



**Saybrook University**  
**2022-2023**  
**Student Organization**  
**Handbook**

**Office of Student Affairs**

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## Introduction

This handbook was developed by the Office of Student Affairs for Student Interest Groups (SIGs) and Recognized Student Organizations (RSOs) at Saybrook University. It includes helpful information for executive student leaders, members of the organization, faculty/staff advisors about university policies and procedures to ensure success of student organizations. Students or organizations with questions regarding this handbook should contact the Office of Student Affairs at [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu).

## What is a Student Organization?

The term “student organization” refers to any group of students officially recognized by Saybrook University as a registered organization. Student organizations are formed by a group of students around a common interest. Student organization membership is limited to current active Saybrook students.

## Types of Student Organizations

### *Student Interest Group*

A Student Interest Group (SIG) is a group of organized students with a common interest that would like to formally establish a group and have the option to eventually create a Recognized Student Organization (RSO) on campus. The organization will act as a group for 6 months (at least 1 recorded general meeting for 6 months straight) and completed training. When ready, SIGs can apply to become an RSO.

### What privileges come with being a SIG?

- Request funding for an event by completing the Student Interest Group Funding Request Form and emailing it to Student Affairs least 3 weeks before the event. Applications will be reviewed, and funding allocations will be made based on strength of application/availability of funds.
- Collaborate with another SIG or RSO on an event
- Inclusion of information given to incoming new students and prospective students
- Inclusion on the Student Gateway website - The name of the group and the email address of the main leader of the group will be on the site.
- Faculty/staff advisement
- After 3 months of viable existence (minimum of 3 meetings), SIG will be eligible to request for funding for mission-consistent activities while working on the RSO application. You must apply within 12 months of the date of approval.

### What is needed to be considered a SIG?

Want to start your own Student Interest Group? You will need the following to be considered a



Student Interest Group at Saybrook.

1. Proposed SIG name
2. 3 Interested Students
3. Faculty/Staff Advisor
4. Mission Statement
5. Completed SIG Application

After the SIG has existed for 6 months (at least 1 recorded general meeting for 6 months straight), completed required trainings, they can apply to be an RSO. The following materials must be completed with the RSO application:

- **Strategic Alignment** - Align with the vision, mission, and values of Saybrook University. Student Affairs's primary mission is to ensure that students have plenty of opportunities to develop professionally and intellectually according to the vision and values advocated by the institution. Therefore, Student Affairs must ensure all groups are strategically aligned with those of Saybrook.
- **Senior Leadership** – All student groups at Saybrook have formally or informally elected a leader for the organization. The first president of any organization is generally the student who initiated the group's formation, though not always the case. Either way, the group's leader should be willing and able to support the overall functioning of the group.
- **Supporting Leadership** - Groups must always have an appointed and active treasurer with the ability to manage a budget. We recommend your group has additional leadership to carry out miscellaneous operations necessary for successful functioning.
- **Student Support** - It is important for the group to have reliable and consistent student participation and support base. In addition to planning events for the group and balancing your budget, it is important to strategize how the group can maintain or increase the student participation rate.
- **Faculty or Staff Advisor** - Must have a faculty or staff advisor that can support and counsel the group.
- **Required Training** – Must complete the following trainings:
  - Leadership Development
  - Organizational Development
  - Policy and Procedure (will need to be scheduled within the 1<sup>st</sup> month of operation)
  - Constitution Development

You will work with Student Life Coordinator on training dates and times.



- **Mission Statement** - A preliminary mission statement is acceptable and when applying for RSO status, a finalized mission must be submitted. Additional information is included in this application
- **Constitution** - Information to help students to get started on building a constitution is in the RSO application. A constitution is not required to be submitted with the SIG application; however, the organization leadership must demonstrate that one is in the process of being created.

The materials created for the SIG application can later be used in their RSO Application (more information available in RSO application). You must apply within 12 months of the date of approval.

### **Recognized Student Organization**

A Recognized Student Organization (RSO) is a group of organized students with a common interest that have functioned as a successful Student Interest Group (SIG) on campus. Recognized Student Organizations provide opportunities for students to broaden their academic experiences. These affiliations can provide social, intellectual, political, cultural, spiritual, recreational, and professional growth to individual students.

### **Benefits of Becoming a Recognized Student Organization**

The benefits of being an RSO include the following:

- Inclusion of information given to incoming new students and prospective students
- Inclusion on the Student Gateway website
- Student organization e-mail account
- Faculty/staff advisement
- Funding available for mission-consistent activities

### **What is needed to be considered an RSO?**

- **Strategic Alignment** - Align with the vision, mission, and values of Saybrook. Student Affairs' primary mission is to ensure that students have plenty of opportunities to develop professionally and intellectually according to the vision and values advocated by the institution. Therefore, Student Affairs must ensure all organizations are strategically aligned with those of Saybrook. We aim to support organizations whose interests are more likely to be shared with the greatest number of students.
- **Senior Leadership** - The RSO must have a group leader. Traditionally, RSOs have either formally or informally elected a leader for their organization. The first president for any RSO is generally the student who initiated the group's formation, although this does not have to be the case. Either way, the group's leader should be willing and able to support the overall functioning of the group.



- **Supporting Leadership** - Groups must always have an appointed and active treasurer with the ability to manage a budget. We recommend your RSO has additional leadership to carry out miscellaneous operations necessary for successful functioning.
- **Student Support** - It is important for the group to have reliable and consistent student participation and support base. In addition to planning events for the organization and balancing your budget, it is important to strategize how the RSO can maintain or increase the student participation rate.
- **Faculty or Staff Advisor** - Must have a faculty or staff advisor that can support and counsel the group.
- **Mission Statement** - Information to help the group develop a mission statement is included in this document and the group is encouraged to build on the mission statement that was written when submitting the SIG application.
- **Completed Training Letter** – You can request a required training letter from the Student Life Coordinator
- **Constitution** - Information to help students to get started on building a constitution is in this handbook.

## Role of the Faculty/Staff Advisor

An advisor plays many roles in their club or organization. Some of these roles will push the advisor out of their comfort zone, but it is a learning process for not only the students but the advisor as well. The definition of an advisor includes mentor, supervisor, teacher, leader, and follower. All these roles are complementary to the role of advisor.

**Mentor:** Mentoring can be defined as a one-to-one learning relationship between an older person and a younger person based on modeling behavior and on an extended, shared dialogue (DeCoster and Brown, 1982). Many students have attributed the success they have had to the relationship they had with their advisor.

**Supervisor:** As a supervisor there are six steps that an advisor must follow to ensure that the advisor is performing the role of supervisor in any given situation.



*Team Building* – Team building is important because it establishes relationships between individual members and advisors. Team building should be focused on throughout the year, because once a relationship is established it provides for a more cohesive organization.

*Performance Planning* – Performance planning can be broken down to position descriptions, determining and listing expectations and setting goals.

- Position Description - Each Executive Board position and other key leadership positions should have a position description outlining in detail the duties that they will hold while they are in the club
- Expectations – Setting expectations is especially important to the role of an advisor. There may be set guidelines established of what is expected but it is important to hear it from the students as well. For example, the students may particularly want the advisor to serve as a liaison between them and administration or they may want you to assist with leadership development.
- Communication – Both verbal and nonverbal communication is key in any successful club or organization. Communication in a club or organization is very diverse including written forms of communication such as memos and letter, agendas, and minutes
- Recognition – The recognition process comes in two parts. The first part of recognition is the advisor will be dealing with students on a variety of levels and some interactions may lead to unexpected situations. It is important to be knowledgeable about student emotions and characteristics. The second part of recognition is documenting the incident for your protection and for the protection of the institution (Drunkel, N.W., & Schuh, J.H.). Advisors should be knowledgeable about the judicial process
- Self-Assessment- This can be done formally or informally regarding how the students are performing in their position and if they are on their way to accomplishing their goals in their given position.
- Evaluation – Just as students are to evaluate themselves it is important for the advisor to evaluate their role in the position. Evaluation gives the advisor time to reflect on their time in the position and to set new goals and objectives for the role of the advisor and the club or organization

**Teacher:** As stated in the book *Advising Student Groups and Organizations*, the “lack of student community has stronger direct effects on student satisfaction with the overall college experience than any other environmental measure. Additionally, the lack of student community also produces negative indirect effects on satisfaction with faculty...” (Astin, 1993, p.352). An advisor helps create a community with every meeting attended and event hosted. It is important to note that as an advisor it is not the quantity of hours that is spent advising the club or organization but the quality in the way it is done.





**Leader:** One of the reasons why students join clubs or organizations is to enhance their leadership skills. Advisors are expected to take on the challenge to help guide students to realize their full potential as leaders.

**Follower:** The leader and follower are of equal importance to the club or organization. Without followers there would not be leaders. It is crucial to establish this within the club or organization for each person plays an essential role.

### ***Do's and Don'ts of Advising***

1. **DO** Provide guidance in areas of parliamentary procedure and conducting a meeting
2. **DO** Assist in resolving interpersonal conflicts within the group
3. **DO** Provide information on procedures that your club should or must follow to carry out activities.
4. **DO** Represent your club's interest to various groups/individuals on campus.
5. **DO** Assist club officers and/or members with problems of a personal nature and provide guidance and counseling.
6. **DO** Oversee budgets and finances. Responsible for disbursements of funds
7. **DO** Make every reasonable effort to ensure your club does not violate District policies and regulations, Ed. Code, or Federal State and/or local statutes.
8. **DO** Provide continuity and stability in a rapidly changing environment.
9. **DO** Assume the roles of cheerleader, planner, counselor, and mentor.

There are also several things that an advisor should not do:

1. **DO NOT** Run the club for an extended period  
This is not to say that it will not ever be necessary.
2. **DO NOT** Do the major share of the work in getting the activities going.  
This is not to say that you should not do any of the work.
3. **DO NOT** Be a "buddy" to the students.  
It is important to maintain boundaries with students, professionalism first.
4. **DO NOT** Do everything yourself.  
The Office of Student Affairs is here to help you whenever and however we can.



## Student Organization Status

### Active Status

For Student Interest Groups (SIGs) or Recognized Student Organizations (RSOs) to maintain active status, each organization is expected to fulfill the following responsibilities each year:

- Fulfill purposes as outlined in the organization's constitution.
- Update organization student leadership, faculty/staff advisor, and membership information annually or within two weeks of a change.
- Submit annual registration documents to the Office of Student Affairs.
- Adhere to all policies and procedures as set forth in the university Academic Catalog and Student Handbook.

***Any organization failing to comply with the above conditions will be deactivated immediately.***

### Deactivated Status

Any student organization may be deactivated at any time. A deactivated group loses all university privileges until reactivation procedures, as outlined by Student Affairs, are satisfied. The Office of Student Affairs may deactivate a student organization for one or more of the following reasons:

- Failure to submit annual registration documents to the Office of Student Affairs.
- Failure to update student organization information within two weeks of a change.
- Any group that fails to comply with these regulations or the policies listed in the Academic Catalog and Student Handbook may be subject to loss of privileges and/or disciplinary action. Failure to abide by Saybrook policies may result in disciplinary action up to and including dismissal from school.
- Any group that fails to comply with federal, state, or city regulations and laws may be subject to criminal or civil action. In addition, the organization/and or individual members representing the group may be subject to school disciplinary proceedings.

## New Student Organization Application Process

The sections below outline the steps to becoming a registered student organization at Saybrook.

### How to Get Started

Before you begin the application process, your group needs to identify a clear purpose and



direction. Below are some questions to ask yourself and your leadership team to get started:

**What is the primary goal of this group?** To provide leadership opportunities? Enhance social interaction? Gain additional experience in the area of...?

**How will the activities benefit the student experience at Saybrook?** Will they enhance social responsibility? Respect for difference? Promote enhanced organizational skills? Provide professional networking opportunities? Do not limit yourself to these suggestions as there are many ways that a group will contribute to the student experience!

**Who is eligible to join the organization?**

A target group can be identified (i.e. all counseling students), but a statement of non-discrimination must be included.

### **What is a Mission Statement?**

A mission statement is a written paragraph or list of bullet points illustrating the group's goals and purpose and typically listed as the preamble in constitutions. Most mission statements have one common function - to guide the group in making critical decisions that affect the group's direction.

When creating a mission statement, it is necessary to review the Mission Statement of Saybrook and ensure the student group's purpose and goals are in alignment. The mission of is as follows:

***Saybrook University relentlessly pursues a socially just, sustainable world by educating humanistic leaders who transform their fields and communities.***

A mission statement is a document that should be viewed as the written collective conscience of a group reflecting on "Why are we doing this activity? Does it contribute to the goals of the organization?"

As a group grows in time, the mission statement should be periodically reviewed to ensure the group is acting in accordance with the original purpose. If needed, an update the mission statement might be needed to reflect a new set of ideals.

### **Sample Constitution**

Use the below sample constitution as a guideline.

Name of Organization

Date Original Constitution Ratified:(date)



Dates of Amendments:(dates)

#### ARTICLE I. NAME

Section 1. The name of this organization shall be the (new organization's name).

#### ARTICLE II. PURPOSE

Section 1. The purpose of the organization shall be:

- a. To function as a student organization
- b. To encourage participation
- c. To foster loyalty to the organization
- d. etc., as desired.

#### ARTICLE III. MEMBERSHIP AND DUTIES

Section 1. Membership in this organization shall be open to all Saybrook Students.

Section 2. There shall be no dues.

**Or**

There shall be maintained by the payment of dues, which are established by the Executive Committee (**or** as decided by the membership).

#### ARTICLE IV. OFFICERS

Section 1. The Executive Committee/Officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

#### Section 2. Duties and Powers

- a. The duties of the President shall be to (**for example**) preside at all meetings, call special meetings, to appoint committees, etc.
- b. The duties of the Vice-President shall be to (**for example**) to perform all duties of the President in her/his absence, to serve as program chairperson, etc.
- c. The duties of the Secretary shall be (**for example**) to keep an accurate, permanent record of the organization, to take charge of all correspondence, to notify the **STUDENT AFFAIRS** and post information regarding meetings and activities, to make necessary reports, etc.



d. The duties of the Treasurer shall be **(for example)** to attend STUDENT AFFAIRS budget workshops, submit budget requests to Student Affairs accordance with the organization's mission and goals, keep an accurate and complete record of all monetary transactions, to collect the club dues, etc. The Treasurer must disburse fund money in accordance with regulations of Saybrook.

### Section 3. Election of Officers

a. The officers shall be elected **(for example)** each spring semester to allow time to prepare the budget request for the next academic year, revise the constitution as needed, and prepare re-registration forms for the coming year.

b. State any qualifications necessary to hold office.

c. The candidate shall be nominated in the following manner: **(for example, a nominating committee, nominations from the floor, or a combination of both.)**

d. Voting shall be **(by ballot, standing vote, show of hands, oral vote, or etc.)**, as decided by the organization.

e. A majority of 2/3 of all votes cast shall be necessary for election.

f. Following each election or change of any officer/advisor, Student Affairs will be notified in writing.

## ARTICLE V. MEETINGS

Section 1. The **(name of organization)** shall meet **(once a month, weekly, etc.)** as decided by the organization.

## ARTICLE VI. QUORUM

Section 1. **(2/3, 3/4, etc)** of the members of this organization shall constitute a quorum to transact business.

## ARTICLE VII. AMENDMENTS

Section 1. Proposed amendments shall be submitted in writing and read at regular meetings and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a majority of 2/3 of those members at the meeting.

## ARTICLE VIII. RATIFICATION



Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.

#### ARTICLE IX. ANTI HAZING STATEMENT

Section 1. The **(name of organization)** considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. The **(name of organization)** recognizes the dignity of every individual and opposes all forms of hazing.

#### ARTICLE X. NONDISCRIMINATION STATEMENT

Section 1. The **(name of organization)** admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

## Student Interest Group Application Process

### Step One

Submit the following to the Office of Student Affairs for organization approval at [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu):

1. Completed application form
2. Roster of leadership (if more than 3 leaders, please include on a separate attachment)
3. Name and contact information for advisor
4. Roster of members (must have at least 3)
5. Preliminary mission statement

### Step Two

Completed Student Interest Group application forms and applicable documents need to be emailed to Student Affairs with your advisor cc'd. While the Student Interest Group is waiting for approval, it may not function as an organization.

### Step Three

The above information will be reviewed for registration approval. Notifications should come within two weeks of submission. Student Affairs may request to meet with those submitting the application to review and ask questions.

### Step Four

If the Student Interest Group receives an approval notice, its members have the following privileges.

- Request funding for an event by completing the Request for Funding form and emailing it to Student Affairs at least 3 weeks before the event. Applications will be reviewed, and funding allocations will be made based on strength of application/availability of funds.



- Inclusion of information given to incoming new students and prospective students
- Inclusion on the Student Gateway - The name of the group and the email address of the main leader of the group will be on the site.
- Faculty/staff advisement
- After 3 months of viable existence (minimum of 3 meetings), SIG will be eligible to request for funding for mission-consistent activities while working on the RSO application.

## **Recognized Student Organization Application Process**

### **Step One**

Submit the following to the Office of Student Affairs for organization approval at [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu):

1. Completed application form
2. Roster of leadership (if more than 3 leaders, please include on a separate attachment)
3. Name and contact information for advisor
4. Roster of members (must have at least 3)
5. Final draft of the Mission Statement
6. Final Draft of the Constitution

### **Step Two**

Completed Recognized Student Organization application forms and applicable documents need to be emailed to Student Affairs with your advisor cc'd. While the Student Interest Group is waiting for approval, it may not function as Recognized Student Organization.

### **Step Three**

The above information will be reviewed for registration approval. Notifications should come within two weeks of submission. Student Affairs may request to meet with those submitting the application to review and ask questions.

### **Step Four**

If the Recognized Student Organization receives an approval notice, its members have the following privileges.

- Inclusion of information given to incoming new students and prospective students
- Inclusion on the Student Gateway website
- Student organization e-mail account
- Faculty/staff advisement
- Funding available for mission-consistent activities

*The Office of Student Affairs is available to help any student organization with the application process.*



## **Additional Notes on the Application Process**

All applications and registration forms must be fully complete to be considered for RSO status.

Please allow a minimum processing time of two weeks for applications for registration. Statuses of organizations are not official until the student group receives an official letter/email stating the decision and student organization status. Any questions regarding the application process should be directed to Student Affairs.

Student Affairs reserves the right to reject applications for recognition and organization of student groups when it determines in its sole discretion that the group's mission and purpose are not consistent with that of Saybrook.

misrepresents the mission of Saybrook is grounds for disciplinary action.

## **Policies for Student Organizations**

The sections below outline policies for all registered student organizations at Saybrook University.

### ***Student Organization Responsibilities and Standards***

Any group that fails to comply with these regulations or the policies listed in the Academic Catalog and Student Handbook may be subject to loss of privileges and/or disciplinary action. Failure to abide by Saybrook policies may result in disciplinary action up to and including dismissal from school.

Any group fails to comply with federal, state, or city regulations and laws may be subject to criminal or civil action. In addition, the organization/and or individual members representing the group may be subject to school disciplinary proceedings.

Remember, when an individual is acting as a representative of the organization, their actions reflect upon the reputation of the entire student group and of Saybrook. Any on-campus or off-campus act considered inappropriate and/or any incident or misconduct that is inconsistent or

### ***Annual Registration***

Before the end of each spring semester, all student organizations are required to register for the upcoming academic year. Failure to submit the Student Organization Annual Registration Form and supporting documentation will result in the organization being deactivated. Each registered student organization is required to submit the following:

#### **Required documentation:**

- Failure to submit the Student Organization Annual Registration Form





- Membership roster, including contact information
- Officers, including positions and contact information
- Constitution and/or Mission Statement
- Advisor
- Other supporting documentation:

Student Affairs will reach out to each student organization and faculty/staff advisor one month prior to the end of the semester to submit the annual registration forms.

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### ***Student Group Broadcast Emails***

**Purpose:** To ensure student groups receive access to the student-body in an appropriate way, to minimize mass emailing, and to provide confirmation of approved senders.

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#### **Definitions:**

- *Broadcast Email* - Emails sent to one of the bulk distribution lists managed by IT.
- *Email Content Qualifications* – In order to be approved as a broadcast email, student groups must ensure the message relates to the Saybrook community and mission; information contained in the email is applicable to all recipients.
  - The following topics do not qualify for broadcast email outreach:
    - Lost-and-found items
    - Emails that espouse individual political views
    - Emails that solicit items or services for sale
- *Advocacy Emails* - Advocacy emails that call on community members to contact representatives or attend local rallies or other politically motivated events should be routed through Student Affairs for initial consideration and approval.
  - The following guidelines should be considered:
    - Advocacy connects with Saybrook’s mission, issues relating to mental health
    - Fundraising emails should be avoided

#### **Procedure:**

When a student group would like to send an email to the student community, the following will need to occur:

- 1) The senior student leader will send an email draft of the message to Student Affairs. The email must include the following:
  - a. Subject line
  - b. Content for body of the email
  - c. Any attachments
  - d. Zoom information (if applicable)



- e. The distribution list the message will be sent (i.e., students, faculty, staff)
    - i. RO student group email accounts will **not** have permissions to send email blasts to university email distribution groups.
  - f. Dates the emails should be sent out.
- 2) Student Affairs will review the information and approve or reject the message. If message is rejected, Student Affairs will contact the student organization with necessary revisions.
  - 3) Student Affairs will send the message on the group's behalf to the population indicated.
  - 4) Student organizations will be allowed to send up to three email messages to the larger community per event.

### **Broadcast Email Guidelines:**

The following guidelines should be observed once access is granted for a broadcast email group:

- Use the "bcc" field for all broadcast email groups. That way a "reply all" will not go to everybody.
- Avoid "shotgunning:" Lists should only be used if information is relevant to all recipients.
- Consult with IT if you seek to send a large file, more than 1 meg.
- If you must attach a file, attach it first before drafting the email—a good habit that helps reduce the number of emails sent without attachments.
- Always proofread the email and be sure to include date, time, and location for any events.
- Avoid the "recall email" feature. If a major error is discovered, the better solution is a second email with "CORRECTION" in the subject and correct the inaccuracy in the body.
- The recommended font is Arial.
- Do not use fancy backgrounds.
- Avoid clip art and large images.
- Responsibility for the email's appropriateness and accuracy of information is shared by the sender and approver.

## **Receiving Student Organization Funds**

Student Affairs strives to build community amongst the student population by providing financial support to Recognized Student Organizations. The budget allotted to the RSO must be used wisely within the mission of the school. It must also benefit the greatest number of students at Saybrook University.

### ***Applying for a Budget***

RSOs are asked to plan how they will utilize the funds awarded. Student Affairs will review the request and supply the RSO with a breakdown of the budget for the fiscal year. The treasurer



from the RSO will meet with Student Affairs to review funds and applicable policies.

Please note that Recognized Student Organizations cannot use funds for the following:

- Purchase gift cards for members
- Purchase clothing items for members (t-shirts, jackets, hats, etc.) Exceptions may be made if the request benefits a broad number of Saybrook students.
- Support or sponsor political lobbying.
- Provide financial support to off-campus organizations whose principal purposes are political, religious, or ideological in nature.

## Utilizing Student Organization Funds

In order to spend funds an RSO you will need to work with the Student Affairs who will serve as a liaison to the Business Operations department.

There are four ways in which RSO's can spend their money: student reimbursement, check request, card purchase, and a purchase order request.

### Reimbursement

When utilizing your budget organization members may pay out of pocket for expenses. To get reimbursed follow the below procedures:

1. Fill out the Student Organization Event Proposal Form and email it to Student Affairs at [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu).
2. Once you receive an email from Student Affairs letting you know your event/initiative has been approved you may spend the funds.
3. Once the event occurs, attach your original detailed receipt(s) and email to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu).
4. Your reimbursement will be processed through your Student Account.

### Check Request

If the expense is too large to pay out of pocket, then your organization can complete a check request. Note that check requests take time for processing, so give yourself at the minimum a month to complete the check request.

1. Fill out the Student Organization Event Proposal Form and attach an invoice and W-9 form for what your organization is purchasing and email it to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu).



2. Student Affairs will be in contact with you once your check has been approved and processed

## Event Planning

Hosting events are important for students, staff, and faculty to expand educational opportunities and to enhance campus community. Below are steps to follow to plan your events. Please note that event planning takes time, so give yourself ample time to make all necessary arrangements.

Only campus community members will be attending our event...

1. Fill out the Student Organization Event Proposal Form and email to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu).
2. Once you receive approval from Student Affairs to host the event begin advertising. It is suggested that you advertise your event to the campus community at least 2 weeks in advance. Review the policies and procedures regarding broadcast emails.

### ***Residential Conference Event Planning Process:***

Saybrook University hosts two university Residential Conferences (RCs) within the academic year. Student organizations are encouraged to host events for students to help build community and awareness for student leadership opportunities. The sections below outline the event planning process for the RCs.

### **Events with Funding**

1. The student organization Treasurer fills out an Event Proposal Form.
2. The student organization Treasurer emails the form to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu) and cc's their advisor
3. Review process:
  - a. Student Affairs will review the event proposal and contact the event lead with any questions.
  - b. Once approved, Student Affairs will add the proposed event to the student events calendar of events.
  - c. Student Affairs will add it to the finance tracking report as a proposed expense.
  - d. Student Affairs receives PO number (if applicable)
4. Student Affairs emails the decision (with PO information, if applicable), student organization president, and advisor and coordinate event space with the RC leads.
  - a. Upon receipt of approval, the student organization may begin publicizing their event.



5. The student organization purchases the supplies for their event and remain within budget and host the event.
6. **Within one week** the Treasurer submits the receipt(s) to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu) for reimbursement and cc's the advisor.
7. The student will be reimbursed according to the reimbursement process outlined in the Utilizing Student Organization Funds section of this handbook.

*Note: SIGs are encouraged may request funding to host event(s) during the RCs.*

### **Event Process Without Funding**

1. The student organization designee fills out an Event Proposal Form and emails the form to [studentaffairs@saybrook.edu](mailto:studentaffairs@saybrook.edu) and cc's their advisor.
2. Review process:
  - a. Student Affairs will review the event proposal and contact the event lead with any questions.
  - b. Once approved, Student Affairs will add the proposed event to the student events calendar of events.
3. Student Affairs emails the decision to the student organization president, event lead, and advisor and will work with the RC leads to coordinate event space.
4. The student organization hosts the event.

### **Event Planning Reminders**

1. Your advisor should be informed about your organization's event and attend, if possible.
2. Attendance is limited to maximum occupancy of selected area.

***Please note the Proposal process can take 4-6 weeks and reimbursement process can take up to 4-6 weeks.***



## Additional Student Organization Resources

### *The Roles of Leadership*

- **Senior Leadership**  
The organization must have a group leader. Traditionally, organizations at Saybrook have either formally or informally elected a leader for the organization. The first president for any organization is generally the student who initiated the group's formation, although this does not have to be the case. Either way, the group's leader should be willing and able to support the overall functioning of the group.
- **Supporting Leadership**  
The organization must always have an appointed treasurer. Therefore, Student Affairs stresses that you must have an active treasurer who can manage a budget. We also recommend that your organization has additional leadership to carry out miscellaneous operations necessary for the successful functioning of your organization.
- **Student Support**  
The organization must have a strong student support base. It is important for the group to have reliable and consistent student participation. So, in addition to planning events for the organization and balancing your budget, it is important to strategize on how the group can maintain or increase the organization's student participation rate.
- **Faculty Advisor**  
The organization must have a faculty or staff advisor. Student Affairs requires that all organizations have a faculty or staff advisor that can support and counsel the organization.

### *How to Run an Effective Organization*

#### **HAVE FUN!**

You should always like what you are doing, so if you do not, get out of it. People who dislike their jobs tend to have a higher stress level, are more irritable and tend to have a poor outlook on life. Avoid this at all costs.

#### **Manage Your Information**

Be sure to keep your organization's information on website updated. If you haven't established an organization email account or website, do so!

#### **Meet Regularly**

Schedule regular meetings. These can be weekly, bi-weekly, or monthly, but make sure you meet. This includes meeting at the same time and place. If you have a scheduled meeting, make sure you keep to it. If you have to cancel a meeting CALL AND E-MAIL EVERYONE!

#### **Have an Agenda**



Meetings are most effective if everyone knows what is going on, so have your executive board create an agenda. Include Old/New Business, Minutes, Roll Call, Dates and Time, and Thank You's. The agenda should not be a substitute for attending a meeting. It should be a brief and bold summary of what will occur at the meeting.

### **Create a Sense of Belonging**

Each and every person wants and needs to feel wanted. If a new member shows up to your meetings and is not welcomed, he or she will most likely not return. Be sure to contact all members regularly, and most of all, be a friend to them. By doing this, every person feels that sense of belonging and will ultimately contribute to the team.

### ***How to Run a Meeting***

#### **Instructions:**

1. Prepare in advance. Decide what your goals are for the meeting and form a specific plan of action to meet those goals. Make a list of the topics that you will address and make copies of this list for distribution to club members.
2. Create an inviting atmosphere. Serve refreshments before the meeting and have music playing as club members enter the meeting area. This will create an atmosphere that encourages members to relax and socialize before the meeting begins.
3. 3. Start on time. Make an announcement five minutes before you plan to start. As club members find seating, hand out copies of the meeting agenda. This allows club members to review the agenda as you prepare to begin.
4. Introduce new club members. Icebreaker sessions are the best way to introduce new members. Have them state where they grew up, where they went to school and why they decided to join your club.

Review minutes from the previous meeting. This reminds club members of actions that were taken during the last meeting and gives new members a better understanding of current meeting topics.

Stay on task. Always follow the meeting agenda. If someone wants to discuss a topic that is not on your agenda, write the subject down on a separate sheet of paper and tackle it during the next meeting.

Allow time for questions and answers. Club members will likely have questions, so be prepared to answer them. Ask those with questions to raise their hand and call on each member individually. This is also a good time to encourage club members to make suggestions for future meetings.

End on time. Having a specific end time helps to keep the facilitator on track. If club members have additional questions or concerns, invite them to speak with you after the meeting adjourns.



## ***How to Host an Election***

### **Rules, Regulations and Election Procedures:**

The first thing that you will need to consult for the elections in your organization is your organization's bylaws or constitution. Every organization should have an existing rules and regulations in their bylaws or constitution concerning the governance and protocol for elections. Some organization have a secret ballot vote, others have a voice vote or raising your hand to vote for someone. Elections regulations vary considerably from organization to organization, so you want to make sure that you are familiar with all election proceedings heading into the election. That way, if someone tries to challenge something, you can point to your knowledge of the club's bylaws as what that regulation or procedure is being done.

**Running for office:** in most organizations, the people who are planning on running for a position will need to submit a letter of intent which states their name, what position they are running for, why they are running for that position and their goals in office. In some organizations, that information included in the letter of intent is sent to the entire group's membership prior to the election, while in other organizations that information is just circulated among the executive board of the club.

**Vacant positions:** As a group leader, it is important for you or for the group's president to email or notify the group's membership as to the date of the election, the time and place of the election, and what positions are open for candidates. You should tell your group's membership about the election at least 2 weeks in advance. In most organizations, the more people that run for a position, the better your organization will be. Competition brings out the best in people and you will get to hear people's ideas of what the future of the organization might hold. The worst thing that can happen to your organization is if an incompetent person runs for a position without being contested in the election. You should speak to the people in your group's membership about running for a position if you think they would do a good job in a leadership position.

**Election procedure:** Before the start of the election, the person in charge of the organization should read off all of the names of the candidates whom he or she has received letters of intent from and what positions those people are planning on running for. If any position has not received a letter of intent, the president can then ask the general body membership if anyone has any interest in running for that position. As for the election itself, in contested positions with 2 or more candidates, the candidates should each give a short speech no more than 5 minutes long detailing what they aim to accomplish or the future of the organization and what they have contributed towards the organization thus far. After all of the candidates have made their speeches, it is then up to your organization's bylaws or your group's president whether you want the candidates to leave the room and give some secrecy to the voting.

**Voting:** In terms of the actual voting, a secret ballot can be done or there is the option of a voice vote or have people raise their hands. The group's secretary should record the results of how many people voted for each candidate to determine the winner. In some election proceedings if





there are more than two candidates and none of the candidates receive over 50% of the vote, then there is a run-off election between the 2 candidates who had the highest number of votes.

Any position that is uncontested in the election, you can simply do a voice vote of "yay" or "nay" for the general body membership to approve of that person to office.

After the election has concluded, the president should read of the list of all the candidates who have won positions in your organization for the coming year. An email should also be sent out to the group's membership about the elections for anyone who was unable to attend.

Associated Content from Yahoo.com

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