spaces are reserved in one-week periods only, for a maximum of two weeks if available

    II.   Napkin holder reservations are requested through the Event Services form (space is very limited – it is recommended that requests be arranged at least two weeks in advance)

    III.   The individual office or group is responsible for placing the information in all of the napkin holders

    IV.   Slot size is 4 1/2" high by 6" wide, and there are roughly 125 napkin holders

Information Tables

    I.   There are three information tables available for reservation in Patriot Hall, and two in the Academic Center.

    II.   To book a table, fill out the Event Services Request form found on the Mount's website. (With the limited supply of tables, recommended reservation time is at least two weeks in advance). Tables are booked in time slots for lunch and dinner, on a daily basis and MUST be staffed during the time slots the group has booked

    III.   Any flyers or banners must be taken down when the time slot is over.

<u>Helpful Tips</u>

General Organization of an RSO and Structure of a Constitution

    The following has been prepared to assist you in writing a constitution for your new organization. You may choose to follow another specific format. To be recognized by the student governments, however, you must include articles that contain the information found in articles I, II, III, IV, V, VI, VII, VIII, IX, X, XII.

    Article I: The name of the organization is stated in article I. Be descriptive to promote campus community awareness of the organization. In all cases, it is wise to check with the CSIB to see if the name is already registered with another organization.

Article II: This consists of a few sentences outlining the purpose of the organization. The organizations' goals and meaning are the most important part of the campus community. Clearly defined purposes help to increase active membership.

Article III: Qualifications for membership should be stated here. Membership should be limited to those people officially connected with the university community. Membership may be "open" (anyone can join) or "selective" (membership is limited and/or voted upon). Only clubs that are open in membership can receive funding from SGA. This article is also an appropriate place to elaborate on the amount of annual dues and the specific terms of payment (monthly, yearly, etc.).

Article IV: This article specifies the organization's officers and their duties. The number and types of each office will vary in each organization, but all organizations must have at least a president/chairperson and a treasurer. Many will also have a vice-president and a secretary. Be specific as to their duties; do not be vague. This is very important in order to avoid future procedural problems. Many organizations have become inactive because of disputes about unclear responsibility. Also, specify any qualifications necessary for each office (year in school, GPA, minimum membership time in the organization, etc.).

Article V: Any committees that are a permanent function of the organization should be specified with the chairperson's duties. It may be stated whether the chair sits on the organization's executive board. Such committees may include membership, newsletter, or publicity.

Article VI: A traditional constitution sets definite rules and procedures for elections in this article.

Article VII: Article IV has already established who can run for an office. This article should specify a definite procedure for filling, nomination, election and percentage of membership votes necessary for electoral validity appeals. You may want to have elections in the spring. This insures people will be there in the fall, and it gives the officers time to plan and have events ready for the fall.

Article VIII: Every student organization is required to have a full-time faculty or full-time staff adviser. The nomination and selection procedure should be specified as well as the removal process.

Article IX: This article specifies procedures for removal from office. The benefit of this is to give the organization an escape clause for ineffective, incompetent, or unethical officers. Most organizations require a 2/3 majority vote for removal of an officer.

Article X: Because an organization must change in accordance with the environment and community, this article permits the constitution to be amended. As in case of impeachment, a 2/3 majority vote is usually implemented for amendment ratification.

Article XI: This final procedural article specifies the procedure for the initial ratification of the constitution by the organization itself. If all procedures have been followed as outlined, there should be no difficulty in gaining the approval of a usual 2/3 majority vote of members in the organization.

Article XII: This article must include language about the organization upholding the rights and dignity of all human persons.