MSMU Student Government Association
Registered Student Organization Guide

Introduction (Oversight)

What are Registered Student Organizations

Registered Student Organizations, or **"RSO",** are student groups, clubs, and/or organization that have been officially recognized by Mount St. Mary's University's (MSMU) Student Government Association (SGA). RSOs are funded and regulated by SGA's Executive Board, with primary oversight given to the Vice President of Financial Affairs (VPFA).

Getting Registered

To become an RSO students must fill out & submit the New RSO application to the VPFA or their designee. The requirements for becoming an RSO are stated below. The VPFA will review New RSO applications and grant or deny all request to become RSOs.

Requirements

The requirements stated below must be met in order for a student group, club or organizations to become an RSO. Exceptions may occur by way of petition. The petition process will be outlined later in this section. The New RSO registration application can be found on the SGA website.

 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 five undergraduate students; a member list with the signatures of at least five 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 VPFA and the SGA Governance Board.

The VPFA may deny the registration of a student group if all requirements are not met or they deem the groups mission to not be in line with MSMU's mission, not be in line with SGA's principles, and/or not be ethical.

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 to veto the decision of the VPFA, on the approval or denial of the registration of a student group. The petition must be signed by at least 25 MSMU undergraduate students. The petition must be approved by the office of the Vice President of Student Affairs for the University. The VPFA and the SGA Executive Board are obligated to assist students in communicating with the office of the Vice President of Student Affairs on this matter.

<u>Responsibilities of RSOs</u>

How to stay registered

In order for Existing RSOs to stay registered an receive the full benefits of being a RSO they must fulfill the requirement 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 VPFA 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 VPFA, Office of Campus Activities, 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 must be given to the VPFA 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 VPFA 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 VPFA and SGA Advisor. The VPFA and SGA Advisor may determine the terms of an RSO's probation 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 VPFA and SGA Advisor.

Creating a Constitution

What must be in a Constitution

An RSO's constitution must meet certain standards to be approved by the VPFA and the Governance Board. If the standards are not met, the constitution is not in line with universities 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.

Advantages

Advantages of becoming an RSO

All RSOs:

a) Will receive 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 invited to SGA trainings to help improve RSO leadership.

Funding and Money Request

How do RSOs receive funding?

SGA will create a budget for the organization and RSOs under it. SGA will determine the amount of money each RSO receives for the next academic year. 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.

Yearly Funding Allotment

The factors, which will be considered holistically and not on an individual bases, 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 Universities Mission,

d) Specific needs of the RSO.

Each RSO will be put into one of four brackets respective of the funding the RSO will receive. The bracket a RSO is placed in is decided on by the VPFA and the SGA Advisor. The brackets will also be reviewed by the Governance Board to ensure each RSO receives a fair amount of funds. RSO may also petition the Finance Committee to increase the amount of funding the RSO receives, at which point a hearing will be held where the RSO is able to give reason as to why they should receive more funding. RSOs will be allotted funding on an annually basis. The funding brackets are as follows:

a) $150

b) $250

c) $350

d) $450

e) $650

f) $1000

Extra Funding Allotment

RSOs may petition the Finance Committee to hold an extra funding hearing at any time during the semester. The Finance Committee will decide whether to allot extra funding to RSOs or not. All additional funding must be approved by the Office of campus activities 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 RSO 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).

Money Request

Card Usage Requirements

Before any transaction occurs, a minimum of one (1) week must be given to the SGA Treasurer and the Graduate Assistant to approve the budget spending. Your request must include the date of when you will be making the purchase so that arrangements can be made to pick up the purchasing card.

An itemized list with complete research, including prices, where the purchase(s) will be made, about what your club is purchasing is required for approval.

The Purchase Card must be returned within 24 hours from the time it was signed out, failing to do so will result in your club being fined. 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 Campus Activities Office.

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

Purchase Card Limits

The Purchase Card has a $150-dollar limit. The card is tax exempt and the tax-exempt code is on the card. You MUST make all purchases tax exempt, if tax is included on your purchase you will lose purchase card privileges.

Cash Disbursements

If cash is required you must make special arranges with the office of campus activities, which will require the SGA Advisors approval. This process is time intensive and is not often approved. Plan for at least two weeks to go through this process.

Reimbursements

Reimbursements are a measure of last resort. All reimbursements will be provided in cash on site if under $50 or a check if over $50.Checks above the $50 amount will only be issued on the Monday after the reimbursement is filed. Taxes are not reimbursed Original copies of all itemized receipts are needed for a reimbursement.

Check Requests

If you need a check to be cut, speak directly with the Graduate Assistant, as this process is more in-depth and can take multiple weeks.

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 register an event, reserve a table in Patriot/AC, reserve napkin holders, wind masters, etc. use the following online form to contact Conference Services. This online form must be submitted at least 2 weeks prior to the date of the event and must be submitted by your club/org advisor. www.msmary.edu/internal_event_request

 Larger events that you would like to be held such as cookouts, and complex logistical campus wide events must be scheduled through SGA. Once your request is submitted, a confirmation booking sheet will be sent out and the auxiliary offices (Dining Services, Center for Instructional Technology, Physical Plant, etc.) will be notified.

In the event of a conflict with a date, location, or time the person making the request will be contacted to work through alternative viable options. Requests should be made 4 weeks in advance.

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 do not require prior approval but should 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 widescreen16:9 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. Flyers must be hung with masking tape! All other types of tape are prohibited

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

IV. Flyers may be hung in:

a. Academic buildings – in hallways and stairwell

b. McGowan Center – only on the 3 provided free standing bulletin boards (lower McGowan, in front of the Bookstore, and the Patriot Hall entrance)

c. Residence Halls – currently 50 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)

d. Flyers MUST be removed within two days following the event

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 (supplies are located in the Campus Activities Office)

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

Posters

I.   Posters may be printed at ISTC in the Academic Center

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)

III. Posters can be placed in wind-masters with confirmed reservations. Use of the wind-masters must be requested through the Event Services form (medium is very limited – it is recommended that 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 form. (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.

Helpful Tips

General Organization of an RSO

General 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 Office of Campus Life 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. 10 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 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.