

Student Activities Guidebook

Vincennes University Jasper Campus



Office of Student Activities

Ruxer Building Room B10

850 College Avenue
Jasper, Indiana 47546

Phone: 812-481-5941

Fax: 812-481-5960

E-mail: jdoak@vinu.edu

Student Activities Guidebook

Table of Contents

| | |
|---|-----------|
| Introduction to Student Activities | 3 |
| Club Registration Responsibilities of Clubs | 4 |
| Event Request Process | 10 |
| Forms | 13 |
| Starting a New Club | 18 |
| Ruxer Center Policies & Procedures | 22 |

Introduction

Vincennes University Jasper Campus supports a wide range of student clubs and organizations that make substantial contributions to the social and academic life on campus. The University grants official recognition to those groups whose purpose, goals, and programs are consistent with the educational mission of Vincennes University Jasper Campus. This campus welcomes opportunities to learn and develop outside the traditional classroom.

The Student Activities Office supports the institutional objective to provide a campus environment conducive to personal development. Students may pursue special interests, develop leadership, and find social expression and membership in various organizations and activities. Additionally, students may participate in intramural athletic teams with equipment and facilities provided for individual recreation.

The Student Activities Office has current information regarding all student activities and involvement opportunities. Contained in this guidebook are policies and procedures that govern all student clubs and organizations. This guidebook contains information on registering and starting clubs, event planning procedures, and forms for organizations.

The Student Activities Office encourages student participation and development in all aspects of involvement at Vincennes University Jasper Campus.

Mission Statement

In partnership with the academic community, VUJC Student Services and Student Activities seek to further the personal and professional growth of students outside of the classroom by promoting student involvement and leadership development opportunities that enhance academic, cultural, societal, and educational awareness.

Club Registration

In order to exercise the privileges accorded registered student organizations, a student group must register with the Student Activities Office. Registration for established clubs takes place every fall after the start of classes. Clubs must register every year so the Student Activities Office has current contact information, and the club remains eligible for all benefits. If a club is unsure of its registration status, the Student Activities Coordinator can verify this information. Registration is valid from the date of registration until the end of the academic year.

To register a club, complete these steps:

- Fill out the registration form (page 14 of this guidebook). If the club does not have officers, simply provide the names and information for the club's main student contacts.
- Fill out and submit a copy of the Advisor Information and Agreement (page 15 of this guidebook) to the Student Activities Coordinator.
- The Student Government Association will vote to approve the club's registration. The Student Activities Coordinator will notify the club's advisor and president of renewed registration within two weeks of submission of all forms.

*Forms can be found in the Student Activities office, at student activities webpage, or copies made out of this guidebook

Any questions regarding this process or the status of the club may be forwarded to the Student Activities Coordinator, Josh Doak, at jdoak@vinu.edu.

Benefits of Registration

- Use of University meeting rooms, facilities, and outdoor areas by the student membership of the organization free of charge
- Use of club storage space/facilities in the lower level of the Ruxer Center
- Permission to officially solicit funds on campus through sales, events, etc.
- Club mailbox in Student Activities Office
- Listing and ability to publicize events on the Student Activities Calendar and Facebook site
- Use of Student Activities supplies for on-campus publicity
- Rental of Student Activities portable audio system for on campus events
- Use of the VUJC name and logo with permission of Student Activities Coordinator
- Seed money funds to plan activities and promote the club or organization

Responsibilities of Registered Clubs

Club or Organization Advisor

Every club is responsible and required to have an advisor. The advisor must be a Vincennes University faculty or staff member. Any club wishing to have an advisor who is not faculty or staff must gain approval from the Director of Student Services and the Student Activities Coordinator. The advisor(s) must sign an agreement form acknowledging their understanding of advisor responsibilities. This form and acknowledgment is on page 15 of this guidebook.

Advisors are expected to:

- Attend as many meetings and activities as possible
 - If the advisor is unable to attend a scheduled meeting, the officers should see that the advisor is informed
- Assist in the formation of goals and policies
- Act as a liaison to the University
- Intervene in conflicts between group members
- Give honest feedback to members
- Facilitate the transition of new officers
- Attend advisor training at the beginning of the fall semester

Officers

Each club is responsible for the election of and position descriptions of its officers. Officers that fulfill the following requirements are eligible for service scholarships at the end of each semester (see page 17 for Service Scholarship Application).

Each officer must:

- Uphold the duties of the office as set forth by the club's constitution or by-laws
- Attend a minimum of one Student Government Association meeting each semester
- Attend leadership training and/or Officer Orientation at the beginning of the fall semester
- Volunteer at a minimum of 3 Student Activities sponsored activities and events. These do not include club sponsored events.

Clubs must also arrange for at least one of its officers to attend each SGA meeting over the course of the semester. The goal behind this initiative is to increase student participation in campus events.

Finances

Each club is responsible for its own finances. The officers are considered personally responsible for the payment of debts incurred during their term. Clubs are required to maintain a complete record of all income and expenses with supporting documentation. Treasurers are required to turn in an account summary to the Student Activities Coordinator by the last day of classes each semester. The treasurer may be asked to make a full account of the organizations to the Student Activities Office at any time. Financial records may also be audited by the University at any time.

Seed money is a one time \$150.00 per semester allotment for clubs and organizations to use to facilitate the planning of activities and club development. The total amount requested will not exceed \$300.00 per academic year. To request seed money, a recognized club or organization should complete the application. The Director of Student Services and the Student Activities Coordinator will review each application. Applicants will be notified of the decision within two weeks after the application has been submitted. The Student Activities Coordinator will contact the club or organization regarding the allocation and transfer of the funds. The application and additional information is on page 16 of this guidebook.

Record Keeping

Each club is responsible for keeping record of important documents, information, and procedures. Each club should have a system to store and access their records easily. Minutes should be sent out to officer, members, advisors, and Student Activities Coordinator after every meeting.

It is important to keep track of:

- Resources
- Policies and procedures
- Constitution and By-Laws
- Contact information for officers, advisors, and members
- Financial information
- Meeting agendas and minutes
- Publicity samples
- Goals and objectives from previous years
- Previous officers' end of the year reports and suggestions

Mail

Each club will have a mail box in the Student Activities Office in the lower level of the Ruxer Center. Clubs should check their mailboxes at least once a week. The mailing address for all clubs is:

Name of Club
VUJC
Student Activities Office
850 College Avenue
Jasper, Indiana 47546

Officer Transition

The transition of leadership is one of the most important responsibilities of clubs and organizations on the Jasper Campus. Successful transition of officers ensures the continuity and further development and growth of the club and organization. Although the transition does not occur until the end of the academic year, encouragement of lower classmen throughout the year is essential to successful transition.

A proper turn-over of leadership:

- Provides the necessary information for the club to run well
- Minimizes the loss of momentum and accomplishments
- Increases the knowledge of the new leadership
- Helps incoming leadership benefit from special expertise, organizational knowledge, and learning experiences of the outgoing leadership.
- Allows for budget planning

It is also suggested that the outgoing officers compile a brief report, including a review of the past year, strengths and weaknesses of the club, and job description of the position, to submit to the Student Activities Office after the transition at the end of the academic year.

Recruiting Members

Every club is responsible for the recruitment of members. The following are some suggestions to aid in organizational recruitment:

- Assess what your organization has to offer to be able to differentiate the group from others on campus
- Realize that students join motivated groups
- Assess which students would be interested in your organization by building a profile of the club's membership.
- Approach all new students, both transfers and freshman, because most are eager to participate in campus activities and organizations
- Create a strategy to attract potential members
- Recruit throughout the year
- Realize that recruitment takes the whole organization's cooperation and effort
- Invite faculty, staff and current students to participate
- Publicize the benefits of joining the organization
- Utilize word of mouth (it is very effective)

Dissolving a Club

An organization can dissolve itself by informing the Student Activities Coordinator. A club or organization may also be dissolved by a majority vote of the SGA for violations of University regulations, or at the recommendation of the Student Activities Coordinator. Any money or property of the club will become property of the Student Activities Office after outstanding debts have been paid.

Advertising and Publicity

The Student Activities Office provides the opportunity for **only** recognized student organizations and divisions and/or administrative areas of Vincennes University Jasper Campus (VUJC) to publicize upcoming events through means of bulletin boards located in buildings on campus. If an organization wishes to use the Student Activities Office's supplies, it must make an appointment with the Student Activities Coordinator for the space, paint, and paper.

These guidelines pertain only to Student Activities Office bulletin boards; they are in no way meant to be the policy for posting materials on Academic or Administrative bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines. Materials promoting course offerings and schedule changes do not fall within these guidelines. **All postings** are to be consistent with University policy.

All flyers, posters and signs must be approved by the Student Activities Coordinator and abide to the following guidelines:

- Student organizations must be recognized by the Student Activities Office in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by a recognized student organization or a division and/or administrative area of VUJC.
- Advertisements should, at least, include the organization's name, event details (date, time and location), and any other pertinent information. Any reference to drugs, alcohol, illegal or illicit behavior is absolutely prohibited in any form of advertisement. The use of the VUJC name and logo must be approved by the Student Activities Coordinator.
- Posters can be sent by email to the Student Activities Coordinator, Josh Doak, at jdoak@vinu.edu or brought to the Student Activities Office. Copies will then be made for poster route. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. The Student Activities staff will hang posters in designated areas.
- The deadline to submit a poster/flyer for the poster route is **10:00 am on Mondays and Thursdays**.
- Due to bulletin board space limitations, the preferred size for materials 8.5" X 11", but cannot exceed 11" X 17".
- Any unauthorized flyers will be taken down by the Director of Student Services, Student Activities Coordinator, or SGA without notification.

Note: that the items will not be distributed outside the University and not be sold for a profit.

Sales and Solicitation

Vincennes University requires prior approval for sales on campus by any student, faculty member, staff member, student organization or outside group invited by such a person or organization. The Dean of Students at the Vincennes Campus, or the Director of Student Services at the Jasper campus, will retain the right of approval of the product as well as the date, time, and location of the sales. If the use of buildings other than the Student Union on the Vincennes campus or the Administration building on the Jasper campus is requested, additional approval must be obtained from the respective building supervisor.

Approval must also be obtained for sales off-campus by any individual or organization that represents or uses the name of the University.

Vincennes University also requires prior approval for sales by uninvited outside groups who wish to come on campus. The Dean of Students or the Director of Student Services will retain the right of approval of the product as well as the date and time of the sales. The areas designated for sales by outside groups on the Vincennes campus are the Beckes Student Union Grand Hall or brick area in front of the Union and, on the Jasper Campus, the awning area in front of the Administration building as well as the Administration Building lobby. For the purpose of this policy, sales are defined as the exchange of property or services for a determined amount of money or its equivalent or the recruiting of possible sales.

Bake Sales

Bake sales are designed primarily to raise money for non-profit organizations through the sale of home-baked food items. As a rule, all home-baked foods offered for sale must be nonperishable (foods that are not required to be refrigerated and do not support bacterial growth or reproduction of toxins). When planning a bake sale, please observe the following requirements:

- Personal hygiene, hand washing and sanitary work stations must be observed at all times. The primary cause of food borne illness is lack of personal hygiene and cross contamination.
- All items *"Ready to Eat"* must be handled with food service grade gloves or sanitary utensils.
- All foods must be protected from unnecessary handling, airborne contamination and pests by wrapping all baked goods with new, clear food grade plastic.
- A sign stating "Homemade/Unregulated" must be posted along with a list of Ingredients
- The event organizer should retain a list of who donated food items or wrapped baked items should be labeled with the baker's name, address, and phone num-

Event Request Process

This protocol is for any student organization, faculty, or staff wanting to host an activity or event at Vincennes University Jasper Campus. This process will increase across campus communication and ease the planning process by having all needs and tasks documented and approved in a systematic manner. **For the event to be placed on the Student Activities Calendar, notice must be received in the Student Activities Office by 10am on the first day of the month that the event is to be scheduled.**

The Event Request Forms are available in the Student Activities Office and in this guidebook for use to photocopy to start the event reservation and planning process. **Event Request Forms must be turned in 21 days before the event if you need food from the Bistro, 14 days if you do not need food.** Please note that the “Special Request” portion at the bottom of the form is to be used if the event requires the use of University equipment or food and must accompany the Event Request Form for submission. Special Requests include:

- Tables, chairs, podiums, etc...
- Audio and Visual Equipment
- Food
- Drinks

Once the completed forms have been submitted, the Student Activities Coordinator will contact the organization and the organization’s advisor to confirm the request. The Student Activities Coordinator will then make the necessary room reservations, equipment reservations, and food requests for the event. **The organization or appropriate contact person is responsible for staffing, setting up, tearing down, and cleaning up after the event.**

The Student Activities Coordinator must approve all advertisements before they are distributed around the Jasper Campus. The Student Activities Office will be responsible for posting and removing advertisements. Please see the “Advertising and Publicity” section of this guidebook on page 8.

After the event, the Student Activities Coordinator will contact the organization and advisor for a post-event evaluation.



Student Activities Event Request Form

| |
|-----------------|
| Date: _____ |
| Initials: _____ |

Organization Name: _____

Co-Sponsoring Organizations: _____

| Contacts/Advisors | Name | Email | Phone Number |
|-----------------------|------|-------|--------------|
| Secondary Contact: | | | |
| Organization Advisor: | | | |

Event Details

Event Name/Theme: _____

| | | |
|-------------------|-------------------|-----------------|
| Event Date: _____ | Start Time: _____ | End Time: _____ |
|-------------------|-------------------|-----------------|

Event Location

Primary Preference: _____

Secondary Preference: _____

Event Description:

Type of Event (check one): Social Recreational Leadership Intramural Sports
 Other: _____

Event Goals: _____

Approximate Number to Attend: _____ **Target Audience:** _____

Special Requests (see Special Request Form):

| | | |
|-----------------------------------|-----------------------------|---------------|
| For Student Activities Office Use | | |
| Approved by SAC: _____ | Added to Calendar: _____ | Flyers: _____ |
| Approved by DSS: _____ | Special Request Form: _____ | |



Student Activities Special Request Form

| |
|-----------------|
| Date: _____ |
| Initials: _____ |

Organization(s) Name(s): _____

Event Name/Theme: _____

| | | |
|-------------------|--------------------------------------|---|
| Event Date: _____ | Start Time: _____ End Time: _____ | Set Up Time: _____ Tear Down Time: _____ |
|-------------------|--------------------------------------|---|

Equipment Request

| | Equipment | Number Needed | | Equipment | Number Needed |
|--------------------------|-----------------------------|---------------|--------------------------|--------------------|---------------|
| <input type="checkbox"/> | Square Tables (Bistro Only) | | <input type="checkbox"/> | TV | |
| <input type="checkbox"/> | 8 Foot Tables | | <input type="checkbox"/> | VCR | |
| <input type="checkbox"/> | Chairs | | <input type="checkbox"/> | DVD Player | |
| <input type="checkbox"/> | Podium | | <input type="checkbox"/> | VHS Camcorder | |
| <input type="checkbox"/> | Extension Cords | | <input type="checkbox"/> | Screen | |
| <input type="checkbox"/> | Power Strips | | <input type="checkbox"/> | Slide Projector | |
| <input type="checkbox"/> | Signs | | <input type="checkbox"/> | Overhead Projector | |
| <input type="checkbox"/> | Microphones | | <input type="checkbox"/> | Other: | |
| <input type="checkbox"/> | Portable PA System | | | | |

Food Request

| | | |
|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Refreshments | <input type="checkbox"/> Beverage Service | <input type="checkbox"/> Meals |
|---------------------------------------|---|--------------------------------|

Note: All food beverage items must be approved by Terry Andry, the Bistro Manager, *before* your event can be scheduled. Terry will need 14 days notice to meet your food and beverage needs.

| | | |
|-----------------------------------|------------------------|-------------------------------|
| For Student Activities Office Use | | |
| Approved by SAC: _____ | Approved by DSS: _____ | Approved by the Bistro: _____ |

Forms

The following forms are to be used for any request for the Student Activities Office. These forms may be photocopied out of this guidebook for use and dispersion. See below for descriptions of the forms:

- **Advisor Information and Agreement Form:** Each club's advisor must complete and submit this form to the Student Activities Office acknowledging the understanding of advisor responsibilities.
- **Club Registration Form:** Use this form to register or create a club at the Jasper campus.
- **Seed Money Application:** Seed money is a one time per semester \$150.00 allotment for clubs and organizations to use in the planning of activities. The total amount requested will not exceed \$300.00 per academic year. To request seed money, a recognized club or organization should complete the application and submit it to the Student Activities Office. The Director of Student Services and the Student Activities Coordinator will review each application and notify applicants of a decision within two weeks of submission.
- **Service Scholarship Application:** Out of appreciation for the personal time commitment afforded by officers of recognized student groups on campus, a service scholarship is available at the end of each semester of service. The scholarship money will be applied to the student's account and refunded appropriately. Each club advisor must complete the approval form to allow the scholarship to be processed.
 - Each officer must uphold the duties of office to be eligible, and documentation is essential for the award.
 - Each officer must attend a minimum of 3 SGA meetings each semester.
 - Each officer must attend leadership training at the beginning of the fall semester.
 - Volunteer at a minimum of 3 Student Activities sponsored activities and/or events. These do not include club sponsored events.
- **Conference Grant Proposal:** This grant is limited to one conference per year to support student groups on campus with matching funds (not to include seed money) to attend conferences, trainings, or competitions that promote and encourage the development of student leaders on campus by making available up to \$1,000 per club, per year.



Student Activities Club Registration Form

Date: _____
Initials: _____

Organization Name: _____

Academic Year: _____

| Contacts/Advisors | Name | Email | Phone Number |
|-------------------------|------|-------|--------------|
| Student Representative: | | | |
| Organization Advisor: | | | |

Description of Club or Organization

Student Representative Signature: _____

Advisor Signature: _____

Application will not be considered unless signed by both the Student Representative and Advisor. Applications must be renewed every academic year for complete, official University recognition to ensure proper contact information and organization privileges.



Student Activities Advisor Information and Agreement Form

Date: _____
Initials: _____

Advisor Information

Keep Abreast of Club Activities: Advisors offer guidance and direction for the club only if s/he is aware of its happenings. This does not mean the advisor must attend every meeting or attend every activity. Reading the minutes or personally meeting with the officers a few times throughout the year is sufficient to stay aware of what the club has been doing and what the club plans to do in the future. The University affords the clubs independence, ultimately holding the club and its officers responsible for their activities. Each club is expected to adhere to all rules and regulations governing VUJC. Each advisor is responsible for offering advice and helping maintain consistency with University policy. The Student Activities Guidebook and Advisor Handbook are valuable resources to the advisor.

Provide Continuity: Although the officers and members of each club vary from year to year, the advisor has been at the University for longer than the club members. This enables to advisor to help facilitate the transition of members and officers from year to year as well as give orientation and history of the organization. New officer elections are usually held in the spring, and leadership training for these officers is held at the beginning of the fall semester. Additionally, an Advisor Training session will occur at the beginning of each semester or periodically throughout the semester.

Student Activities Office: This office, located on the lower level of the Ruxer Center, is central in facilitating the recognition, creation, and growth of all campus clubs and organizations. Each club will have a mailbox in the Student Activities Office. Also, this office has available poster making supplies for club activity advertisements. These supplies are for large posters; each club is responsible for creating flyers for events. Flyers must be approved by the Student Activities Office (see “Advertising and Publicity on page 10 of the Student Activities Guidebook for policies). This office serves as a liaison between all clubs and organizations and the University administration in approving any activity or event. The Student Activities Coordinator, is available regarding any question or concern about the policies or procedures of Student Activities at the Jasper Campus; the Student Activities Office can be contacted at extension 5941 during normal business hours.

The role of the advisor can be very rewarding for the club and the advisor. It allows the opportunity to serve either as an active planning force in the club or as a mentor gently steering the organization. Advisors are essential to the success of Student Activities at the Jasper Campus.

Advisor Agreement

I agree to be the faculty/staff advisor for the club specified below during the current academic school year. I understand my role must be approved by the Student Activities Office and may be revoked if I fail in the advisor capacity at any time.

Organization: _____

Advisor Signature: _____ **Date:** _____

Campus Ext: _____ **E-Mail:** _____



Student Activities Seed Money Application

Date: _____
Initials: _____

Organization Name: _____

Organization Account Number: _____

| Contacts/Advisors | Name | Email | Phone Number |
|-------------------------|------|-------|--------------|
| Organization President: | | | |
| Organization Advisor: | | | |

Description of how money will be used:

It is recommended that a portion of the money be used for club/chapter tee-shirts, refreshments for meetings, and other promotional materials. It is the decision of the club or organization and its advisor how the seed money will be used.

President Signature: _____

Advisor Signature: _____

Application will not be considered unless signed by both the President and Advisor.



Student Activities Service Scholarship Application

| |
|-----------------|
| Date: _____ |
| Initials: _____ |

Applicant Name: _____

Organization: _____

Office Held: _____

Academic Semester: _____

Amount: _____

Description of duties

It is recommended that this portion of the application includes documentation of duties and accomplishments. This documentation can include photos, posters, or flyers. Feel free to include documentation as part of an application packet. Submit packet to the Student Activities Office one month prior to the last class day of the semester.

Applicant Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Application will not be considered unless signed by both the Applicant and Advisor.



Student Activities Conference Grant Application

| |
|-----------------|
| Date: _____ |
| Initials: _____ |

Organization Name: _____

Academic Semester: _____

Criteria:

The event must be approved by the Student Activities Coordinator. The activity or trip must be sponsored by a recognized student organization with a faculty or staff advisor on site throughout the event. Attendees must be active members of said student organization. The event proposal must be submitted and approved before any verbal agreements or contractual arrangements for the event are made. To be considered, the proposal must be submitted at least 14 days prior to registration of event. A follow-up report must be made to the SGA following return from the conference.

This grant is available toward one conference per club, per academic year. The dates of the conference determine the eligibility of the grant. The maximum amount awarded for this grant per club, per year is \$1,000 to be used toward conference registrations or other conference related expenses.

Purpose of Trip/Conference:

How will this trip/conference enhance VUJC students' learning experience?

Applicant Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Application will not be considered unless signed by both the Applicant and Advisor. Attach an estimated cost and budget for entire trip. This budget will include travel, lodging, meals, conference registration, etc. Please see the University Manual or Finance Manager for travel and meal allowance calculations.

Starting a New Club

To increase student involvement on the Jasper Campus, the Student Activities Office encourages the formation of new clubs and organizations. Only currently registered VUJC students can establish a club on this campus. The University grants official recognition to those groups whose purpose, goals, and programs are consistent with the educational mission of Vincennes University Jasper Campus.

It is easy to start a new club or organization! To start a group and be officially recognized by the University, the following elements must be submitted to the Student Activities Office:

- Constitution or By-Laws
- Club Registration Form
- Advisor Information and Agreement Form
- Club Account with the Bursar (the Advisor must set up)
- Statement that there is no discrimination on the basis of race, creed, ethnic origin, gender, age, political persuasion, ability, marital status, or sexual orientation
- Notification of national affiliations (if applicable)
- Any other information pertinent to the club's formation

There is no deadline to submit these materials, and new clubs may be created throughout the year.

How do I know if I have a club or organization?

- Any group whose membership consists of five or more students currently enrolled at Vincennes University Jasper Campus
- Any group formed in order to contribute to the student's educational growth, recreational needs, or personal development
- Any group registered with the Student Activities Office; all registered groups shall be accorded the same rights and are bound by the same rules and regulations.
- Any group who has been reviewed by the Student Government Association, Student Activities Coordinator, and then officially recognized by the Director of Student Services.

Constitution and By-Laws

All clubs must have an approved constitution and/or bylaws on file with the Student Activities Office before they can be recognized by the University. The registration process for a new club begins with the formation of a constitution that must include the following information:

- Name of the Club
- Statement of Purpose
- Provisions for at least three officers, including a job description and duties
 - President/Organization Chair
 - Vice-President
 - Secretary/Treasurer
- Statement of Eligibility of voting membership including that only students registered with VUJC and have a minimum GPA of 2.0 may be officers and/or voting members
- Statement of Eligibility stating that the group is open to all VU students without regard to race, creed, gender, national origin, ability level, and sexual orientation
- List of steps to follow to remove an officer from duty
- List of steps to appoint an officer to duty
- Necessary operating procedures such as committees or rules of order
- Provide for the advisor to be present at each meeting where formal actions or decisions are made. Formal actions or decisions require the presence of the advisor
- Provision of attendance, membership, and consequences if rules are not followed
- Procedures for amending the constitution. This must include a provision that all amendments to the current constitution/by-laws must be submitted to the Student Activities Office for approval. If amendments are approved, the constitution that is on file with the Student Activities Office must reflect the changes.
- Any other pertinent information to the club

It is suggested Robert's Rules of Order be referenced for information on operating procedures, officer roles, and other aspects of creating a constitution or by-laws.

Club Recognition

Upon the receipt of the required materials, the club formation proposal will be submitted to the Student Government Association for approval. It is suggested that a member of the new club attend that SGA meeting to answer any questions or provide any additional information to the SGA. After the SGA grants approval of the club's application, the request must be approved by the Student Activities Coordinator and the Director of Student Services. The guidelines considered for club approval are as follows:

- Whether the goals of the club foster the potential for enrichment and leadership development through academic, professional, cultural, literary, social, athletic, or student governance
- Whether the status of "official recognition" and the resources and privileges granted to recognized organizations will further the mission of the club
- Viability of the club as a sustainable and active part of student life
- Clarity of the objectives and goals of the proposed student organization
- Potential conflict with University policies

Once the club is recognized by the University, it is suggested a notification of dates, times, and locations of regularly scheduled meetings should be forwarded to the Student Activities Office for advertisement and record keeping.

Club Suspension

A student organization may have its registration suspended if:

- The organization is found to be in violation of submitting falsified information to the Student Activities Office
- The organization is found in violation of a VU written policy
- The organization is found in violation of local, state, or federal laws.

Any or all of a decision by the Student Activities Office personnel to suspend the registration or formation of a student organization may be appealed to the Director of Student Services. The organization may continue to operate with the University until the appeals process is exhausted.

Ruxer Center Policies & Procedures

The Student Activities Office at the Jasper Campus has a plethora of resources for the personal development and growth of its students at the Ruxer Center. The following are the policies and procedures for the use of the Ruxer Center facilities and equipment:

1. Gym facilities are only open to current students, faculty, staff, and alumni.
 - All users must present valid Vincennes University ID or Vincennes University alumni card
 - All users must sign in at the front desk of the Student Activities Office with a worker
2. Student worker must be present at all times that the gym facilities are in use
 - Only student workers and other VUJC employees are allowed behind the front desk
 - Student worker must be working for the gym facilities to be open
 - Student worker may use the gym facilities while working if no other patron is currently using the facilities
 - If a patron shows up, the student worker will return to the front desk
 - If no student worker is present, the gym facilities will be locked up and not available for use
 - If a student worker shows up for work to locked facilities, call the Student Services Director at 482-3030 or the Student Activities Coordinator at 481-5941.
3. All gym equipment (basketballs, volleyballs, etc.) must be checked out for use
 - Students must have a valid student ID to check out equipment
 - ID's must be left with the student worker at the front desk to check out equipment
 - ID's will be returned to the student once checked out equipment is returned to the student worker at the front desk
 - Only student workers may retrieve gym equipment behind the front desk

Index

| Item | Page |
|--|------|
| Advisor Information and Agreement Form | 15 |
| Benefits of Club Registration | 4 |
| Introduction | 3 |
| Club Registration Form | 14 |
| Club Responsibilities and Privileges | 5 |
| Advertising and Publicity | 8 |
| Bake Sale Policy | 9 |
| Club or Organization Advisor | 5 |
| Dissolving a Club | 7 |
| Finances | 6 |
| Mail | 6 |
| Officers | 5 |
| Officer Transition | 7 |
| Record Keeping | 6 |
| Recruiting Members | 7 |
| Sales and Solicitation Policy | 9 |
| Conference Grant Application | 18 |
| Event Request Process and Forms | 10 |
| Ruxer Center Policies and Procedures | 22 |
| Seed Money Application | 16 |
| Service Scholarship Application | 17 |
| Starting a New Club | 19 |
| Club Recognition | 21 |
| Club Suspension | 21 |
| Constitution and by-Laws | 20 |
| Student Activities Mission Statement | 3 |