



Policies & Procedures for Student Organizations

Walsh University



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Office of Student Activities
(330) 490-7306
Lower Level, David Campus Center
www.walsh.edu/osa

RECOGNITION PROCESS

The recognition of student organizations at Walsh University is administered by the Office of Student Activities. By becoming a "Recognized Student Organization" student groups can take advantage of many University privileges provided to these organizations. This includes the ability to become part of Walsh University Student Government (per Walsh University Student Government bylaws).

RECOGNITION POLICIES

- All student groups must be recognized through the Office of Student Activities.
- Approval of new student organizations is at the discretion of the Assistant Dean of Students or designee.
- Only organizations and student groups formally recognized by the Office of Student Activities may become a member of Walsh University Student Government.
- To start a student organization, the organizer(s) must obtain five (5) interested Walsh University students and a qualified faculty/staff advisor.
- Recognized Student Organizations wishing to receive funding from Walsh University Student Government or to have a representative in Walsh University Student Government (WUSG) must petition to become a member (per WUSG bylaws).

*All forms can be
downloaded from
www.walsh.edu/forms-5*

RECOGNITION PROCEDURE

- Contact the Office of Student Activities/Student Affairs (David Center) for information on the recognition process (if necessary).
- Submit a **New Student Organization Registration Request** form to the Assistant Dean of Students or designee. Include with this form a short description outlining the purpose/mission of the organization.
- Upon approval from the Assistant Dean of Students or designee the organization is considered "recognized" and is entitled to all applicable privileges and is responsible for adherence to all applicable campus policies.
- Once officers are selected for the organizations, an **Annual Registration Form** must be submitted to the Office of Student Activities.

MAINTAINING RECOGNITION

- Organizations must complete annually, or when officers change, an **Annual Registration Form**. Forms are available in the Office of Student Activities/Student Affairs or may be downloaded off the Office of Student Activities website. (www.walsh.edu/osa)
- Failure to submit an **Annual Registration Form** can result in withdrawal of the recognition as a student organization.

- Organizations must have a student organization advisor to maintain recognition. The advisor must be a permanent faculty or staff member of the University. Approval of advisors will be at the discretion of the Assistant Dean of Students or designee.
- Any changes to the organization's constitution or bylaws must be submitted to the Assistant Dean of Students or designee within three weeks of changes.
- Organizations must comply with all Walsh University Student Organization Policies and all other applicable University regulations, local, state, and federal laws.
- Each organization is responsible for seeing that it elects only eligible persons to its offices or membership as specified in the "Requirements for Participation in Student Groups."
- Organizations are expected to engage in programs and initiatives that are consistent with the organization's mission and the mission of Walsh University.

PRIVILEGES ACCORDED RECOGNIZED STUDENT ORGANIZATIONS

- Ability to become a member of Walsh University Student Government
- Use of University Print Room and campus postal services
- Ability to post events on the Walsh University online events calendar and the "This Week at Walsh" e-mail
- Use of campus bulletin boards (includes Kiosks)
- Ability to post publicity on campus property and in the community
- Implement fund-raising activities on campus
- Solicitation of membership on campus under the organization name
- Preferential use of University facilities
- Scheduling and reserving campus space
- Reduced costs for use of campus catering
- Use of university name, seal, and/or logo upon approval from the Office of Student Activities or designee
- Establishment of a University account with the ability to receive cash advances, reimbursements, transfer funds, and process payment for vendors, entertainers, and businesses.
- Privilege to request office space in the Student Organization Center
- Privilege to have a student organization website on Walsh's network.
- Ability to create a Walsh e-mail account for the organization
- Receive a student organization mailbox, located in the Student Organization Center
- Ability to receive a copier code for use on the Student Affairs copy machine
- Participation in the Student Activity Fair

WITHDRAWAL OF RECOGNITION

- Any organization may relinquish its recognition at any time by submitting a written notice to the Assistant Dean of Students or designee. All organization officers must sign the notice and the advisor must indicate disposition of organizational funds. The notice must also certify that there are no outstanding debts or current disciplinary actions pending. The date of the letter relinquishing recognition shall be the effective date of the cancellation of recognition.
- Organizations relinquishing their recognition automatically relinquish their status as a member of Walsh University Student Government.
- Any infraction of University regulations or state, local, and/or federal laws by student organizations immediately become a matter for referral to the Assistant Dean of Students or designee. Disciplinary procedures for student organizations will be in accordance with all applicable sections of the Walsh University Student Handbook. The Walsh University Student Government may also enact their disciplinary proceedings if that organization is a member of Walsh University Student Government.
- The recognition of the organization may be suspended through the Assistant Dean of Students or designee for failure to act in accordance with the Policies and Procedures for Student Organizations or the most current Walsh University Student Handbook.

*All forms can be downloaded from
www.walsh.edu/forms-5*

REQUIREMENTS FOR PARTICIPATION IN STUDENT GROUPS

- Participation in campus programs may be restricted for failure to meet various campus scholastic and/or conduct requirements.
- If a student has a cumulative grade point average below a 2.0 or less than the standards set by the organization, the student may be unable to participate actively in any recognized student organization as an officer or member.
- Some disciplinary actions may restrict the student from campus programs. If a student is not in good standing due to conduct violations, the student may be restricted from active participation in a recognized student organization as an officer or member.
- Organizations may set higher scholastic and conduct standards based on their constitution and bylaws.

SPONSORED EVENTS POLICY

- A minimum of two (2) officers of the organization must attend all functions (in their entirety) and be responsible for the event. It is strongly encouraged that the student organization advisor also be present.
- Student organizations are not permitted to serve alcohol or sponsor events where alcohol is to be served without permission from the University. This policy applies to events on and off campus. See "Alcohol Event Guidelines."
- The host and the organization are responsible and will be held accountable for the conduct of their guests.

- Organizations are expected to hold events that are inclusive and free from discriminatory, offensive, or sexist behavior.
- Organizations are required to register certain campus events sponsored by their organization.
 - Events that need to be registered include (but are not limited to):
 - Off Campus Trips- See **"Student Organization Travel Policies and Procedures"**
 - Events in Off Campus Facilities
 - Events with alcohol- See **"Alcohol Event Guidelines"**
 - Events (non educational) that are expected to attract more than 200 people
- In the event that an organization questions whether or not their event should be registered, an appropriate representative of the organization is expected to meet with the Assistant Dean of Students or designee.
- Organizations are required to ensure that students and guests comply with University regulations and/or state, local, and federal laws.
- Organizations will be responsible for damage, removal or breakage of University property related to the event, including preparation and clean up.
- Arrangements for the presence of speakers on campus by student organizations and any non-academic staff are made and approved through the Student Affairs Office to ensure open and balanced inquiry of issues. For more information please see the Walsh University Student Handbook or visit the Student Affairs Office.

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SCHEDULING ORGANIZATION

MEETINGS AND EVENTS

- All Student Organization events and meetings should be arranged and scheduled in advance (at least 10 working days) with the Campus and Community Programs Office at x7316.
- If the requested event(s) is approved, student organizations must submit an online **Facility Reservation Form** available at www.walsh.edu/request
- Organizations are expected to notify the Campus and Community Programs Office of any cancellation or changes in time for an event at least 48 hours in advance of the event date.
- Organizations are expected to ensure that events do not conflict with other campus programs.

To schedule campus space visit for your group visit: www.walsh.edu/request

FUNDING FOR STUDENT ORGANIZATIONS

- Recognized Student Organizations wishing to receive funding from the Walsh University Student Government must be a member of that organization
- Only recognized student organizations are permitted to raise funds for their organization and/or hold fundraising events

Solicitation of Funds and Sales or other Fundraising Projects

- **On-campus groups:** Campus organizations may raise funds or make sales on campus under the organization name.
 - Fundraising activities on campus must be approved by the Assistant Dean of Students or designee. Organizations are required to fill out a **Fundraising Registration Form**
 - Organizations should seek approval before ordering supplies or making any agreements.
 - Fundraising off campus (by student organizations) must be approved by the Office of University Relations.
 - The Assistant Dean of Students or designee reserves the right to halt any fundraising activity that is deemed not in the best interests of Walsh students or Walsh University.
 - The sponsoring organization must keep financial records to submit to the Assistant Dean of Students for auditing at the end of each semester. Financial records should include the dates and amounts of all deposits to the organization's University account.
 - All student organizations and departments wishing to request donations of services, money or prizes for a University sponsored event from any off-campus business, organization or service provider is required to obtain permission from the Vice President of University Advancement and University Relations.
- **Off-Campus Groups:** Selling and soliciting are prohibited on campus without prior consent from the Assistant Dean of Students or designee. Individuals selling and soliciting on campus without the prior consent of the Assistant Dean of Students or designee will be asked to leave University premises and/or be arrested.

*Solicitation by off-campus groups, sales, representatives, student or non-student, or off-campus organizations and companies is generally not permitted on Walsh University property. However, in the case where solicitation does take place, the off-campus group must be sponsored by a recognized Walsh University organization and approved by the Assistant Dean of Students or designee.

*Walsh University expressly prohibits the distribution and/or collection of credit card and cellular phone applications on University premises.

STUDENT ORGANIZATION TRAVEL POLICIES & PROCEDURES

All student organizations traveling more than 60 miles from Walsh University or staying overnight must meet the following requirements:

1. **Events must be registered in the Office of Student Activities.**
2. A faculty/staff member or an approved assigned driver must drive all rented vehicles, including cars and vans. The approved assigned driver must be 21 years of age or older, have at least three years of licensed driving experience, and be insured. When a qualified student serves as an approved assigned driver for other students during a university-sponsored activity, a faculty or staff member may be required to be in direct supervision if conditions warrant (ex. weather, distance, location, etc.). All drivers for rented vehicles must contact Director of Finance for approval.
3. University sponsored or sanctioned trips must be chaperoned by the organization's advisor or at least one faculty or staff member. Additional chaperones may be necessary depending on the nature of the trip and size of the group. The number of chaperones necessary for any trip will be determined by the Assistant Dean of Students or designee for all student organizations and non-academic sponsored events. The Vice President for Student Affairs/Dean of Students will determine the number of necessary chaperones for academic sponsored events.
4. A complete travel itinerary must be developed for any trip. Prior to departure, separate copies of this itinerary must be given to the immediate supervisor of the advisor/chaperone and to the Office of Student Affairs. Attached to this itinerary will be a complete roster of all participants and address/telephone contact information for each destination. In addition, the cellular phone numbers for the chaperones and student leaders are to be provided when available. For this purpose, use the **Sponsored or Sanctioned Trip Participant Information Form**.
5. Any changes in travel plans should be related promptly and directly to the advisor/chaperone's supervisor.
6. It is the responsibility of the advisor/chaperone and his/her supervisor in consultation with the Assistant Dean of Students or designee to cancel or delay a planned trip because of inclement weather or other situations that would make travel risky. The Office of Student Affairs should be notified of any travel delays or trip cancellations.
7. All students participating in the trip must sign a **waiver**. Copies of these individual waivers are to be provided to the advisor/chaperone's supervisor and to the Office of Student Affairs.

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CAMPUS PUBLICITY POLICY

General Guidelines

- All Publicity must be approved through the Office of Student Activities
- Only Recognized Student Organizations are permitted to post publicity on campus

Advertising Off Campus

Members of the Walsh community wishing to publicize student organization and other university-related activities through outside media sources (which includes posting publicity off campus, community press releases, radio/news releases) are required to submit all requests to the **Director of University Relations**. The Director of University Relations will ensure the content reflects the mission of the institution and meets University marketing standards.

Advertising On Campus

All campus bulletin board space is to be used primarily for promoting campus events and academic program information. Occasionally, off-campus events may be approved for posting. Approved items are identified by a stamp of approval with removal date indicated.

- 1.) All items posted on bulletin boards must be approved by the Assistant Dean of Students or designee. Any items not approved will be removed and discarded. Responsible students and/or organizations will be held responsible for violations of this policy.
- 2.) The advertising of events/programs which promote alcohol use or abuse, discrimination of any form, drug use, libel or activities of an illegal nature will not be allowed. This decision will be at the discretion of the Assistant Dean of Students or designee. Any advertisement of this nature will be taken down immediately and the responsible group/person may be subject to judicial proceedings.
- 3.) Posters cannot be placed outside of buildings or on doors, mirrors, floors or windows of any building. Taping signs to drywall is prohibited. Responsible students and/or organizations will be held financially responsible for any damage resulting from improper posting. If tape is utilized it is expected that groups use painters tape or like product.
- 4.) All approved advertisements (posters/fliers) must have a visible stamp of approval from the Student Affairs Office.
- 5.) Banners may be approved in the following circumstances:
 - a. Posters are placed in the David Campus Center, 2nd floor in Farrell Hall, the Cecchini Complex, the Connector, and Schervish Dining Centre.
 - b. Posters are aesthetically pleasing, include the name of the sponsoring organization and contact information.
 - c. Posters may be placed in other areas on campus with approval from the Office of Student Activities.

If tape is utilized it is expected that groups use “painters tape” or like product to protect University facilities.

- 6.) Student organizations or departments posting materials must also remove approved materials within 12 hours of the advertised event. Responsible students and/or organizations may lose posting privileges and/or be referred to the judicial system for failure to remove dated materials.
- 7.) Student organizations are permitted and encouraged to engage in other methods of advertising including such forms as three dimensional publicity, freestanding publicity, table tents, door hangers, apparel, etc. In utilizing these methods, the following policies apply:
 - a. The Assistant Dean of Students or designee must approve all novelty publicity.
 - b. The Assistant Dean of Students or designee reserves the right to deny approval of any novelty publicity which may present danger, or which is deemed inappropriate.
 - c. Apparel (T-shirts, hats, etc.) created to promote a specific event or a student group must be created within the general guidelines for campus publicity and all other campus policies.
 - d. The Office of Student Activities reserves the right to designate certain areas for novelty publicity.
- 8.) Student organizations are permitted to utilize chalk to advertise their events. The following policies apply:
 - a. Chalking may not take place 25 ft or nearer to a building.
 - b. Chalking and/or marking walls, brick, outdoor fixtures/landscaping, or the exterior on any building is strictly prohibited.

Publicity in Residence Halls

- If you're interested in hanging publicity in the residence hall, contact the Office of Residence Life for more information (330-490-7301).
- Publicity may be hung in common areas in accordance with campus publicity policy.