

# Berea College Student Organization Handbook

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### ***Campus Life Mission Statement***

To enhance the quality of the college experience and strengthen the growth and development of students through a positive learning environment, and by providing a variety of student-centered programs, services, and involvement opportunities, such as student organizations, Campus Activities Board, The Pinnacle newspaper, student government, wellness and intramural programs.

### ***Responsibilities of the professional staff***

To provide reasonable assistance to students wishing to establish and maintain a successful organization at Berea College.

### **Recognition of Student Organizations**

#### ***Eligibility for Membership:***

It is the policy of Berea College that there shall be no discrimination, as outlined by Berea College, in the selection of membership in undergraduate student organizations. This policy further provides that there shall be a nondiscriminatory clause in the constitution and bylaws of all student organizations. In all cases, except as allowed by law, membership is without regard to race, creed, sex, sexual orientation, age, national or ethnic origin, and non-disqualifying handicap.

**ONLY** full-time undergraduates who are in good standing with Berea College are eligible for membership in student organizations. Students in good standing with Berea College, as it pertains to student activities, are understood to mean the following:

- a minimum 2.0 GPA (though some organization position requirements may be higher)
- not on academic, labor or social probation
- adherence to all campus, local and federal regulations

The Director of Campus Life makes the final determination in the case of any question or discrepancy, upon consultation with the Student Life Committee and the Vice President of Labor and Student Life, in certain situations.

### ***Types of Organizations***

A recognized student organization shall be defined as a group of Berea College students joined together in the pursuit of a common purpose. The Office of Campus Life has identified the following types of student organizations:

- Labor
- Academic/Educational
- Nationally Affiliated
- Faith Based
- Athletic/Recreational
- Student Managed

The Director of Campus Life and the Student Life Council approves all category designations of student organizations and resolves any discrepancies with regard to a group's classification or status.

### ***Procedure for Establishing a new Organization:***

In order for a student group to become a recognized campus organization, it must be formally approved by the Student Life Council. To initiate this process, the organization seeking recognition must:

1. Secure a minimum of five undergraduates who intend to be members of the proposed organization.
2. Identify a faculty/staff advisor and ask that individual to submit, in writing, notice that he/she agrees to serve as the organization advisor.
3. Complete and submit a written constitution and by-laws to the Office of Campus Life.

**Dues are limited to ten dollars per semester. Organizations may fundraise throughout the year after pro tempore period.**

New organizations will be recognized for a pro tempore or probationary recognition period of one year, while it is in its formative state. Recognition carries with it the obligation on the part of the organization to abide by the rules and regulations of Berea College. Continued recognition, therefore, is contingent upon complying with and following the rules and regulations of Berea College. The observance of appropriate social, labor and academic status of organization members will also be reviewed.

After the organization receives pro tempore approval, the group should set a date and reserve facilities for an informational meeting. Reserving a room can be done through Campus Life Reservations. Topics to be covered in this meeting should include officer selection, group goals and additional recruitment ideas.

At the end of the provisional year, the activities and membership of the club or organization will be reviewed. If the club or organization has been active throughout the provisional year and maintained membership, the Office of Campus Life and the Student Life Council will officially recognize them as a Berea College organization. At this time, the group may elect to fundraise and apply for funds through the Coalition for Community Building. The Office of Campus Life reserves the right to approve student groups recognized as pro tempore privileges to apply for funds and fundraise during the provisional year.

Once an organization gains formal recognition, that recognition can be withdrawn only by the Student Life Council and/or the Vice-President for Student Life. Organizations desiring to discontinue their association and suspend operation with Berea may do so by submitting a written statement of the decision to the Director of Campus Life.

## ***Fundamentals of Writing a Constitution and By-Laws***

By definition the **constitution** of an organization contains the fundamental principles which govern its operation. The **by-laws** establish the specific rules of guidance by which the group is to function. All groups should have their basic structure and methods of operation in writing.

### ***Purpose of a written Constitution***

The process of writing a constitution will serve to clarify your purpose, describe your basic structure and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

### ***Difference between the Constitution and By-Laws:***

The **Constitution** covers the fundamental principles but does not precisely list procedures. **By-Laws** detail the procedures your group will follow to conduct business in an orderly manner. **By-Laws** provide further definition to the articles of the **Constitution** and **can be changed more easily as the needs of the organization change**.

#### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be:

Section 2. This section should explain what the organization hopes to do for it's members and the university community. (Example – the purpose of this organization shall be to provide educational activities for its members.)

#### **ARTICLE II: MEMBERSHIP**

Section 1. This section should state that any Berea College student may be a member. Some organizations are also open to non-Berea College students. In addition, because Berea College is an equal opportunity, affirmative action, and public institution that values diversity, student groups wanting to be recognized by the University, must be non-discriminatory. **The constitution must state that the organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only Berea College students may be officers and/or voting members.**

Section 2. This section should explain how a person becomes a member, and how a person remains a member in good standing. (Example – a person remains in good standing by obeying the rules of the group written in the constitution.)

#### **ARTICLE III: OFFICERS**

Section 1. This section should explain the titles and terms of each office. (Example - the President shall serve for one year from April 1 to March 31.)

Section 2. This section should detail how officers are nominated and elected. (Example - only members in good standing may nominate, be nominated and vote; elections shall be by secret ballot and require a simple majority of members present.)

Section 3. This section should describe the duties of each officer. (Example - the President shall have the following duties; to convene and preside at all meetings, etc.)

Section 4. This section should contain a brief statement on how and why an officer may be removed. (Example - an officer failing to maintain membership in good standing, may be removed at any meeting by vote of the general membership.)

#### **ARTICLE IV: OPERATING PROCEDURES**

Section 1. This section should cover time, place, and frequency of meetings and what constitutes quorum.

Section 2. This section should cover rules of order (Example - parliamentary procedure, Robert's Rules,

etc.) or whatever meeting style is used.

Section 3. This section should contain the names and functions of any and all existing committees. Typical committees are membership, promotion and financial. (Example – the Executive Committee shall consist of all executive officers and chairpersons, and shall perform the following duties: review and approve the expenditure of all funds, etc.)

#### ARTICLE V: AMENDMENTS

Section 1. This section should state who proposes amendments.

Section 2. This section should explain how amendments are made.

Section 3. This section should explain how amendments are approved.

**By-Laws** must not contradict provision in the **Constitution** and generally contain specific information on the following topics:

#### **By-Laws Structure**

The by-laws should contain:

1. Detailed material concerning members, rights, duties, expulsion, and resignation procedure.
2. Provisions for honorary members/associate members if the group so desires.
3. Provisions for membership fees, dues, and assessments, if there are to be any, should be indicated in detail.
4. Duties, authority, and responsibility of the Executive Committee.
5. Name of the standing committees, if any, and the method of choosing the chairpersons and committee members. Duties of the committee(s) should be stated.
6. A provision for some accepted rules of order for parliamentary procedure, such as Robert's Rules of Order, provide.
7. A method to amend the by-laws which would usually be a majority vote.
8. Other specifics as needed by the organization.

#### **Article I - Name and Location**

Section 1. Name of Club shall be \_\_\_\_\_

Section 2. Location of Club meetings

#### **Article II - Membership**

Section 1. Club Members

Section 2. Officers List

#### **Article III - Meetings**

Section 1. Annual Achievement Meeting (optional)

Section 2. Regular Meetings (minimum number)

Section 3. Special Meetings

Section 4. Location of Meetings (day, time, place)

Section 5. Notice of Meetings (phone, written, etc)

Section 6. Quorum at Meetings

Section 7. Use of Parliamentary Procedure

Section 8. Voting (list forms to be used)

#### **Article IV - Officers**

Section 1. Election of officers

Section 2. Duties of President

Section 3. Duties of Vice President

Section 4. Duties of Secretary

Section 5. Duties of Treasurer

Section 6. Vacancies of Officers

Section 7. Removal from Office

## **Article V – Committees**

- Section 1. Executive or Officers
- Section 2. Awards
- Section 3. Constitution and By-Laws
- Section 4. Community Service
- Section 5. Fund Raising
- Section 6. Membership
- Section 7. Nominating
- Section 8. Program Planning

## **Article VI - Meeting Agenda**

(Basic meeting agenda)

- Welcome/open meeting
- Approve minutes of the previous meeting
- Matters arising from the previous meeting
- A list of specific points to be discussed — this section is where the bulk of the discussion as well as *decisions* in the meeting usually takes place
- Any other business (AOB) — allowing a participant to raise another point for discussion.
- Arrange/announce details of next meeting
- Close meeting

## **Article VII - Amendments**

The by-laws may be amended at any regular or special meeting of the Club by a majority vote of those present.

### ***The Role & Selection of an Advisor:***

Every recognized organization is required to have an advisor. He/she must be a fulltime member of the faculty or professional, administrative staff. This advisor shall be kept abreast of all activities and business unique to the organization. The advisor should also be consulted on matters of Berea College policy and procedures. Faculty/Staff advisors or a chosen representative must be present as representatives of Berea College for all official organization events on and off campus. Faculty and staff members do not hold office in any student organizations, except for campus chapters of national organizations that specifically designate a position for a faculty or staff member.

The advisor selected should be a good source of information for the organization and therefore should have a strong interest in the philosophy and goals of the group. When choosing an advisor, one should be open and honest about what the organization expects.

The organization should sit down and discuss what it wants out of an advisor (refer to the “Advisor Survey” when discussing group expectations). Develop a list of things the group expects from an advisor and share this list with the faculty/staff member the group plans to invite to serve in this capacity. Discuss the list and be open to any ideas the faculty/staff member may have about being an advisor. Only when both the club and the advisor are comfortable with a list of “duties” should the prospective advisor be asked to make a decision as to whether or not he/she would like to be a part of the organization. Be prepared to make another choice if the group and the prospective advisor cannot agree on his/her role in the organization.

Remember that ***choosing an advisor is something the club should have control over*** and therefore should not be forced into accepting an advisor that does not share the organization’s philosophy. The only exception to this is a few organizations whose advisors are assigned to them because it is part of the staff or faculty’s job description to serve in that capacity.

### ***ROLE OF THE ADVISOR SURVEY:***

Listed below are some possible expectations student leaders may have of their advisor. The advisor and leaders should

each respond to the following items then discuss answers and resolve any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility.

For each of the statements, determine whether the function is:

- 1- Essential for the advisor to do
- 2- Helpful for the advisor to do
- 3- Nice, but advisor does not have to
- 4- Would prefer the advisor not do
- 5- Absolutely not an advisor's to do

The Advisor Should:

- \_\_\_\_ 1. Attend all general meetings
- \_\_\_\_ 2. Attend all executive committee meetings.
- \_\_\_\_ 3. Call meetings of the executive committee when he/she believes it is necessary.
- \_\_\_\_ 4. Explain College policy when relevant to the discussion.
- \_\_\_\_ 5. Explain College policy to the executive committee and depend upon the officers to carry them out through their leadership.
- \_\_\_\_ 6. Explain College policy to the entire membership at a general meeting once a year.
- \_\_\_\_ 7. Reserve an appointment with the president/chairperson before each meeting.
- \_\_\_\_ 8. Help the president prepare the agenda before each meeting.
- \_\_\_\_ 9. Serve as parliamentarian for the group.
- \_\_\_\_ 10. Speak up during discussion when he/she has relevant information.
- \_\_\_\_ 11. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- \_\_\_\_ 12. Remain quiet during general meetings unless asked for advice.
- \_\_\_\_ 13. Exert his/her influence with officers between meetings.
- \_\_\_\_ 14. Take an active part in formulating the goals of the group.
- \_\_\_\_ 15. Initiate ideas for discussion when he/she believes they will help the group.
- \_\_\_\_ 16. Be one of the group - except for voting and holding office.
- \_\_\_\_ 17. Attend all group activities.

- \_\_\_\_18. Require treasurer to clear all expenditures with him/her before commitments are made.
- \_\_\_\_19. Request to see the treasurer's books at the end of each semester.
- \_\_\_\_20. Check the secretary's minutes before they are written in final form.
- \_\_\_\_21. Check all official correspondence before it is sent.
- \_\_\_\_22. Get a photocopy for all official correspondence.
- \_\_\_\_23. Be custodian for all group paraphernalia, records, etc. during the summer and between changeover of officers.
- \_\_\_\_24. Keep the official files in his/her office.
- \_\_\_\_25. Inform the group of infractions of their bylaws, codes and standing rules.
- \_\_\_\_26. Keep the group aware of its stated objectives when planning events.
- \_\_\_\_27. Veto a decision when it violates a stated objective, the bylaws, codes, standing rules or College policy.
- \_\_\_\_28. Mediate interpersonal conflicts that arise.
- \_\_\_\_29. Be responsible for planning leadership skills workshops.
- \_\_\_\_30. State what his/her advisor responsibilities are, or as he/she sees them, at the first meeting of the year.
- \_\_\_\_31. Let the group work out its problems, including making mistakes and "doing it the hard way."
- \_\_\_\_32. Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_\_33. Take the initiative in creating teamwork and cooperation among the officers' group.
- \_\_\_\_34. Let the group thrive or decline on its own merits; do not interfere unless requested to do so.
- \_\_\_\_35. Represent the group in any conflicts with members of the College staff.
- \_\_\_\_36. Be familiar with College facilities, services and procedures which affect group activities.
- \_\_\_\_37. Recommend programs, speakers, etc.
- \_\_\_\_38. Take an active part in the orderly transition of responsibilities between old and new officers at the end/start of the year.
- \_\_\_\_39. Cancel any activities when he/she believes they have been inadequately planned.

The faculty or staff member involved in advising a student group often wants to know exactly what role he or she should take. While there is not one answer which will suffice, for every situation there are some basic concepts that may be of assistance. Advisors should be an integral part of every student organization. An advisor is just that he/she advises the organization on what their goals and direction should be. Students should listen to and consider the advisor's input and then, based upon all information, make their decisions.

***Advisors should not make decisions for the organization.*** Neither should an advisor be someone students seek out only when in need of a signature. A good advisor will work closely with students in order to improve the organization and the individual skills of members. He/she should welcome opportunities to become an active participant in the organization. A good advisor will offer suggestions and different perspectives without demanding that the organization follow everything he/she says.

There are times that an organization may want to consider adding an advisor or replacing a current one. Except when a faculty or staff member is assigned as part of their job responsibilities, the members of a student organization select their own advisor. It is up to the students to find an advisor who is going to be supportive and helpful. Organization constitutions should have the means for selecting and replacing advisors. When students are dissatisfied with their advisor, they should discuss it with him/her and reassess whether the advisor should continue. The Office of Campus Life is available to assist organizations and advisors who are going through this process. The "Role of the Advisor Survey" is a helpful tool located in the Appendix (page blah). This survey, when done openly and honestly, can help determine if an individual is a good fit for a particular organization. This tool can be used by the advisor and group to identify expectations each has for the other.

An advisor, when utilized effectively, can be one of the most valuable members of an organization. When not utilized or utilized ineffectively, the organization suffers greatly. It is to the organization's advantage to find a good advisor and to take advantage of his/her skills in achieving the goals of the organization.

Advising an organization can be a large undertaking. Prospective advisors should consider the following questions when contemplating advising a club or organization.

### **What are the needs of the group?**

The nature of the advisor's interaction with a student group will be determined by the needs the group has. It is important to remember that it is the student members' responsibility to determine what their needs are; the advisor may make valuable comments and suggestions, but primary responsibility for group leadership rests within the student membership.

### **Does the advisor's personality mesh with the expectations of the group?**

It is important that a clear understanding is articulated between advisors and advisees regarding expectations, needs, interests, etc. A student group may expect their advisor to play a very specific role. On the other hand, the group may wish the advisor to take more of an observing, non-participatory role. If these aspects of advisement are not addressed beforehand, conflicts may arise. A very simple process, which can be used to prevent potential difficulties, is to have a prospective advisor meet with a group on several occasions before accepting the position. The students can get to know the faculty or staff member and he/she can make observations about the appropriate style of advisement needed. After several meetings, the potential advisor and student organization should meet to discuss the observations and expectations.

### **What is the difference between advising and supervising?**

A supervisor acts as the leader of an organization and takes responsibility to evaluate the success of group projects, as well as the effectiveness of individual group members. An advisor, on the other hand, acts as a primary resource person and role model and takes responsibility to assist the group in self-evaluation. The experience of acting as an advisor can

be frustrating at times, especially if the faculty or staff member is a “take charge” person. It is important to differentiate “advisory” versus “supervisory” attitudes and behaviors. Students assume the role of supervisor. They are responsible for the actions of the group, telling the group what should be done and playing a major decision-making role. It is more appropriate and productive as an advisor to observe the actions of his/her group, share various options of what might be done and encourage group members to be key decision-makers.

#### ***Inactive Student Organizations:***

Student organizations that fail to complete a data base form prior to September 30th each year will immediately suspend their recognition as an approved student organization and be in pro tempore status. Student organizations will then have until October 15th to re-establish full recognition and abandon the pro tempore status by meeting with a staff member from the Office of Campus Life. The organization will be considered fully inactive if this is not accomplished by the October 15th deadline. In such instances, the group will no longer have the rights, privileges and responsibilities associated with organization recognition.

Students who wish to revive an inactive student organization must follow the procedures for beginning a new student organization and resubmit a newly reviewed/revised typed constitution, a list of five members, and a written statement from a full-time faculty or administrator indicating a willingness to serve as the adviser to the group.

Groups recognized by the Office of Campus Life and the Student Life Council on a pro tempore or permanent basis enjoy the following privileges:

- The organization may use the name of Berea College in connection with its own name, provided that such use is not otherwise precluded.
- The organization may solicit membership on campus under the organization’s name.
- The organization may use Berea College facilities for its programs and meetings in accordance with College policies.
- The organization may sponsor or participate with other Berea College recognized organizations in sponsoring activities and programs.
- The organization has access to a liaison from the staff of the Office of Campus Life.
- The organization receives an invitation to the Annual Leadership Summit.
- The organization’s officers are invited to attend an annual Organization Fair, Parents Weekend, student organization receptions, and training workshops.
- The organization has access to the services of the Artist studio.

***Organizations that are recognized as pro tempore may not be included with all the recognized groups in published lists of official organizations of Berea College.***

An organization without either formal or pro tempore status, or an organization from which recognition has been withdrawn, enjoys no privileges and cannot operate on campus.

#### **Privileges and Rights of Organization**

##### ***Scheduling Rooms for Meetings and Events:***

Recognized organizations may schedule rooms for group related meetings and events through the Campus Life Department [www.berea.edu/campuslife/](http://www.berea.edu/campuslife/). Additional meeting spaces are available in Hutchins Library, Danforth Fireside Room, and Seabury Center. Please contact perspective departments for reservations. The use of Phelps-Stokes Auditorium for programs must be approved through the Campus Life department. Please fill out a program event form.

##### ***Outdoor Event Guidelines:***

Any recognized organization planning on having an outside activity must complete a Campus Event Scheduling Form located on the Campus Life web [www.berea.edu/campuslife/](http://www.berea.edu/campuslife/).

***Outdoor activities may be programmed in the following areas:***

Alumni Patio, Café Patio, Fairchild Lawn, and the Quad. Events on the College Quadrangle are extremely limited and must be approved by the Office of Campus Life. In order to sponsor an outdoor activity, the following guidelines must be observed:

- Campus Life Staff will be available for events where sound equipment, bands, and/or DJ's are present and attended by a large number of participants.
- The sponsoring organization, in conjunction with the Director of Public Safety, is responsible for controlling the event. A Campus Event Scheduling Form should be signed by the Director of Campus Life, Public Safety and Advisor.
- The advisor to the organization, or his/her designee, must be present at all times during the event. Additional advisors may be needed, depending on the event as necessary. All advisors must sign and return the Noise Policy Statement as part of this application and insure its return to the Campus Life Department.
- All Alumni Lawn/Quad activities will end no later than 10:00 p.m.
- Alcoholic beverages are strictly prohibited at all activities and events.
- The Public Safety, Office of Residential Life, Campus Life Department, and designated advisors, reserve the right to ask any organization to lower the sound level, and close any outside activity deemed to be a danger or threat to the College community, if noise complaints have been received. The sponsoring organization and its advisors will be responsible and accountable for the above guidelines. Any violations will result in suspension of outdoor activities for that organization during the academic year.

\*Private residences located on campus, such as the President's Home, are not appropriate venues for outdoor events. Such events are permissible only during scheduled periods throughout the year, i.e. Summer Registration & Orientation Weekends.

***College Noise Policy:***

It is the policy of Berea College to provide a reasonably quiet environment not only for its student body, faculty, and staff but for the surrounding neighborhood as well. In an effort to maintain this policy, Public Safety and Student Life Departments (depending on the location of the event) will, as a standard practice, aggressively monitor noise levels, which may be excessive or offensive to the Berea community or to our neighbors.

When because of location or other circumstances it becomes necessary for campus neighbors to report inappropriate noise to the College, immediate action will be taken to quiet the situation. This action will include, but is not limited to, an immediate notification of the specific Collegiums Member and/or Resident Assistant, if the event is being sponsored within the residential areas. The organization in violation of this policy will be suspended for one year from outdoor events.

Organizations, as members of the College community, must be very aware of the responsibility as representatives of the institution to maintain order and decorum. All Berea College policies and guidelines as outlined in the College Handbook must be followed. See [www.berea.edu/vplsl/studenthandbook/](http://www.berea.edu/vplsl/studenthandbook/).

***Contracts for Performers and Speakers:***

Any organization that plans to sponsor a performance or lecture must complete a Performance Agreement. This form can be obtained on the Campus Life Department website, [www.berea.edu/campuslife/](http://www.berea.edu/campuslife/), should be completed whether or not the guest artist or speaker is being paid for the engagement or if the guest artist or speaker has provided his/her own contract. If the artist or speaker is being paid, a completed contract and federal ID (social security number) must be submitted in order to process payment for the engagement.

***Media Services:***

Media Services is a division of IS&S. The Media Services office is located next to the Library. To order equipment for an event, organizations may order by calling extension 3877. When placing equipment orders, please include the building, room number and time of the event. A valid account number must be provided to order equipment.

**Available equipment includes:** Microphones are available for Baird & the Commons. Tables and chairs are also available upon request for all rooms.

**Catering:**

Organizations must have allocated funds for food or unrestricted funds in order to provide refreshments for events and meetings.

If a organization plans to provide refreshments for an event, the group should consult with the Director of Foodservice (ext. 3934). Sodexo food service can provide snacks, beverages, receptions, buffets, served meals and a variety of ala Carte items

**Alcohol at Organization Events:**

Alcohol beverages are not permitted at any Berea College sponsored activity, program or event.

**Finances:**

Recognized organizations that are approved through the Student Life Council can establish a College account by meeting with the Student Service Center Director. Student organizations are not permitted to establish and maintain financial accounts with banks off-campus. Organizations that are approved by the Student Life Council must adhere to the financial policy and guidelines established by the Finance Office. The Office of Student Accounts serves as the financial agent for all organizations. In order for a request for payment or withdrawal to be authorized, the signature of the advisor and club treasurer must be present. Please review the business and finance documents found on the Outlook Folders.

**\*Membership dues are limited to ten dollars per semester. Organizations may fundraise throughout the year after pro tempore period.\***

Funding opportunities are available through the Coalition for Community Building. The following is information on the Coalition.

**Coalition Mission Statement:**

The Coalition is a group of faculty, staff, and students charged with providing opportunities for student organizations, and residence halls to request assistance with planning campus educational, cultural, recreational and social events.

The Coalition provides funds for **collaborative, community building** programs which are focused on educational, cultural, and first-year student adjustment. The Coalition also provides a hub of campus programming, a collaborative group **facilitating** and **designing** programs to benefit campus life. The Coalition may generate campus programming, especially educational and cultural offerings, in addition to receiving program proposals from student groups.

The Coalition is a **team** of people, a **blend of different campus organizations**, building upon our group relationship with each other in a **collaborative approach to improve our campus culture**.

**Guidelines for Submitting Proposals and Evaluations to the Coalition:**

- Must be a College recognized student organization, or residence hall
- Purpose of the event must be a community building activity, planned collaboratively by an organization or several groups.
- Event should fit into the College master calendar. Please check the Berea College Web Calendar for current information.
- **Proposal** form should be received two weeks prior to the intended event
- **Evaluation** forms must be submitted within the two weeks following the event.
- Both the evaluation form and the proposal should be turned in to the **Campus Life** office in the Alumni Building by **Friday** of each week, to be considered for the following Coalition session.
- Student representative(s) must meet with the Coalition, for both **Proposal** and **Evaluation** reviews and advising.

### ***Solicitation and Fundraising:***

Organizations wishing to solicit off-campus companies for material donations (e.g. prizes or materials for programs) must coordinate these activities with the Campus Life Department. Currently, tickets for campus-wide events can be sold to faculty, staff, and community members.

A **Fundraising Form** must be completed and submitted to the Director of Campus Life at least two weeks prior to the planned start of solicitation. Organizations cannot solicit companies for monetary donations or corporate sponsorship. The exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is absolutely prohibited.

- organizations may hold fundraisers throughout the year on a cash-only basis. Fundraising Application can be found on the Campus Life Web site. [www.berea.edu/campuslife/](http://www.berea.edu/campuslife/).
- Upon completion of a fundraiser, the organization must submit a Fundraising report within ten (10) days of the event closing to the Campus Life department. The report must include a deposit slip from the cashier's window located in Lincoln Hall.
- Each organization is responsible for maintaining a detailed financial and program record.
- End of the year reports to must be submitted to the Campus Life department by May 15th. **If reports are not submitted by the deadline then the organization will be listed on the inactive file.**

### ***Publicizing Organization Events:***

Recognized student organizations can utilize the Pinnacle Newspaper, Public Bulletin Boards, Outlook Calendars, Printing Services and the Artist Studio located on the main floor of the Alumni Building. Groups interested in having a poster made can use the **Poster Request Form**. The following posting guidelines must be observed by any recognized organization.

- Posters may NOT be displayed on the outside of any building, on the windows of the Alumni building (including the foodservice, stairwells and doors) or on cinder blocks, doors, paneling or bricks in the Alumni Hall foyer. Posters or signs are not allowed in the academic areas, except on bulletin boards provided by Berea.
- Posters that have been stamped and dated by the Campus Life Department may be posted on the appropriate bulletin boards in the Alumni building or suspended from the balcony of the dining hall. Groups may hang 5 copies of any approved flyer in the Alumni building.
- All posters should be removed within one school day following the event being publicized.

Failure to comply with the above regulations results in loss of privileges. Exceptions to the above posting regulations may be granted for special events if a formal proposal is submitted to the Campus Life department.

### ***Traveling:***

Sanctioned organizations wishing to travel for non-academic trips may reserve vehicles through Motor pool located in the Public Safety office in Woods-Penn. A motor pool form may be obtained through the Campus Life web site <http://www.berea.edu/campuslife> The form must be signed by your advisor, provide a valid account number and be signed by the Campus Life department. Drivers of passenger vehicles **must have** a defensive driving card and/or Van shuttle training.

## **Managing an Effective Club**

### ***Strategies for recruiting members include:***

- Publicizing the organization (e.g. Organization Fair, flyers, College web-page)

- Talking with professors and/or academic departments that may have similar topics/interests as the group.
- Maintaining clear and detailed information about the group for distribution to interested individuals.
- Talking with friends, faculty and staff and telling them about the group and its goals.
- Requesting that current members bring one new friend to each meeting.

***Strategies for retaining members include:***

- Providing each group member with opportunities for growth and self-development.
- Communicating necessary information about the group to all members, including expectations of group members.
- Providing each group member with specific ways to be included and involved in organizational activities. Delegate, delegate, delegate!
- Making the meetings and the work of the group interesting.
- Recognizing and rewarding group members for their achievements.
- Providing the group and its members with opportunities for evaluation.

Once a organization solicits members, time and effort needs to be put into developing organized and effective meetings. A well developed meeting will help group members feel confident and provide a sense of purpose and accomplishment to time spent with the organization.

***Strategies for planning effective meetings include:***

- Arranging the time of the meeting around when the greatest number of members can attend.
- Making arrangements for a consistent meeting place that accommodates the group's needs.
- Advertising the date, time, and location of regular meetings around campus.
- Starting and finishing meetings on time.
- Providing a written agenda that outlines the structure and topics for the meeting, preferably prior to the meeting so members can prepare for discussion topics.
- Running a concise meeting but always leaving time for questions.
- Involving the entire membership in the meeting by encouraging, supporting, and trusting all group members.
- Distributing written minutes that summarize the content of the previous meeting.

Written agendas are an important component of an effective meeting. A carefully written agenda will help the meeting to be orderly and will help to keep group members connected and interested. The agenda should be orderly and logical and distributed to every member of the group. Elements of an agenda may include: approval of previous minutes; officers' reports; committee reports; advisor reports; old business; new business; and announcements.

Written minutes serve many valuable functions. Minutes inform members who could not attend a particular meeting about what happened; help in following up on assignments and decisions; help in formulating the agenda for the next meeting; give continuity to the procedures and traditions of an organization; are a valuable review of the activities of the past and aid in report writing and formulating future goals and programs; are a valuable resource in recognizing member contributions and the selection of members for honors, awards, and nominations.

One of the most common complaints from student leaders is that their members aren't motivated and that only a few

exert any effort on behalf of the organization, these tips are provided to help diminish that problem.

***Strategies for motivating members include:***

- Encouraging members to participate in meetings by sharing their ideas and opinions.
- Finding out what special talents/interests group members have and then provide them with an opportunity to use them.
- Delegating responsibility and authority.
- Respecting the opinion of others and making this an expectation of the group.
- Acknowledging and rewarding group members and their work.

Conflict within groups can develop for a variety of reasons. Leaders need to be able to recognize conflict and know how to confront and deal with such circumstances.

***Strategies for dealing with conflict include:***

- Viewing conflict as a signal that a change may be needed and is possible.
- Meeting with those members involved with the conflict outside of the group setting.
- Promoting discussion, encouraging members to share their points of view.
- Discussing the problem/conflict, not the individuals involved.
- Speaking with “I” statements (e.g. “I found that offensive” not “the group found that offensive”).
- Keeping discussion focused on the subject or source of the conflict.
- Generating alternatives or possible alternatives.

**Program Planning Tips**

***Brainstorming:***

Brainstorming can be used in many instances, particularly when a group is stuck for ideas for a new project or program or are looking for a solution to a problem. Brainstorming is a method where members share thoughts and ideas in order to generate a list of suggestions to eventually choose one that will be implemented. The group’s goal is to work for quantity, not discuss practicalities or place value on the quality of a suggestion.

***Strategies for brainstorming include:***

- Asking individual members to generate a list of ideas concerning the topic at hand.
- Sharing and recording individual members’ ideas within the larger group **WITHOUT DISREGARDING ANY INDIVIDUAL’S IDEAS.**
- Analyzing the list and combining several ideas to make more realistic suggestions.
- Discarding impractical ideas after they have been considered and discussed.
- Discussing and coming to consensus about the three best ideas (discussing cost, time, labor, etc.).
- Developing an implementation plan (with time lines, tasks, and individual responsibilities) for the strongest idea.

Once the organization has selected a particular event or program, they should consider the most appropriate timing for the event and check with Campus Life Department about availability of rooms for the targeted dates. Checking the Campus master calendar via Outlook is also a helpful tool in deciding when to plan an event.

***Strategies for presenting successful programs include:***

- Identifying the objectives of the intended program prior to contacting a presenter/performer to insure that the

organization's needs are met.

- Confirming that the organization has enough funds to cover the expenses associated with the program/event.
- Reserving an appropriate room for the program/event BEFORE advertising.
- Securing a commitment from the organization advisor that he/she will be able to attend the event.
- Contracting the presenter/performer and regularly communicating with him/her if he/she is contracted several weeks/months in advance of the program.
- Arranging for parking permits for the contracted presenter/performer (if necessary) or special parking needs if a large audience is anticipated.
- Securing materials and/or equipment (media equipment, flip charts, paper, pens, etc.) requested by the presenter once contracts and prerequisites are completed.
- Ordering food/refreshments requested by the presenter/performer and/or for the audience.
- Arranging with Facilities to have the reserved room set-up appropriately for the program (chairs, stage, podium, etc.).
- Checking the reserved room prior to the event and meeting the guest presenter/performer when he/she arrives.
- Advertising the program/event in advance, giving thoughtful consideration to the best ways to reach the different pockets of community members that the group wishes to attract.
- Staying throughout the entire program or arrange for consistent coverage by organization members.
- Assessing the success of the program with a written survey (for the entire audience or a random sample) as well as with the organization members at the next meeting.
- Cleaning up surface refuse (e.g. soda and water bottles, papers, etc.).
- Processing any lingering bills associated with the program/event.
- Thanking the presenter/performer and organizations members who assisted with the program.

#### **Forms**

- **Beginning of the Year Report Form**- contact campus life
- **End of the Year Report Form**-contact campus life
- [Campus Event Scheduling Form \(programs, fundraisers, demonstrations, displays, etc.\) \(Acrobat Format\)](#)
- [Campus Life Application \(Acrobat Format\)](#)
- [Chimes Waiver \(Acrobat Format\)](#)
- [Crossroads Complex Online Reservation Form](#)
- [Fund Raising Report \(Acrobat Format\)](#)
- [Poster Request Form](#)