Student Organization Resource Manual 2019-2020 Year

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Student Organization Registration Process

MSU Billings recognizes the vital contributions that student organizations make to campus and we strive to assist you in any way that we can. In order to qualify for all of the benefits and resources of a student organization you must follow the registration process to be recognized by the university.

What is a Student Organization?

A Student Organization is defined as a group of currently enrolled MSU Billings students who unite due to a common interest. Student Organizations are classified into categories:

- Arts & Media
- Campus & Support Services
- Cultural
- Department & Honorary
- Professional & Career Development
- Programmatic & Representational
- Religious & Spiritual
- Special Interest & Recreation

Registration Requirements

Student Organizations are required to register annually with the Center for Engagement. Registration forms are due the second week of October. Any existing student organization that does not complete the required registration paper work will be considered inactive and lose its registration status which will result in a loss of privileges which may include its budget.

The requirements for registration for a student organization are as follows:

- Complete the Annual Registration Form.
- Complete any Financial Forms if you have an on campus account.
- A current constitution and bylaws must be on file in the Center for Engagement (these must be updated at least every three years).
- All officers must be currently enrolled and in good academic standing.
- Schedule a brief meeting with the Student Engagement Coordinator.

An updated list of registered student organizations is prepared each semester by the Center for Engagement.

Establishing a New Student Organization

Any new student group may apply to be a recognized Student Organization by completing the following process:

- Set up a meeting with the Center for Engagement
- Recruit a minimum of five students
- Secure a Faculty or Staff Advisor
- Complete the Annual registration form
- Complete Financial Paperwork if you wish to have an on campus account
- Draft Constitution or Bylaws

Student Organization Policies and Procedures

Approved 2019-2020

1.0 <u>Student Organizations: General Policies</u>

1.1 An active, registered student organization is a private, voluntary, association and is not an official component of the University.

1.1.1 Montana State University-Billings in no way accepts liability for the action of such organizations.

1.1.2 Annual registration is simply a means by which student organizations may receive standard privileges granted when certain minimum requirements are met.

1.2 80% of a registered student organization's overall membership MUST consist of currently enrolled students of MSU-Billings.

1.3 The purpose and activities of the organization shall be lawful and not in conflict with University regulations and policies as published by the University.

1.4 Membership, voting rights, and the ability to run for officer positions in an organization shall be open to students of Montana State University Billings without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.. The only exception is in the case of fraternal organizations that are exempt from Title IX regulations concerning discrimination on the basis of sex.

1.5 Student organizations shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated and approved by the Center for Engagement.

1.6 The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.

1.7 The status of a student organization may be any one of the following, as determined by the definitions:

1.7.1 Registered: The student organization has met the requirements for registration detailed in Section 2.0, and has been approved by the Center for Engagement.

1.7.2 Inactive: The student organization has met the requirements for registration during the last three academic years, but has not applied for, or has failed re-registration for the current academic year.

1.7.3 Disbanded: The student organization has not successfully re-registered for a period of three or more academic years OR has had its recognition revoked by the Center for Engagement as described in Section 4.0.

1.7.4 Only registered organizations may receive the standard privileges outlined in Section 1.0.

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Procedures- Section 1.0 Student Organizations: General

A. Standard Privileges for all registered student organizations shall include:

i. Use of meeting and program space in the Student Union and other approved campus facilities and spaces.
ii. The right to engage in on-campus solicitation and fundraising activities, once proper paper work has been filed and approved.
iii. The option to apply for use of student fees allocated by Student Senate.
iv. Inclusion in printed materials created by the Center for Engagement and other selected University Publications.
v. Access to services and materials provided in the Center for Engagement, Student Union 221.
vi. Eligibility to participate in student organization membership recruitment programs and other related events designated by the Center for Engagement.

2.0 Registering a Student Organization

2.1 Student organizations are not officially registered until they are sent a statement of approval by the Center for Engagement.

2.2 The minimum requirements to apply for registration include:

- Five current MSUB students must be willing to participate and sign-on to the organization’s charter. One student of these five must be willing to serve as a president or spokesperson.
- One faculty or staff member of the university must be willing to sign on as the organization’s advisor.
- The organization must have a constitution or similar governing document that explains its mission, structure, and guiding policies/procedures.

2.2.1 All student organizations must meet any other requirements posted by the Center for Engagement at the beginning of each academic year in addition to these minimum requirements.

2.3 Existing student organizations wishing to continue using privileges granted by Montana State University Billings to such organizations must apply to re-register annually with the Center for Engagement by the second month of the academic year.

2.3.1 Returning student organizations applying for re-registration past this deadline may be accepted at the discretion of the Center for Engagement.

2.4 New organizations (those registering for the first time) may register at any time throughout the academic year.

2.5 Student organizations that do not successfully re-register each academic year shall be considered inactive.

2.5.1 Student organizations that fail to re-register for a period of three or more years shall be considered disbanded.

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<u>Procedures- Section 2.0 Registering a Student Organization</u>

A. The form for registering a student organization shall be posted to the Center for Engagement Website at the beginning of each academic year.

i. Forms need to be completed by a current officer or advisor by the stated deadline in order to be considered for registration during the current academic year.

B. Registered student organizations are responsible for notifying the Center for Engagement about any personnel or contact information changes.

C. Student Organizations will be categorized by the Center for Engagement according to the following definitions:

i. **Arts & Media**: An organization whose primary mission is creation or performance.

ii. **Campus & Support Services**: An organization that provides service to the campus and/or community and surrounding area. These groups offer safe communities for students that need help navigating the campus at MSUB.

iii. **Cultural**: An organization whose membership is to provide social and cultural awareness of various groups.

iv. **Departmental & Honorary**: An organization representing a specific academic area or college OR one whose membership is based on academic achievements.

v. **Professional & Career Development**: An organization focused on developing skills, knowledge, and/or networking for a specific profession or career.

vi. **Programmatic & Representational**: An organization that is based around the development of specific programs, services, and events, and/or seeks to provide a representational function for students to the university.

vii. **Religious & Spiritual**: An organization whose purpose is faith-based instruction and fellowship.

viii. **Special Interest & Recreation:** An organization whose purpose is to provide an opportunity for individuals to discuss and share information and/or participate in activities regarding a specific, non-academic related topic of interest.

3.0 Officers and Advisors of Student Organizations

3.1 The process for selecting officers and advisors on a yearly basis must be clearly outlined in the student organization's constitution or governing document (as submitted to the Center for Engagement).

3.1.1 Advisors and officers must agree to serve prior to their appointment/designation.

3.2 Only students may serve as officers of a student organization.

3.3 Officers of student organizations must be in compliance with the Student Code of Conduct and maintain a minimum cumulative 2.0 GPA on a 4.0 scale in order to hold an office.

3.4 Only currently employed/contracted staff or faculty members may serve as an advisor to a student organization.

3.5 A student organization may register with up to two official advisors. Any additional advisors may serve in an unofficial capacity to the organization.

3.6 The minimum duties for an advisor include: to be available to the officers and members for consultation about the organization affairs; to attend organization meetings and functions as often as possible; to certify the expenditures of the organization by co-signing financial documents; to offer suggestions regarding the operations of the organization; to oversee adherence to University regulations and the organization's constitution and bylaws; and to serve as a Campus Security Authority (CSA) as defined by the Clery Act.

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Procedures- Section 3.0 Officers and Advisors of Student Organizations

A. Advisors must serve as Campus Security Authorities (CSAs) as defined by the Clery Act.

i. Advisors are expected to complete training to inform them of their role and responsibility as a Campus Security Authority.

ii. Advisors are expected to report any incidents that classify as a Clery-reportable crime to University Police immediately.

iii. Advisors are expected to fill out an annual Crime Statistic Report form sent by University Police to report any Clery-reportable crimes that they have become aware of that were not previously reported.

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4.0 Revocation of Recognition Status

4.1 Student organizations found to be in violation of these policies and procedures, university policies and procedures, Board of Regents policies and procedures, or local/state/federal law may have their recognition status revoked or suspended at the discretion of the Center for Engagement.

4.2 Student organizations may also have their recognition status revoked (at the discretion of the Center for Engagement) for participating in, or sponsoring activities/events/programs that are antithetical to the University's values or could be damaging to its reputation.

4.3 A student organization that has had its recognition status revoked may appeal to the Director of the Center for Engagement; denied appeals may be further appealed to the Vice Chancellor of Student Access and Success, and the decision of the Vice Chancellor will be considered final.

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Procedures- Section 4.0 Revocation of Recognition Status

A. If Center for Engagement becomes aware of an organization that may be eligible for revocation of its status, it will:

i. Notify the organization's leadership AND advisor of the infraction via email. Depending upon the severity, a meeting may be necessary to address the issue.

ii. The student organization then has up to seven (7) business days (unless an immediate threat to others or property, immediate change is needed) to take corrective steps and/or comply with the stated policy.

iii. If the student organization does not meet the deadline to comply, their registration status will be revoked by the Center for Engagement and the organization will be officially considered "disbanded".

iv. Depending on the severity of the infraction, the Center for Engagement will also report the incident or policy violation to the Dean of Students Office and/or University Police.

B. A student organization who has had their recognition status revoked may appeal to the Director of the Center for Engagement in a written format detailing: the circumstances of the situation; responses to the reasons provided for revocation of status; corrective measures undertaken; and assurances against future errors.

i. The Director will review all submitted documents and will schedule a meeting with the organization's leadership and advisor.

ii. The Director will make a decision on the organization's revocation status at this meeting, and issue a written statement summarizing the reasons for this decision.

C. A student organization may further appeal the decision of the Director of the Center for Engagement to the Vice Chancellor of Student Access and Success.

i. The Vice Chancellor will review all documents submitted in the appeal to the Director of the Center for Engagement, as well as the organization's response to the decision.

ii. The Vice Chancellor will review all submitted documents and will schedule a meeting with the organization's leadership and advisor, and the Director of the Center for Engagement.

iii. The Vice Chancellor will make a decision on the organization's revocation status at this meeting, and issue a written statement summarizing the reasons for this decision.

iv. The decision of the Vice Chancellor of Student Access and Success will be final.

5.0 <u>Student Organization Fiscal Policies</u>

5.1 All funds allocated to the organization from University controlled sources or raised through the auspices of a Montana State University Billings student club or organization must be maintained in a University account and spent in accordance with the financial policies and procedures of the University.

5.1.1 Student organizations are strictly prohibited from having outside bank accounts.

5.2 Student organizations must always maintain a neutral or positive fund balance.

5.2.1 Officers and advisors are responsible for maintaining their student organization's fund balance; any negative balances must be corrected within seven (7) business days.

5.3 Student organizations that wish to have a financial account must designate a minimum of two fund controllers: one advisor and one student.

5.3.1 An organization's fund controller must be officially updated annually through the process outlined in the procedures section.

5.4 Student organizations that receive funding from the Associated Students of MSUB (ASMSUB) must spend these monies in accordance with the ASMSUB Constitution, Bylaws, and other policies and procedures.

5.5 Each financial transaction or payment must be approved by the organization's designated fund controllers.

5.6 Student organizations may not use their funds for personal purposes, or to purchase alcohol, drugs, animals/livestock, or property.

5.7 Student organizations may not exist for the purpose of generating a profit.

5.8 All purchases made by student organizations are considered state property, and must be retained by the organization.

5.8.1 Student organizations that lose or relinquish their registration status must return ALL purchased property to the Center for Engagement.

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Procedures- Section 5.0 Student Organization Fiscal Policies

A. Student organizations who wish to have an account must fill out a fund controller form.

i. In order to access the funds in an organization's account, a fund controller form must be updated and filed annually *or* when a change of officers occurs.

B. Cash or check funds may be deposited to a student organization's account through the Center for Engagement.

i. Upon receipt of the funds, and a description of the source, the Center for Engagement will write a receipt for the student organization, if requested.

ii. The Center for Engagement will bring the deposit to the Student Accounts Office in a sealed envelope.

C. If the Center for Engagement learns that a student organization's account has a negative fund balance, the office will:

i. Contact the officers and advisor immediately, to call a meeting to discuss the problem.

ii. Review the recent transactions for the index associated with the Student Organization.

iii. Establish an action plan with the student organization, signed by all fund controllers and the Center for Engagement, to correct the negative balance.

D. All purchases on behalf of a student organization should be made through the Center for Engagement.

i. The Center for Engagement will need written or verbal permission directly from the fund controllers prior to making the purchase.

E. When a student organization disbands, has its recognition revoked, or otherwise becomes inactive, it must return all purchased property to the Center for Engagement office.

i. Individual members must do the same with any property retained by the student organization when he/she leaves the organization.

ii. Any passwords, keys, usernames, equipment, and other materials (physical or electronic) must be returned to the Center for Engagement.

F. If a student organization fails to abide by the outlined policies and procedures, its financial account may be restricted or frozen.

6.0 Fundraising

6.1 All student organization fundraisers need to be approved by the Center for Engagement prior to the event or activity.

6.2 Fundraisers that involve asking outside organizations/businesses for financial or material support/sponsorship must be approved by both the Center for Engagement and the MSUB Foundation.

6.3 Any fundraiser that involves giving prizes or items to students must record the item, its value, the student's name, and the student's identification number, and return that list to the Center for Engagement.

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Procedures- Section 6.0 Fundraising

A. A fundraising approval form must be filled out and submitted to the Center for Engagement at least two weeks prior to conducting a fundraiser.

  i. Student organizations must follow all state laws regarding the administration of raffles, including the proper documentation. No tickets may be sold online. Student organizations must file a Raffle Approval Form with the Center for Engagement prior to conducting a raffle.

B. Student organizations must fill out a foundation approval request at least ten (10) business days prior to soliciting donations from external organizations or businesses. Forms must be turned in to the Center for Engagement.

  i. The MSUB Foundation has sole discretion over approving solicitation/gift requests from external businesses/organizations. Student organizations may not approach any entity that the Foundation has not given permission to solicit.

  ii. Following each donation, the student organization is expected to send the donor a thank you note, as well as a Donor-in-Kind-Verification Form to fill out for tax purposes.

  iii. All completed Donor-in-Kind-Verification Forms should be returned to the Center for Engagement.

C. In order to protect the privacy of the student residence, no solicitation may be conducted in the living area units of University students on University property, unless approved by the Housing and Residential Life Office.

D. When an item, prize, or monetary award is given away to a student recipient, the sponsoring student organization is responsible for collecting the following information: the item, its value, the student's name, and the student's identification number.

i. A single list of all items should be submitted to the Center for Engagement immediately following the event.

7.0 Events

7.1 Montana State University Billings is not responsible for bodily injury or personal property of students, faculty, staff and/or others who participate in activities sponsored by faculty/staff and/or student clubs, organizations, fraternities, or sororities. Students, faculty, and staff who engage in these activities do so at their own risk and should assure that they have the appropriate disability and/or health insurance, training, and protective equipment, where applicable.

7.2 The sponsoring student organization(s) shall be responsible for the observance of all applicable University-regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

7.3 Any event that requires a contract must be reviewed by the university and its legal counsel.

7.3.1 All contracts must be submitted to the Center for Engagement **before** they are signed for review.

7.4 Student organizations that wish to host an event with alcohol must file the appropriate paperwork as designated by the university's alcohol policy.

7.5 The university has an exclusive contract for food services with Sodexo Dining Services. Sodexo must be given the right of first refusal for catering and providing food at all events that occur on campus.

7.5.1 Student organizations may not provide outside food at an official meeting or event on campus without prior approval from Sodexo.

7.6 If a student organization wishes to host a viewing of a film, it must acquire the rights to host a public performance.

7.7 All printed or physical materials requested to be posted in building or designated posting areas must state the name of the sponsoring student organization or department.

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Procedures- Section 7.0 Events

A. All event space should be reserved through the Center for Engagement or Virtual EMS no less than one week before an event.

i. Space is reserved on a first-come, first-serve basis, with the priority going to academic use.

B. All student groups planning to host an event that includes a contracted service (a person providing a specialized service such as a guest speaker, referee, contest judge, d.j., graphic designer, etc.) MUST provide a W-9 PRIOR to the event.

  i. The typical timeline to provide a check to a contracted service is two weeks. Student organizations must provide a copy of the performer's W-9, contract, and invoice at least two weeks before the event.

C. Student organizations must get special, written permission from the General Manager of MSUB Dining (Sodexo) to bring outside food for their event.

  i. This permission must be given prior to the event.

D. Student organizations that wish to host a film viewing should consult the Student Organization Resource Manual for guidance on acquiring a public performance license.

8.0 Travel

8.1 Student organizations are required to notify and seek permission from the university by filing the proper paperwork in advance of any travel outside the city limits.

8.2 Student participants in travel must understand that they are participating at their own risk, and that the university is not responsible or liable for any incidents that may occur during the trip.

8.2.1 The university's state insurance does not apply to students, faculty, or staff who are driving personal vehicles.

8.2.2 The university does not encourage using students as drivers for off-campus activities, but if there are no university employees available, the State insurance may cover students when driving a state car if planned in advance.

8.2.3 An advisor driving an MSUB vehicle must have successfully completed a Defensive Driving Course.

8.3 The Center for Engagement shall provide a letter verifying a registered student organization's travel only if requested **and** the travel opportunity aligns with the organization's mission.

8.3.1 These letters do not serve to excuse a student from their academic or professional obligations. Students must still seek approval from their faculty members and/or employers for an excused absence.

8.4 All international travel must be conducted in compliance with Montana State University Bozeman's International Travel Policy.

8.5 If any student with a disability requires accommodation, the sponsoring organization should contact the Disability Support Services Office for assistance in providing reasonable accommodations.

8.6 All losses or damage to university property should be reported to University Police. Students and employees are responsible for the security of their own personal property while traveling.

8.7 While traveling as a part of an MSUB organization, students and employees are expected to remain free from the influence of drugs and alcohol.

8.8 All purchases made for or on the trip must be made with a university purchasing card, and all original receipts must be submitted to the Center for Engagement.

8.8.1 If reimbursable (i.e. organization) purchases are made with a student's personal finances, the purchase must be approved by the fund controllers and all original receipts must be submitted to Center for Engagement Office.

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Procedures- Section 8.0 Travel

A. Student organizations must designate a point-person of contact for each travel opportunity (ideally their advisor or another university employee; if none are available, then an officer of the organization).

i. The point person shall be responsible for: maintain emergency contact information for each traveler; recording hotel room numbers occupied by students; and filing a Clery Travel Form upon the completion of the trip.

B. The following procedures should guide student travel for which no advance (per-diem, or other expenses that require checks to be distributed to participants) is required:

i. Complete a Student Travel Authorization Form. (One form per group, per destination).

ii. Fill out an Assumption of Risk form for EACH traveler. (One form per traveler).

iii. Upon completion of the trip, email the names and student ID numbers for ALL student participants to Business Services and the Center for Engagement within seven (7) days of returning from the trip.

iv. Fill out a Clery Travel Form (within ten days of returning from the trip).

C. The following procedures should guide student travel for which an advance (per-diem, or other expenses that require checks to be distributed to participants) is required:

i. Complete a Student Travel Authorization Form. (One form per group, per destination).

ii. Fill out an Assumption of Risk form for EACH traveler. (One form per traveler).

iii. Fill out a Travel Expense Voucher Form for each traveler that requires an advance within seven (7) days of returning from the trip.

iv. Fill out a Clery Travel Form (within ten days of returning from the trip).

D. When a student organization plans to spend money on its trip (i.e. meals, gas, fees), it must visit the Center for Engagement so that these can arranged in advance.

i. If a staff or faculty member is traveling with the student group, they may use a purchasing card for all purchases related to the trip, which can later be billed to the student group's account. All original receipts must be submitted at the end of the trip to the Center for Engagement Office.

ii. If purchases must be made with a student's personal finances and the student would like to be reimbursed, submit all original receipts to Center for Engagement Office. Reimbursements require additional paperwork to be deducted from the club's account and take a few weeks to process once all paperwork has been submitted.

9.0 <u>Social Media and Use of University Brand</u>

9.1 Student organizations may have and maintain their own social media accounts, though they are expected to follow all University guidelines and expectations.

9.2 All social media accounts and passwords are the official property of the student organization. When individual members leave the group, they are expected to pass on all login information for these accounts to their successors and/or the Center for Engagement.

9.3 Student organizations must follow all university policies and guidelines regarding name and brand usage.

9.4 For all merchandise purchases with university branding, student organizations must buy through the MSUB Campus Store in order to comply with all licensing and product agreements.

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<u>Procedures- Section 9.0 Social Media and the Use of University Brand</u>

A. When a student organization disbands, has its recognition revoked, or otherwise becomes inactive, it must return all login information for social media accounts to the Center for Engagement office.

REGISTRATION CHECKLIST

BEGINNING OF THE ACADEMIC YEAR…

☐ Complete the Student Organization Registration Form Online. **(Deadline: Oct. 11)**
☐ Renew your Account and Signature Authorization Form for fund controllers and return to the Center for Engagement, Room 221. (**Deadline: Oct. 11)**
☐ Schedule a meeting with the Student Engagement Coordinator (**Deadline: Nov. 1**).
☐ Schedule a meeting between the organizations leaders and its advisor(s) to begin planning for the coming year.
☐ Review financial records, constitutions and bylaws, student organization policies and other important documents. Constitutions and bylaws must be updated every 3 years**.** **(Deadline: Nov. 1)**
☐ Read through the Student Organization Resource Manual.
☐ Begin recruiting new members.
☐ Update your student organization web page and contact the Center for Engagement to create a link from the Get Involved section on the MSU-Billings webpage.

DURING THE YEAR…

☐ When officers are elected or officer/advisor addresses change, fill out an updated registration form to ensure proper contact information is entered into the organization computer database. Keep the Center for Engagement updated with e-mail contact information.
☐ Train new officers in bookkeeping, budgeting, completing forms, and event planning processes.
☐ Reconcile all of your student organization financial records on a regular basis
☐ Attend event planning meetings and Student Organization workshops sponsored by the Center for Engagement.
☐ Check your e-mail and mail regularly for updated announcements and information.
☐ Submit nominations for student organization and leadership awards sponsored by the Center for Engagement during the Spring Semester.

END OF THE ACADEMIC YEAR…

☐ Reconcile all of your student organization financial records, pay all your bills, make sure you have money in your account for any bills over the summer, process all disbursements and transfers, etc.
☐ Organize your officer files and resources and pass information and supplies to new officers. In the event that new officers/advisors have not been selected you may bring your organization information to the Center for Engagement for summer storage. If anyone other than the treasurer will be handling financial responsibilities over the summer, add her/his name to the signature cards in the Business Office.
☐ Recognize and reward members for their accomplishments.
☐ Leave forwarding summer contact information with the Center for Engagement.

Student Organization Campus Accounts

How to create an account

- Each year, all student organizations must register with the Center for Engagement (406-657-2387), Room 221 in the Student Union. Fund Controllers on the organization account will be updated at this time and their access to the account will be available (See Fund Controller section below). If an organization does not have an account one may be established. Please contact the Center for Engagement for assistance.
- <u>All</u> funds collected on campus must be deposited into an on campus account. Donations and expenses can then be paid from that account.

Where to use an account

- An index number is an organization's identification number. The Business Office uses this number to charge and recharge an organization's account. On campus, your organization can make purchases at the Campus Store, MSU-Billings Dining Services, the Mail Center (basement of McMullen Hall), Printing Services (basement of McMullen Hall). You may also purchase copy cards for the copy machine in the Student Union through the Center for Engagement.
- You can order or purchase items off-campus through Banner Payment Authorizations (BPAs) or Credit Card Purchases through the Center for Engagement.

Fund Controllers

- **All student organizations need to have <u>at least two</u> (2) Fund Controllers.** Of the two Fund Controllers, one **must** be an advisor (a faculty or staff member of MSU-Billings). For an organization to access its account, two signatures are required: the adviser's signature and another fund controller's signature.
- If you have any questions about who should be a Fund Controller please stop by the Center for Engagement.

Budget reports

- A budget report to help you track your student organization account is available through the Center for Engagement upon request. **If you need assistance in understanding your budget report, and/or reconciling your account please contact the Center for Engagement.**
- Student organizations should have an internal accounting system in addition to the Budget Reports. This will enable your student organization to keep track of revenue and expenses between budget reports distributed by the University. The Center for Engagement can provide you sample budget forms you can utilize.

Making deposits

- To make a deposit, a student organization must have its **index number** and a deposit **account code** on the deposit form.
- When making deposits at the Business Office (basement of McMullen Hall) use a deposit envelope (available from Center for Engagement) and always make reference on the deposit envelope how the money was generated. For example, if the money is from membership dues, indicate the individual it is from on the form so that it will show up on your Budget Report. If you do not make this distinction at the time of your deposit, there will be one lump sum on the Budget Report and it will make it difficult to keep track of income. If the money is from a specific fund-raiser or donation the same practice should apply.
- When making deposits, organizations should make sure they are **intact.** For example, if your organization conducts a fundraiser or collects dues to be deposited **you need to deposit the entire amount as collected.** Expenditures should not be subtracted from deposits, nor should monies to be deposited be used as a slush or petty cash fund.

How do we spend our money?

- There are two ways to access your funds. The first is a **Banner Payment Authorization (BPA).** The second is **Credit Card.** Both are available in the Center for Engagement, and we will be happy to assist you with this process when needed.
- Even though your money is student money it is run through the State of Montana Financial System. **Alcohol may not be purchased.** When purchasing food at a dining establishment, the State will allow a tip of 15% or less. Be sure to review your receipt and make sure that no alcohol has been included.

Banner Payment Authorization (BPA)

- Banner Payment Authorizations (BPA) may be acquired through the Center for Engagement or on-line.
- BPAs can take two to four weeks to process through the State Financial System, so make sure to inform the business or vender you are purchasing items from.
- BPAs in the amount of $500.00 or more must also be signed by the Director of Campus Activities and Engagement.
- **ALWAYS** make a copy of the BPA and the receipt for your records.

Credit card purchases

- If you would like to make a purchase with a credit card online or over the phone you may come to the Center for Engagement to do so.
- If you need to make a credit card purchase at a location, you can make arrangements with the Center for Engagement for someone to meet you at the location to make your purchase.

Fundraising

- **Fundraising/Solicitation Project Student Organization Application** Forms are available in the Center for Engagement. The purpose of these forms is to register your project or event with the University. All events including food sales need to be discussed with the staff at the Center for Engagement and with the MSU-Billings Dining Services, or General Manager when appropriate (Student Union 227, 406-657-2382).**THIS FORM MUST BE FILLED OUT PRIOR TO YOUR FUNDRAISER!**
- **Cash and Boxes/Bags** are available in the Business Office. If you need a cash base (change) for your event, one of your fund controllers may go to the Business Office and place a cash order for pick-up against your account. The request should be at least twenty-four hours in advance.
- **Any cash orders** at MSU-B are for making change and receiving collections only. Expenditures from these funds are prohibited. Cash bases should be returned to the Business Office cashier window in the basement of McMullen Hall after the completion of the event. Separate event revenue/income from the cash base before depositing these funds back into your account.
- **Any solicitation of gifts/donations from external organizations/businesses** must be approved by the MSUB Foundation. Forms are available in the Center for Engagement Office.

Creating A Budget

In order to maintain an accurate picture of your organizations finances it is essential to create a budget and maintain it carefully. Plan cautiously and realistically for income and expenses.

Make your budget work for you; create categories and line items based on your organization and your expenses. If you don't feel you need specific line item that is fine as well, just make sure that you are monitoring all of your income and expenses so that you can maintain an accurate account and maximize your funds.

Electronic Budget Format:

There is a simple format that can be used to maintain a budget using Microsoft Excel. The Center for Engagement would be happy to assist you in creating a budget in this format based on your current financial ledger. Email or call the Center for Engagement and set up an appointment to create your budget.

Reconcile your Budget:

You can receive financial statements from the Center for Engagement, you can then use these statements to reconcile your budget, the same way you would a bank statement and your check book ledger.

Student Government Assistance

Associated Students of MSU Billings

ASMSUB can provide financial allocations through a contingency account to registered student organizations in good standing with the University. Special allocations may be made directly from the Contingency Fund to a special or budgeted account for projects or items not included in the regular AMSUB budgeted fund.

The allocation of Contingency Funds is done by the ASMSUB Student Senate under the advisement of its Financial Board, one of the standing committees of Student Senate.

Criteria for funding as well as the contingency request form can be found on the AMSUB website or is available in their office: Student Union Building Room 213.

Travel

Registered Student Organizations are allowed to travel as part of an organization-related trip anywhere off-campus. Please submit the forms below no fewer than **14 days prior to the travel date**. For **INTERNATIONAL TRAVEL** please contact the Center for Engagement at least one month prior to the travel date.

Steps for Successful Travel

1. Ensure your group has plenty of time to plan the trip and complete required paperwork. We recommend starting the planning process at least 4 weeks prior to departure.
2. Talk with your student organization adviser about the trip.
3. Visit with the Student Engagement Coordinator (SUB 221; 406-657-2320) to ensure all pre-trip planning is underway.
4. Complete the required forms for travel, as directed below.
5. Plan out transportation, food, and lodging. Determine if any of these costs will be covered by the student organization.

After travel, fill out **required** forms and submit all original receipts related to the travel to the Center for Engagement office (SUB 219) for reimbursement.

Travel Forms

- **Student Travel Authorization Form** - This form is necessary to inform the University **where** you are traveling, **who** is traveling, and **how** you can be reached in case of an emergency. This should be filled out by the trip coordinator or organizer. Only one of these forms needs to be submitted per trip for the entire group. If per-diem or related expenses need to be paid by check prior to departure, please fill out the "Advance" lines; otherwise, these may be skipped. **Please submit this form at least 14 days prior to departure.**
- **Assumption of Risk Form**- It is required that participants in off-campus activities should sign a general assumption of risk form. Students should be aware of potential risks of participating in the trip, and note that University insurance will not cover them while participating. Students are also asked to provide a contact person in case of emergencies.
- **Travel Expense Voucher**- If an advance was requested on the Student Travel Authorization Form (#1), a Travel Expense Voucher is **required** after the trip. One form will need to be completed for each traveler who received an advance.
- If no advance was requested, a copy of the Travel Authorization form with the name and student IDs of each traveler should be sent to the Business Office. Please contact the Student Engagement Coordinator for assistance (SUB 221; 406-657-2320).
- **Clery Travel Form**– Student organization trips that last longer than one night need to submit the following information on the Clery Travel Form: the address(es) of the hotel(s) occupied; the room numbers of all rooms occupied by students; the frequency of the trip; and the law enforcement agency for the trip's

destination (if known). Please contact the Student Engagement Coordinator for assistance (SUB 221; 406-657-2320).

Travel Verification Letters

The Center for Engagement can provide a letter verifying your registered student organization travel which can be supplied to faculty **if organized travel conflicts with academic obligations**. Please visit SUB 221 or email engagement@msubillings.edu to request this letter.

Personal Vehicle Use

Student drivers should be informed that if they choose to drive their own cars for a University-sponsored activity, an accident would not be covered by State insurance. All policies and registering club travel still applies. We do not encourage using students as drivers for off-campus activities, but if there are no university employees available, the State insurance will cover students when driving a State car.

Rental Vehicles

The University has arrangements with a number of car/van rental companies. If you would like more information on how to rent vehicles for a trip your organization is planning, please inquire at the Student Union & University Events Office.

It is against University Policy to rent 15 passenger vans. Driving vans of this size increases safety concerns, we can assist you in making arrangements for smaller vehicles.

Spending Club Funds

If your student group plans to spend money on this trip (i.e. meals, gas, fees), please visit the Center for Engagement so that these can arranged in advance if time allows. If a staff or faculty member is traveling with the student group, they may use a purchasing card for all purchases related to the trip, which can later be billed to the student group's account. **All original receipts must be submitted at the end of the trip to the Center for Engagement Office.**

If purchases are made with a student's personal finances and the student would like to be reimbursed, submit all original receipts to Center for Engagement Office. Reimbursements require additional paperwork to be deducted from the club's account and take a few weeks to process- so please work with the Center for Engagement to make advanced purchases if possible.

If your student group would like to apply for additional funding for an upcoming trip, use this ASMSUB Contingency Funds Request Form.

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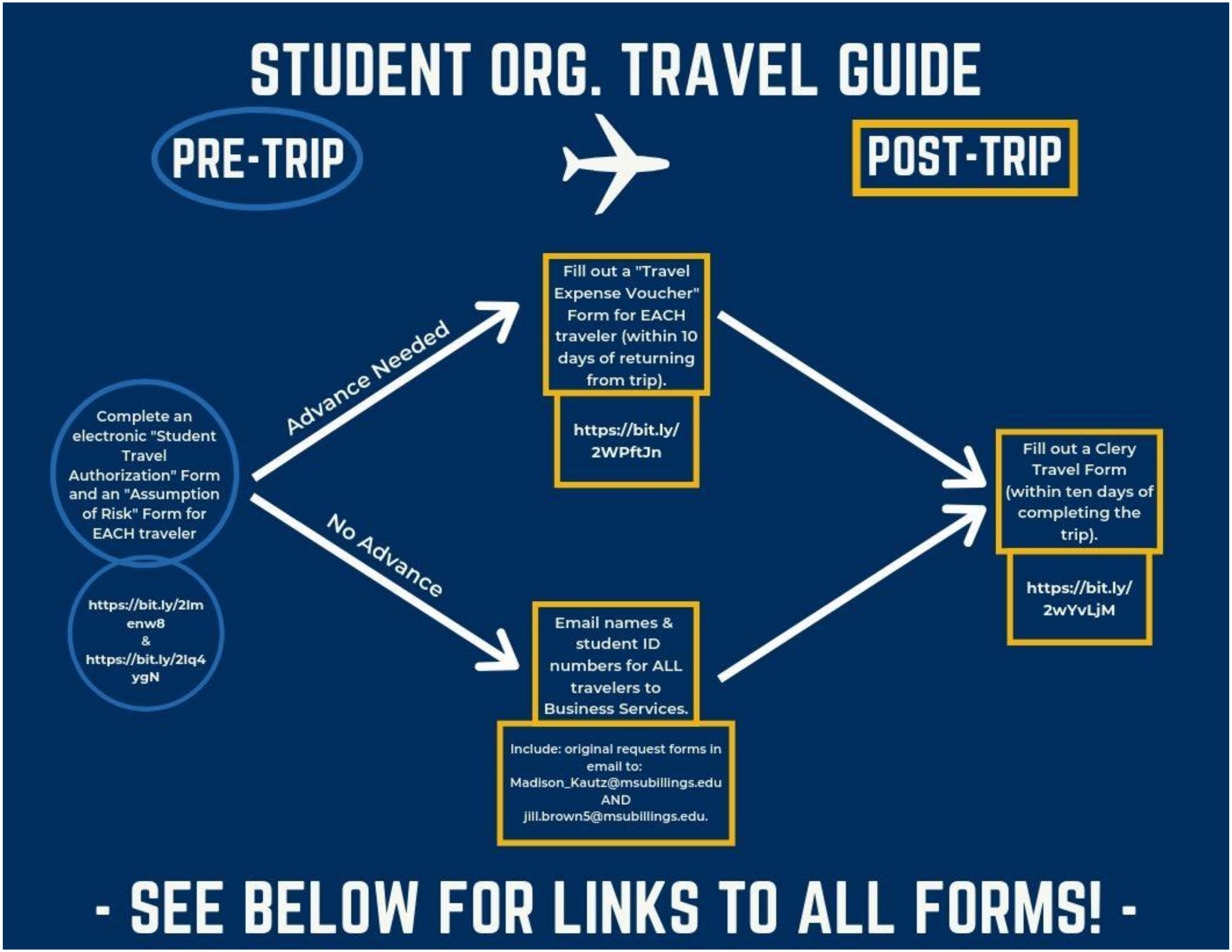
Clery Act Reporting

During your trip, your advisor (or a designated officer if they are not traveling) must record all hotel names, addresses, and room numbers that students stay in. Additionally, if the group controls any space while traveling, that information must also be collected. This information will need to be reported via a Clery Travel Form after returning from your trip. Contact the Center for Engagement for help.


STUDENT ORG. TRAVEL GUIDE
PRE-TRIP
POST-TRIP
Complete an electronic "Student Travel Authorization" Form and an "Assumption of Risk" Form for EACH traveler
https://bit.ly/2Imenw8 & https://bit.ly/2Iq4ygN
Advance Needed
No Advance
Fill out a "Travel Expense Voucher" Form for EACH traveler (within 10 days of returning from trip).
https://bit.ly/2WPftJn
Email names & student ID numbers for ALL travelers to Business Services.
Include: original request forms in email to: Madison_Kautz@msubillings.edu AND jill.brown5@msubillings.edu.
Fill out a Clery Travel Form (within ten days of completing the trip).
https://bit.ly/2wYvLjM
- SEE BELOW FOR LINKS TO ALL FORMS! -

TRAVEL CHECKLIST

BEFORE YOUR TRIP

☐ Secure all funding necessary to cover the cost of the trip. (The Center for Engagement can help your organization create a budget for this).

☐ Complete ONE Student Travel Authorization Form (online) for the entire group. **(At least 2 weeks prior- if a travel advance [cash/check] is needed, this form will need to be completed at least one month prior to the date of departure.)**

☐ Complete an Assumption of Risk Form (online) for EACH traveler. (**At least 2 weeks prior)**

☐ Book all hotels, vehicles, airline tickets, and registration(s) through the Center for Engagement (**At least two weeks prior**).

☐ Secure excusals from any classes or other obligations for each traveler. (The Center for Engagement can provide travel verification letters if requested at least one week prior).

ON YOUR TRIP

☐ Record the name and address of your hotel(s). Record the room numbers where students are staying in each hotel as well.

☐ Bring a copy of the group's Assumption of Risk forms for emergency contact information.

☐ Keep all receipts (including from hotels) to be turned in to the Center for Engagement.

RETURNING FROM YOUR TRIP

☐ Fill out a Travel Expense Voucher form for EACH traveler who received an advance.

☐ If no advance was received, email the names and student ID numbers of for all travelers to Business Services: madison.kautz@msubillings.edu and jill.brown5@msubillings.edu). Include a copy of your original travel authorization too!

☐ Fill out a Clery Travel Form (one per group) within ten days of your return.

☐ Turn in all original receipts to the Center for Engagement.

Program & Event Planning

Program and event planning can help your organization achieve its goals, teach leadership skills, and foster camaraderie within your organization. It takes a great deal of planning prior to your event to ensure success.

Concept:

- Determine the goals of the program
  Example: to bring community together, to educate, to expose individuals to different points of view, to support other programs, to provide entertainment, to socialize, etc.
- Brainstorm the type of event and possible themes that would match
  Example: speaker, film, dance, fundraiser, trip, food, recreational tournament, etc.
- Decide on a program within your budget.
- Discuss the options with your entire organization and advisor, Make a group decision.

Planning:

- Date
  - Find a convenient date for members of the group and for the entertainer/speaker if applicable.
  - Choose a date that does not conflict with other existing campus programs.
- Entertainment/Speaker
  - Determine the type of entertainer you plan to sponsor.
  - Research local, regional, and national possibilities and negotiate a fee. All contracts must be signed by the Administrative Vice Chancellor, please bring contracts to the Center for Engagement to facilitate this process.

Location:

- Project the attendance of your group and work with the Center for Engagement to choose the best facility
- Be sure to have a copy of all the event details including any contracts or tech riders so that the best location and all equipment will be available.

Time:

- Determine the best time for your target audience, for example if you are targeting commuter students a day time event may be best.

Budget:

- Project all expenses and income such as fees, advertising, food, security, etc.
- Stay within your designated budget.

- Brainstorm additional funding sources if necessary. Plan far in advance if you would like to fundraise or apply for AMSUB Contingency for the event.

Publicity:

- Design Publicity Strategies for your target audience.
- Be creative.
- Follow the theme of your event.
- Make it neat and accurate. Don’t forget vital information such as name of program, date, time, location, etc.
- Make sure publicity is up in ample time to allow people to plan ahead.

Food:

- Determine food needs and contact Campus Dining Services to make arrangements.

Security:

- Determine security needs. If you are not sure if your event will need security contact the Student Union &Activities Office, they can help you determine your needs and make necessary arrangements.

Implementation:

- Develop a list of tasks that need to occur before, during and after the event. Assign each task to a designated person.
- Arrive early to the event to make sure everything is ready, prepare any notes or introduction to the program.
- Following the program do an evaluation to determine what went well and what could be improved.
    - Remember to:
        - Reconcile your budget
        - Send thank you notes

Catering Service

MSU Billings has an exclusive catering contract with Sodexo Dining Services. This means that if you plan an event on campus that would like to have food of any kind at, you need to purchase that food through Sodexo or get permission not to.

Catering Services is very flexible and is more than willing to work with you and your budget. They can help you in planning a creative menu and finding the best way for you to have a successful event within your financial means.

Catering Contact Information:

Sodexo 406-657-2382
Catering 406-657-2381

What is A "Public Performance"

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally "publicly performing" the movie? Probably not, but suppose you took the same video and showed it at a club or gathering you happen to manage. In this case you have infringed the copyright of the movie. Simply put, videos obtained through a video store are not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

Why is Hollywood Concerned about Such Performances?
The concept of "public performance" is central to copyright and the issue of protection for "intellectual property." If a movie producer, author, etc. does not retain ownership of his or her "work," there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.
Unauthorized public performances in the US are estimated to rob the movie industry of between 1.5 and 2 million dollars a year.

The Law Says...
The Federal Copyright Act (Title 17 of the US Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities.

Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches, and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether admission is free of charge, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Legal Sanctions
"Willful" infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Even inadvertent infringement is subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions.

If you are uncertain about your responsibilities, contact the MPAA or studios directly.

To Obtain a Public Performance License...

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licenses are for a set of performances for specified films. The major firms that handle these licenses include:

Swank Motion Pictures Inc.
www.swank.com

Criterion Pictures
www.criterionpic.com

Motion Pictures Licensing Corporation
www.mplc.com

Event Planning Check List

Step 1: Facilities

- ☐ Select a date for your event
- ☐ Reserve the room(s)/ Facility for your event: don't forget lodging needs
- ☐ Sign reservation confirmation and return to the Center for Engagement
- ☐ Submit a copy of insurance information to the Center for Engagement

Step 2: Logistics

- ☐ Room Set Up: work with Center for Engagement Staff to determine room set up
- ☐ Audio Visual Needs: include requests for AV needs with your room set up
- ☐ Catering: determine your catering needs and budget and work with the Center for Engagement and Sodexo to place your order. Remember to consider guests that may have special dietary needs.

Step 3: Guests/ Audience

- ☐ Inform your guests of your event
- ☐ Arrange travel to and from the University for you and your guest if necessary
- ☐ Inform the Center for Engagement if you have guests that will require special accommodations
- ☐ Prepare materials for your guests (if necessary):
    - ☐ Agenda/ Programs
    - ☐ Welcome Packets
    - ☐ Campus and Billings Maps (University Events would be happy to provide these)
    - ☐ Name Tags

Step 4: Leading Up to the Event

- ☐ Finalize your count for room set up and catering

- ☐ Finalize any decorations you will be ordering and setting up in your facilities, ensure Center for Engagement Staff is fully aware of any delivery and collection times planned by outside vendors

- ☐ Arrange travel to and from the University for guest if necessary

- ☐ Provide Center for Engagement with a final copy of your agenda for use in making signs

Step 5: Evaluation, Billing & Payment

- ☐ Make sure that all payments have been made for your event

- ☐ Reconcile your budget

- ☐ Complete event evaluation forms

Publicity 101

Talk It Up!

You are your best resource!

- Talk with students; they will talk to their friends!
- Visit with Faculty, see if they will announce your event or allow you to come in and make an announcement.
- Attend other Student Organization & attend their meetings.

Location, Location, Location

- Choose Unique and even odd locations to place publicity.
- Don’t put things in the same old place.
- Go where the students go.

Placement Ideas

- Door knob hangers in the Residence Halls.
- Write on balloons and tie them down in buildings, hallways or benches.
- Hang signs from ceiling or put them on the floor.
- Chalk the sidewalk.
- Shower Promo in the Halls/Locker Rooms.

Get Creative

- Draw attention to yourself.
- Use unconventional items.
- Appeal to the senses (sight, sound, smell, taste, and touch).

College Students LOVE FREE FOOD

- Offer Food During the Program
- Use Food for Publicity

In addition to the promotion you do, the Center for Engagement can help you promote your event. Email your requests to: studentactivities@msubillings.edu

Recruitment & Retention

Whether your organization is new or you have been active for years you will always need to find and keep new members. It is exciting to see new students interested in your organization and is exhilarating to have new members come in with a “spark” of excitement.

Recruiting new members can be a difficult process, consider a few things:

- Is your organization functioning well and running smoothly? No one wants to join a group that is disorganized
- Attend events sponsored by the Center for Engagement and other campus departments to publicize your group
- Target your audience
- Get promotion for all of your events early and have a consistent theme or logo so you create a “brand” recognition
- Word of mouth is likely the best recruitment tool
- Move the location or time of your meetings from time to time
- Make sure students and the campus understand the purpose of your group
- Speak to other student organizations about who you are and what you are doing

Once you have new members it can also be challenging to keep them. Here are some additional thoughts to consider:

- Use ice breakers and team builders to get new and old members interacting with one another
- Set goals and use incentives to keep members coming and being active
- Stay in close contact with members that are unable to attend meetings
- Being productive is the best way to keep your members
- Try committees as a way to get and keep students involved
- Host events to celebrate accomplishments

Motivating Members

It is important to keep members of your organization motivated, and encourage them. Below are a few simple motivation ideas:

- Develop team building exercises that encourage cohesive thinking and problem solving.
- Have an open-door policy. Members should know you are receptive to their ideas and feedback.
- Create a “Wall of Fame” by taking photos of members for the wall; include bios, birthdays and other fun facts.
- Promote socializing between members.
- Write a mission statement as a team that clearly states your organizations goals.
- Hold brainstorming sessions to generate ideas and delegate responsibility.
- Put up a suggestion box.
- Follow through with your commitments.
- Celebrate Success!

Rewards & Recognition

Sincere recognition of member's efforts will make your organization something that students want to be a part of. When people are recognized for their work through words or other forms of praise they will feel appreciated and more invested in your organization. Below are some ideas on how you can recognize and reward the hard work of your group.

Reward and Recognition Ideas:

- Write a Thank You Note: hand write the note and be specific about what you are grateful for.
- Give out an award at your meetings for a member that went above and beyond, have their peers vote.
- Print pictures from events and give them to members as a memento
- Form a secret recognition team whose purpose is to bestow thanks upon group members
- Mail them a nice card, it is nice to get real mail
- Print an inspirational quote on nice paper
- Attach candy or a food item to a short note
- Surprise members with treats at your meetings
- Just think about the person or group you want to recognize and do something that would have meaning to them.

Conflict Resolution

Dealing with conflict is always difficult but is critical in the success of your organization. The most important thing to remember when dealing with conflict is that it has to be done, do not let the disagreement fester, like a cut, if you don't tend to it right away it can get infected and take longer to heal.

Be assertive, but not aggressive when speaking with members, be an effective communicator, use "I" statements, maintain eye contact and be conscious of the tone that you are using.

Tips for Resolution:

- Listen! Hear other's feelings and opinions and don't interrupt.
- Accept the right of the other person to suggest a satisfactory solution.
- Do not start a conversation with your mind made up, leave room to listen and explore ideas.
- Do not try to win or find a winner, find a compromise.
- Show respect.
- Condemn the action, not the person.
- Always be sincere with your words.
- Remain focused on the issue at hand.
- If necessary, calm down before talking.

Effective Meetings

Meetings are essential to many organizations. The opportunity to gather and work together in planning is critical. Substantial meetings make participants feel like they are benefiting from attending.

Consider the following when you strive for effective meetings:

Consider your Space

Make sure your meeting space is comfortable to all members of the group and conducive to the work you are trying to accomplish

Have an Agenda

Add some structure to meetings, this allows participants to gauge when their comments will be most appropriate.

State Information Clearly

Make sure that decisions, assignments and delegation is clear. Use sign up sheets for volunteers and duties rather than a show of hands.

Make it Concise

Your group members are probably some of the busiest people around! Communicate respect for their time by keeping meetings short and to the point whenever possible.

Use Multi-Media

If it is appropriate for your group it may assist in keeping the audience's attention and shows that you have thought the subject matter was important enough to deserve prior planning.

Have a Time for Q&A

Be sure to leave time for questions! Many participants will appreciate time to clarify thoughts and certain issues.

Encourage Input

In addition to questions, encourage participation and comments.

Listen to Everyone

Paraphrase what they have said to make sure you have understood them correctly. Make sure everyone has their opinion heard.

Take Accurate Minutes

Make sure to keep an accurate account of the meeting and forward it on to attendees, if possible within 48 hours.

Be Creative

Meeting can get dull so spice it up every once and a while.

Importance of Delegation

Trying to do it all will quickly leave you feeling as if you have a large burden on your shoulders. There are many priorities and tasks that demand attention, it can be easy to think that as a Student Organization officer that the completion of tasks rest solely on you.

Effective leaders quickly learn that delegating and involving others in the process of a project does two very important things:

1. Relieves some of the pressure of group leaders
2. Helps others feel included and more invested in the group and project

Delegation is a tool that allows leaders to assign purposeful task to emerging leaders. Consider the following things when delegating:

- Match known talent with tasks, especially the first time so group members can ease into their comfort zone

- Ask group members what they would like to do, learn and be involved in

- Don't just "dump" the unappealing projects on group members and save the good stuff for yourself

- Demonstrate that you would never ask a group member to do something you wouldn't be willing to do

- Check in with group members regularly to make sure they don't feel overworked and find out how they feel about their work

Time Management

As a student leader you have many responsibilities and it is essential that you accurately manage your time so that you can do a good job with out creating additional stress in your life. Below are a few tips on how to help:

Keep Track of Your Time:
Making a list of how you spend your time each day will help you to determine where you are spending the majority of your time. Analyze different items, are you using your time wisely or spending too much time on things that are not productive?

Get Organized:
Figure out an organizational system that works for you, a day planner, sticky notes, calendar, etc. Find a way that you can track what obligations and deadlines you have.

Try To Do Lists:
As responsibilities increase, try making a list of things you have to do. Post a to do list for a week or a day and then carry it with you or post it in a place you see frequently. Check off the items you accomplish.

Use Time Between Classes and Activities Productively:
The hour or two you have between classes can be incredibly productive. Use the time for small important tasks.

Be Flexible:
Don't try and set your schedule in stone, make sure to allow yourself "downtime" for rest and relaxation.

Creating a Constitution Or Bylaws

On the following pages is a sample you may follow when writing the constitution of your organization. This document is intended to serve as a model. An official student organization may structure and govern itself in any way deemed appropriate, so long as it does not violate any criteria stated in the Student Affairs Handbook with regard to organization chartering and registration. For additional assistance, please contact the Center for Engagement.

Definitions

A **constitution** is comprised of the fundamental laws and principles that prescribe the nature, functions and limits of an organization. Essentially, the constitution provides a basic structure upon which an organization operates.

Bylaws are secondary laws, which rule or govern the internal affairs of an organization. Basically by-laws are an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps for an organization to follow in order to conduct business effectively and efficiently.

Areas to be Covered within a Constitution

PREAMBLE

An introductory statement is usually no longer than two or three sentences, stating the intent of the constitution.

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be (full name of organization), hereinafter be referred to as (shortened name of organization as will appear throughout the constitution [optional]).

Comments: One of the privileges granted with University recognition/chartering, is the option to use the name of the University in the title/name of the organization. The name of the organization will be used in a variety of University and Center for Engagement publications. It is recommended that the name be stated in the document exactly how the organization prefers to be addressed.

ARTICLE II: PURPOSE OF ORGANIZATION

State the purpose of the organization.
Comments/Questions:

- What is the purpose for establishing the organization
- What is the intended impact of the organization on the University community?
- What services will be provided and for whom?

ARTICLE III: MEMBERSHIP OF THE ORGANIZATION

NOTE: Organizations must be open to all Montana State University-Billings students. An organization or its membership may not discriminate on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternal organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex.

A. **Eligibility for Membership**
State membership qualifications, such as: "All students of Montana State University Billings shall be eligible for membership"

Comments/Questions:

- Who is eligible for membership? (MSU Billings students, faculty and staff members, perhaps community members).

B. **Criteria or Qualifications for Membership**
Comments/Questions:

- Are there any specific qualifications needed or criteria, which need to be met for membership (i.e. minimal GPA requirements, attendance requirements, dues that need to be paid)?

C. **Categories of Membership**
Comments/Questions:

- Are there various categories of membership such as active, associate, inactive, alumni, honorary, auxiliary, etc.?
- What are the privileges, duties, and/or responsibilities of each type of membership?

D. **Withdrawal or Removal of Members**
Comments/Questions:

- What is the process for withdrawal from the organization?
- What are the grounds for removal of a member (i.e. under what circumstances would/could this occur, votes required)?
- What is the process for a removal of a member of the organization?
- Who has a right to request removal or withdrawal of a member?
- Does an appeal process exist, and what are the policies and procedures to follow for such a process?

ARTICLE IV: ELECTIONS

A. **Times and Period when Elections Occur**
Comments/Questions:
- How often and what time of year are elections held for the organization?
- Are there any special elections?

B. **Nomination Procedure**
Comments/Questions:
- How are nominations made?
- Are there self-nominations?
- Is an application process required for nomination?
- Does a nominated committee exists which monitors the nomination process?

C. **Notification and Posting of Elections**
Comments/Questions:
- What is the process of notifying others or posting information regarding organization elections?
- Are letters, flyers, or posters used on campus?
- Are verbal announcements made at meetings?
- How long is the notification and posting period?

D. **Election Procedures**
Comments/Questions:
- What is the specific procedure followed for elections?
- Is there a secret ballot taken, or is it a show of hands or verbal vote?
- What number or percentage of members or quorum is necessary for elections to be complete?
- Who is eligible to vote?

ARTICLE V: OFFICERS

A. **Description of Officers**
Comments/Questions:
- How many officers are there in the organization?
- List the officers' titles
- Will there be any type of executive committee including officers?

B. **Duties and Responsibilities of Officers**
Comments/Questions:
- List the duties and responsibilities of each officer.

C. **Qualifications of becoming an Officer**

Comments/Questions:

- Who is eligible for office (i.e. only MSU-Billings students, GPA or credit limit requirements, specific skills, or necessary experience, class level requirements)?

Note: Officers at MSU-Billings are required to have a minimum cumulative 2.0 GPA on a 4.0 scale in order to hold office. Organizations may set higher requirements.

D. **Terms of Office**

Comments/Questions:

- Specify time frame (i.e. semester, academic year, etc.)
- When do officers assume their positions?

E. **Procedure for Filling Vacated Officers**

Comments/Questions:

- Are special elections held?
- Is ascending order used?
- Are appointments made, or are interviews coordinated?

F. **Procedure for Removal of Officers**

Comments/Questions:

- Who can initiate the removal of an officer?
- What is the specific procedure to be followed for removal?
- What type of vote is required for removal?

G. **Appeal Policy**

Comments/Questions:

- Is there such a policy in your organization?
- Is there a set time period to carry out an appeal?
- What are the steps involved with an appeal?

ARTICLE VI: COMMITTEES

A. **Standing Committees**

Comments/Questions:

- State the names, purposes, and responsibilities of the various standing committees.
- These might include: executive board, publicity committee, fund-raising committee, etc.
- How are members selected for each committee-by choice or by appointment?
- What are the heads of the committees called, and how are they chosen?

B. **Temporary/Special Committees**

Comments/Questions:

- How and when are such committees formed?
- What are the purposes and responsibilities of special committees?
- What is the duration of a temporary or special committee?

ARTICLE VII: MEETINGS

A. **Types of Meetings**

Comments/Questions:

- Are there different types of meetings (i.e. business, regular, special, executive)?
- Who is required to attend each type of meeting?

B. **Time and Occurrence of Meetings**

Comments/Questions:

- How often are meetings held (i.e. weekly, monthly, etc.)?
- Is there a set date for each meeting (i.e. a set day of the week that does not change)?

C. **Special Meetings**

Comments/Questions:

- State the provisions for special meetings-how or by whom they are called, how many members must be present.
- What are the circumstances under which special meetings may be called?

D. **Quorum**

A quorum usually consists of the next whole number above one half of the total active membership. However, the number should be determined according to the organization’s needs.

Comments/Questions:

- State the purposed for the quorum (i.e. when it is used).
- State the percentage or number of members needed for a quorum.
- What happens if quorum does not exist in a meeting?

E. **Method of Conducting Meetings**

Comments/Questions:

- State the rules which shall govern the conduct of business for the organization; for example, “all regular and special meetings of (name of organization) shall be conducted by Robert’s Rules of Order, Revised.”

ARTICLE VIII: FINANCES/FISCAL RESPONSIBILITIES

A. **Dues/Membership fees**
Comments/Questions:
- Is there a set fee or dues amount?
- When are the fees dues?
- Who is the officer(s) or member responsible for collecting and monitoring fees?

B. **Budget Expenditures**
Comments/Questions:
- Who is the officer(s), members responsible for authorizing all expenditures and reimbursements?
- What is the procedure for disbursement of all remaining funds upon dissolution of the organization?

ARTICLE IX: ADVISOR(S)

A. **Selection of Advisors**
Comments/Questions:
- How is an advisor selected, by appointment, election, or selection?

B. **Qualifications**
Comments/Qualifications
- Are there any specific criteria for selecting an advisor for your particular organization?

**Organizations are required to have at least one advisor that is a member of MSU-Billings faculty or staff.

C. **Terms of Office**
Comments/Questions:
- How long of a term does/can the advisor serve?
- Are there limitations on the number of terms?

D. **Roles and Duties of an Advisor**
Comments/Questions:
- What are the responsibilities of the advisor?
- What are the group's expectations for involvement?

**The Center for Engagement can provide resources in this area.

.ARTICLE X: AMENDMENTS

A. **Proposing Amendments**

Comments/Questions:

- What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)?
- Who can propose amendments?

**Usually, amendments are submitted in writing and are read at one or two meetings before a vote is taken.

B. **Provisions**

Comments/Questions:

- When can an amendment be proposed?
- Is there any notice required in advance for amending the constitution and/or by-laws?
- How many members must be present for adoption of the amendment?
- Who can vote on the amendment?
- How many votes are required for passage?
- When do new amendments take effect?

ARTICLE XI: RATIFICATION

A. **Ratification**

Comments/Questions:

- How and when will the constitution and/or by-laws go into effect?
- Indicate the margin of a vote which must be in favor of a proposed change order to ratify an amendment. Ratification is usually accomplished through either two-thirds or three-fourths vote of the active membership.
- After amendments have been made, an organization's constitution should be submitted to the Center for Engagement so updates can be indicated on your file. s