

FAIRMONT™
STATE UNIVERSITY

PIERPONT™
COMMUNITY & TECHNICAL COLLEGE

Student Organization Handbook

Maintained by Student Activity

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Updated October 2016

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Policy on Equal Opportunity

Fairmont State University and Pierpont Community and Technical College are both Equal Opportunity-Affirmative Institutions. In compliance with Title IV of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, Title IX (Educational Amendments of 1972), section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and the other applicable laws and regulations, both institutions provide equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, sexual orientation, religion, age, national origin, or disability, as identified and defined by law.

The University and Pierpont neither affiliate knowingly nor grant recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, or disability, as defined by applicable laws and regulations. Further inquiries may be directed to the Assistant to the FSU President, who is the section 504 and Title IX Coordinator, Room 222 Hardway Hall; telephone 367-4247.

CHAPTER I

HOW TO BECOME A RECOGNIZED CAMPUS ORGANIZATION

Students interested in forming a new student organization must meet the necessary qualifications and follow the established procedures for gaining recognition.

Qualifications:

1. Membership of a social, religious, or professional organization petitioning for recognition must have ten (10) or more students.
2. Two-thirds of the members must have 30 hours or more of credit (four year related) and no standing credit shall be required for a two-year only related organization. It is not encouraged to have freshmen shouldering the responsibility for the creation of a new student organization.
3. Must have an advisor who is a member of a full-time faculty or staff of FUS/Pierpont. An advisor can serve two student organizations at any given time.
4. Part-time students can be members and officers unless stipulated otherwise by the organization or national guidelines.
5. Each member of the organization, at the time of petitioning, must have a cumulative grade point average of 2.0 or above.
6. The aims and purposes of the organization shall not involve any activities in conflict with the duly enacted laws of the City of Fairmont and the State of West Virginia and the rules and regulations governing Fairmont State University/Pierpont Community and Technical College. Organizations must have a full-time faculty or staff advisor, list of officers, Equal Opportunity/Affirmative Action Statement, and written constitution. (See sample constitution pages 28 & 29.)
7. Social fraternities and sororities must also maintain and present proof of liability insurance coverage. They must also be recognized by the All Greek Council to be active on campus, and adhere to any rules or criteria set in place by the Greek Life governing boards and Greek Life Advisors for membership. All social fraternities and sororities must also follow and meet all guidelines mandated for the recognition and actions of all student organizations.
8. Athletic Clubs must maintain and present proof of liability insurance coverage to the Club Sports Director on campus. All Club Sports must also register with and adhere to the policies and procedures in place for being a Club Sport on campus. All groups interested in being a recognized Club Sports must contact the Director of Intramurals for specific criteria for being a Club Sport. All Club Sports must also follow and meet all guidelines mandated for the recognition and actions of all student organizations.

Procedures of Recognition

1. Ensure all of the qualifications are met before submitting any forms.
2. A representative of the organization must submit a New Organization Start-up Form on-line.
3. A representative of the organization must submit an Organization Registration Form on-line (FSU website> Campus Life> Organization> Important Forms).
4. Set up a meeting with Office of Student Activity to verify all of the information (please bring in the Constitution or Bylaws and Organization Registration Form).
5. The organization shall be recognized by Office of Student Activity if it has all the stated required qualifications.
6. Recognition is valid for one academic year. All student organizations must complete an Organization Registration Form each semester to remain active on campus. All student organizations must also maintain a full-time faculty or staff advisor in order to remain active on campus.
7. Social Fraternities and Sororities must first receive written approval from the Greek Life Advisor for a new Fraternity or for a new Sorority, that they are willing to accept a new Fraternity or Sorority on our campus. Once that written approval is granted and forwarded to the Student Organization Director, the Fraternity or Sorority may then follow the procedures for petitioning Student Organization to become a recognized Student Organization on campus. They must also be recognized by the All Greek Council to be active on campus.
8. Athletic Clubs must first receive written approval from the Director of Intramurals that they are willing to accept a new Club Sport on campus. New Club Sports must follow the procedures outlined by the Director of Intramurals for becoming a recognized Club Sport. Once that written approval is granted and forwarded to the Advisor to Student Government, the Club Sport may then follow the procedures for petitioning Student Government to become a recognized Student Organization on campus.

CHAPTER II

HOW TO REMAIN A RECOGNIZED ORGANIZATION RESPONSIBILITIES AND GUIDELINES FOR STUDENT ORGANIZATIONS

1. Each recognized group must have an advisor who is a member of the full-time faculty or staff of FSU/Pierpont. No person, however, may serve as an advisor to more than one student organizations at any given time.
2. Any function held on FSU/Pierpont facilities must terminate at 12:00 midnight, except when special permission for later hours has been granted by the Office of Activity in Colebank.
3. FSU/Pierpont social activities may not be scheduled during final examination periods.
4. Any change in the time, place, or cancellation of a function must be approved by the Administrator who received the original Facility Request. This would be Rosemary Bonasso, or other designated staff members who approved the original Facilities Request.
5. Notification of any change of Advisor and/or President must be made on the Fairmont State web site at <http://www.fairmontstate.edu/stulife/student-organizations/student-organization-leadership-updates>.
6. Every semester each organization will be contacted to provide the Office of Student Activities with a new copy of any changes in the constitution, the name of the advisor, and the names of new officers for the next academic year. This Organization Registration Form must be submitted to retain status as a recognized campus organization. No club/organization is exempt from filling out this registration form.
7. All organizations must complete a Student Organization Activity Report Form for each event or activity they sponsor. Please submit all forms to the Office of Student Activities within two weeks of the culmination of the event.
8. All social events shall be supervised by the organization's efforts. The officers of the organization are responsible for the conduct of any social function. The Advisors of the organization are to be informed and aware of *all* activities of their organization and be available for the advisement of their members.
9. Any organizational function at which an admission assessment is made must have advance approval from the Office of Student Activity located Colebank.
10. Fairmont State University/Pierpont Community and Technical College is not responsible for financial obligations incurred by recognized campus organizations.

11. All organizations are responsible for the fulfillment of all foregoing regulations. Failure to do so will be a major offense and the Student Activity Director may penalize the offending organization by one of the following:
 - A. By imposing social probation
 - B. By depriving the organization of the privilege of holding social functions for as long as it is deemed necessary.
 - C. By recommending the campus organization no longer be recognized by FSU/Pierpont, or
 - D. By imposing other penalties as deemed appropriate by the Student Activities as outlined in the Student Handbook.
12. All organizations must be in compliance with the “Americans with Disabilities Act.” The campus contact person is located in 316 Turley Center, Student Services.
13. All organizations must regularly check their campus mailboxes located on the 1st floor of the Falcon Center. All club Presidents must also regularly check their FSU/Pierpont email for regular updates concerning their club.
14. All social fraternities and sororities must maintain Liability Insurance to remain active on campus. Proof of this insurance must be provided to the appropriate Greek Life Director.
15. All Athletic Clubs must maintain and present proof of liability insurance coverage to the Club Sports Director/Director of Intramurals on campus. All Club Sports must also register with and adhere to the policies and procedures in place for being a Club Sport on campus, as well as the rules for student organizations by the Office of Student Activities.
16. All Social Fraternities must register with and abide by the rules of the Office of Student Activities *and* the Fraternity Greek Life Advisor. All Social Sororities must register with and abide by the rules of the Office of Student Activities *and* the Sorority Greek Life Advisor. All Social Fraternities and Sororities must abide by the rules and policies set in place by the Greek Life Advisors of Student Affairs. Failure to do so may result in loss of your chapter on campus.
17. Recognized student organizations may, if they wish, maintain an external checking or savings account in the name of their organization, but such accounts are subject to audit by the business office or student activities office. **The name Fairmont State, Fairmont State College, or Fairmont State University, or Pierpont Community and Technical College may not be given to the bank account of any club or organization. The account name should be the name of the organization.** The faculty or staff advisor

must have their name listed on the account. The faculty or staff advisor must receive the monthly statement of the organization's bank account. The Advisor should also be the only person who can close or withdraw money from the account. The Advisor and the Club President- or Club Treasurer- should be the only people who can write checks from the club checking account.

CHAPTER III
RIGHTS AND BENEFITS OF BEING
A RECOGNIZED CAMPUS ORGANIZATION

Becoming a recognized part of Fairmont State University/Pierpont Community and Technical College involves accepting mutual benefits and responsibilities. The following is a list of benefits that organizations should be familiar with:

1. Reserved use of meeting rooms.
2. Reserved use of campus facilities for social events. (Note: FSU/Pierpont can assume no financial responsibility for activities sponsored by campus organizations.)
3. Included in student publications as a part of FSU/Pierpont.
4. The right to post signs and other advertisements of organizational activities that must be in compliance with FSU/Pierpont Policy.
5. The right to use an organizational mailbox for receiving and sending inter-campus communications. These mailboxes are located on the first floor of the Falcon Center. Officers of organizations should pick up their mail daily and share the information in announcements with other members of the organization at the next scheduled meeting.
6. The right to compete in annual events (i.e. sponsor a candidate for the Homecoming Court).
7. The right to participate in the annual campus Student Organization Fair.
8. The right to send representatives to leadership retreats and training.
9. The right to apply for conference registration funding through the University Provost and the Pierpont Community & Technical College Provost. (Subject to other eligibility criteria).
10. The right to apply for event funding from Student Government. (Subject to other eligibility criteria).

CHAPTER IV

PLANNING AND SCHEDULING A CAMPUS ACTIVITY

Any recognized student organizations, committees, boards, or department of FSU/Pierpont may plan an activity and publicize it on campus. In such cases, an FSU/Pierpont facility may be reserved by that organization or department for such activities. Advance planning and scheduling, therefore, are necessary to avoid several organizations requesting to use a facility at the same time. FSU/Pierpont has established policies and procedures for those wishing to schedule activities on campus.

To schedule an activity or meeting on campus, a Facilities Request, either in writing, e-mail or over the phone, depending on the location, must be submitted to the proper facility coordinator **no later than two weeks before the event**. Only Club Presidents and/or Club Advisors of a recognized student organization on campus should make requests for any facilities on campus. There are fees associated with reserving campus facilities. Student Organizations are exempt from some reservations fees and should consult the Director of the Falcon Center for a complete listing of facility costs for student organizations. There are several “free locations” available on campus for recognized student organizations to host events or set up informational booths/tables. Organizations must also pay a set up fee to the physical plant and/or Falcon Center staff for setting up or tearing down stages, chairs, tables, etc. for an event. You will be assessed the fee when you submit any Work Orders for the Physical Plant. You may also be assessed for any additional AV needs.

Any time you move tables or chairs in any room, you must put them back in their original order when your event is over. Failure to do this creates an inconvenience for the next group or class using that room. You must clean up after your events and keep to the times and dates you specified when reserving the rooms. We also ask that you are courteous with your noise levels.

FACILITY RESERVATIONS FOR MEETINGS AND EVENTS

***Classrooms are the suggested space for meetings.

For Reserving **Classrooms, MMB or MMA** on campus, please submit a form through <http://www.fairmontstate.edu/student-services/registrars/event-request> or email schedule@fairmontstate.edu. When emailing, please include:

- The name of your recognized student organization
- The room, date, and time of your function
- A brief description of your function
- Phone number in case someone needs additional information

For Reserving **Colebank Gym, Falcon Center Conference Rooms, Falcon Center Board Room, all Falcon Center Main Street areas (plus tables and chairs in the Nickel area), Falcon Center 1st Floor Foyer, and the Falcon Center Computer**

Lab 2, please call Rosemary Bonasso at (304) 367-4950 between 9am-1pm or email rbonasso@fairmontstate.edu.

For Reserving **Gym 1 or 2 of the Falcon Center**, please call Robin Yeager at (304) 367-4783.

For Reserving the **Falcon Center Pool**, please call Kevin Philyaw at (304) 368-7223.

For Reserving the **Feaster Center or Duvall-Rosier Field**, please call Dalene Horner at (304) 367-4220.

***Any community or non FSU/Pierpont groups wishing to reserve a facility on campus, please call the Event-Reservation Line at (304) 333-3777 or email event-reservations@fairmontstate.edu.

TIME PERIODS FOR CAMPUS MEETINGS

On Tuesdays and Thursdays, the activity period is from 12:30pm until 1:30pm. There will be no classes, tests or laboratory periods scheduled during this time. These twice-a-week activity periods are for the meetings and activities of both faculty and student organizations, although the meetings and activities may be scheduled at other times at the discretion of the student organization. Student Government meets regularly every Thursday at 12:30pm in 128 Hardway.

SCHEDULING THE USE OF MEETING ROOMS

Recognized student organizations who wish to schedule meeting space on a regular basis, such as every Tuesday at 12:30pm, may do so by requesting this as early as the end of the spring semester for the following year. If there are no conflicts, a tentative hold will be placed on the room for the organization. Confirmation of the scheduling will be made in the fall. Room assignments will be based upon the size of the requesting organization and need for accessibility for disabled members. Campus classrooms are the suggested spaces for regular club meetings.

Because of the limited number of meeting rooms, it is the policy of FSU/Pierpont to limit meeting times to one hour. If an organization finds it no longer requires the use of a room, the organization is requested to notify Rosemary Bonasso at 304-367-4950, as soon as possible.

MEETING AND EVENT ROOM GUIDELINES

1. All organizations using campus facilities for a meeting or event must reserve a time and room with the proper campus contact.
2. Only Club/Organization Presidents and/or Club/Organization Advisors of a recognized student organization on campus should make requests for any facilities on campus.
3. All organizations are requested to keep their meeting or event to the scheduled times.
4. It is preferable not to have food or drinks in the classrooms. If you plan to have refreshments for your meeting or event, please reserve space other than a classroom.
5. Because of fire regulations, lighted candles or smoking are not allowed in campus facilities.
6. All furniture and chairs in any campus facility are to be in their proper place after the meeting or event.
7. Organizations that do not clean their meeting or event rooms will be subject to a cleaning fee and possible loss of the room.
8. Smoking is prohibited in all campus facilities.
9. Meetings or events need to be finished before the particular campus facility or building closes.

ROOM DESCRIPTIONS

Classrooms

There are a variety of different class sizes and technological devices in each classroom on campus. Please contact schedule@fairmontstate.edu for more information. Classroom reservations are free for student organizations.

Conference Rooms in Hardway (#121 or #219) and Education Building (#303)

These rooms are reserved for special occasions, and are not typically available to student organizations, based on the high demand for their usage by administration, faculty, and staff. Please contact schedule@fairmontstate.edu for more information and availability.

Multi Media A & B Rooms in the Library

Both rooms have tiered style lecture rooms with state-of-the-art audio and visual equipment that is easy to use. Multi Media A has a seating capacity of 100, and Multi Media B has a seating capacity of 50. Multi Media A & B reservations are free for student organizations.

Colebank Gym

Equipped with carpet floor and it is located adjacent to the Falcon Center. It is 8,000 square feet and has a banquet style capacity of 450. Student organizations may also be assessed a fee for Room Setup for Colebank Gym.

Pricing

Half of Colebank Gym for no fee.

All of Colebank Gym \$150

Falcon Center Conference Rooms

The Conference Center is comprised of 6,900 total square feet. The conference center can be divided into three separate conference rooms (2,300 sq ft per room) with sound proof walls. It can also be opened up as one large room.

Conference Room 301 – 2,300 square feet, capacity 40

Conference Room 302 – 2,300 square feet, capacity 40

Conference Room 303 – 2,300 square feet, capacity 40

Conference Rooms opened as 1 – 6,900 square feet, capacity 140

Pricing

Conference Rooms (1, 2, or 3) – Full Day \$70, Partial Day \$50

Conference Area (All 3 Rooms) – Full Day \$200, Partial Day \$140

***Full Day – 4 hours or over

***Partial Day – up to 4 hours

Falcon Center Board Room

The Falcon Center Board Room is comprised of 1,042 total square feet and has a seating capacity of 40. The board room is equipped with state-of-the-art audio and visual equipment that is easy to use.

Pricing

Board Room - Full Day \$70, Partial Day \$50

***Full Day – 4 hours or over

***Partial Day – up to 4 hours

All Falcon Center Main Street areas (plus tables and chairs in Nickel area)

The Falcon Center's Main Street is a high traffic area that seems to be one of the most popular areas on campus. Table space can be reserved in the front, middle, or back of the main street area. In general, each area will accommodate two 8 foot tables with 4 chairs at each table. Setup and take down of the tables are included in the reservation. All Falcon Center Main Street reservations are free for student organizations.

Falcon Center 1st Floor Foyer

The Falcon Center 1st Floor Foyer is the area before the help desk of the Falcon Center on the 1st floor. In general, the area will accommodate two 8 foot tables with 4 chairs at each table. Setup and take down of the tables are included in the reservation. Falcon Center 1st Floor Foyer

reservations are free for student organizations.

Falcon Center Computer Lab 2

The computer lab is conveniently located on the third floor of the Falcon Center. Falcon Center Computer Lab 2 reservations are free for student organizations.

Gym 1 or 2 of the Falcon Center

Each gym is equipped with 2 full basketball courts. Both gyms have rubber flooring for multipurpose use. Gym 1 is located in front of the Falcon Center and it is 14,000 square feet. It has a banquet style capacity of 700. Gym 2 is located in back of the Falcon Center and it is 11,000 square feet. It has a banquet style capacity of 500, but there is no covering for the floor. Student organizations may be assessed a fee for Room Setup for Gym 1 or 2 of the Falcon Center.

Pricing

\$350 for Gym 1 or Gym 2

Falcon Center Pool

The pool is a 4 lane, 25 yard pool with individual lane markers. The pool depth ranges from 3 feet, 6 inches on each end to 4 feet, 6 inches in the middle. The average water temperature of the pool is 81°.

Pricing

The total cost to reserve the pool is \$190. The maximum capacity allowed is 50 people, which include swimmers and non-swimmers.

Feaster Center or Duvall-Rosier Field

Due to the number of athletic events on campus, please contact Dalene Horner or the Athletic Department for more information and availability.

***Please contact the Event-Reservation Line for prices for departmental or nonstudent organization events.

CATERING

All refreshments served at your student organization event must be catered through the campus Dining Services Food Provider, Aladdin. If you would like to file for an exemption to this policy, you must contact John Keller, the manager for Aladdin Food Services on campus. Please view the catering menu at Fairmont State University Dining Services at http://www.fairmontstate.edu/images/userimages/jkellar2/page_6263/fairmont%20catering%20guide.pdf. For further assistance with refreshments/catering for your event or meeting, please contact Cathy Basagic, the Catering Manager, at (304) 367-4090 or email cbasagic@fairmontstate.edu.

SECURITY

In the event of an emergency or crisis, you may reach Campus Police officers by calling (304) 367-HELP (4357) or just HELP (4357) from a campus phone. Please use this number *for emergencies only*. For questions or information, call the Department of Public Safety at (304) 367-4157. If you know of any student who has been involved in a crisis, please refer them to the Office of Student Affairs at (304) 367-4215.

RISK MANAGEMENT PLAN

All student organizations should plan their events carefully in order to minimize the possibility of accidents and injuries during their events. Make sure you inspect the premise before the event begins.

If you are planning an outdoor event, please have a backup plan for bad weather. It would be wise to also reserve a room on campus.

WORK ORDERS

When calling to request space, please be prepared to describe room arrangement. For example, be prepared to include the layout of tables and chairs; the number of tables and chairs; request of a podium; audio visual needs; and catering needs for your specific meeting or event. You may also be asked to provide a diagram of your preferred Room Setup. Some locations and setups on campus will require a Physical Plant Work Request to be submitted electronically. As a reminder, when requesting detailed Room Setups, your student organization may be assessed a fee. Simple Room Set Ups, such as a few tables and chairs, will not incur a fee.

AUDIO VISUAL NEEDS

For Audio Visual needs, please contact the Audio Visual Department at (304) 367-4172. In order to schedule audiovisual equipment, a faculty/staff member or club sponsor signature is required.

EVENT PLANNING TIPS

- 1.) Develop strategies for success
- 2.) Make a checklist
- 3.) Create a budget
- 4.) Consider logistics
- 5.) Plan publicity
- 6.) Evaluate the event

INVOCATIONS/PRAAYER/OPENING STATEMENTS

As a public institution, FSU/Pierpont foster a campus atmosphere in which interested members of the college community may freely express their religion and faith. Also, as a public institution, FSU/Pierpont are prohibited from giving any preferential treatment to a particular religion or faith. Recognizing the diversity of religious perspective, FSU/Pierpont, therefore, seek to respect the religious beliefs and avoid policies or actions that favor one particular faith over another.

ACTIVITIES FOR STUDENT ORGANIZATIONS

Intramural Sports

All students are encouraged to participate in the intramural sports program, whether in a team or individual sports. Entries must be from residence halls, organizations, sororities, fraternities, or independent groups of individuals. Intramurals assist in developing self-confidence, courage, and the ability to work as a team. The program encompasses over 30 sports ranging from flag football and softball to bowling and ping pong.

Information regarding intramurals may be obtained by contacting the Intramural Office, 367-4291.

Homecoming

This is the largest week of the year for activities and events. Homecoming signals the return of many alumni and friends to the Fairmont State University/Pierpont Community and Technical College campus. The Student Activities Club is charged with the planning and organization of all Homecoming student related events. A major attraction to the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, compete for prizes and awards in the float competition. The highlights of the week-long activities are the Homecoming dance and the football game with the crowning of the Homecoming queen and king by the presidents of Fairmont State University. Only active and registered student organizations in good standing with the Office of Student Activities may sponsor King and Queen Candidates. Before and following the game, there are many receptions and open houses for friends and returning alumni.

CHAPTER V

FUNDING SOURCES, REVENUE REPORTING AND BANKING

Eligible Student Organizations

Only those student organizations that have been recognized by Student Government and are registered and considered Active by the Office of Student Activities are eligible to apply for funding.

Categories Eligible for Funding

Qualifying Student Clubs and Organizations may use the Student Activity money to:

- Provide an event/ item/activity, which benefits/ entertains the community and/or student body while maintaining relevance to Club/Organization/ Fairmont State University/Pierpont Community and Technical Center mission and purpose.

Qualifying Student Clubs and Organizations *may not use* the Student Activity money to:

- Purchase drugs, alcohol, or weapons.
- Purchase foods outside of those provided by Aladdin Food Services for on-campus events.
- Support a partisan political individual, group, and/or event.
- Support or purchase items of a religious nature.
- Pay for items or events that do not comply with State, FSU, and Pierpont policies and procedures

Request Procedure for registration fees for state or national conferences and regional meetings of academic related meetings:

- A) Organizations within the FSU/4-year related majors should contact the Secretary to the Provost and VP for Academic Affairs for a detailed description of funding request procedure, criteria, and funding limitations. Requests are accepted and reviewed throughout the year until all budgeted funds have been committed.
- B) Organizations within the Pierpont Community and Technical College/2-year related majors should contact the Secretary to the Provost of the Community and Technical College for a detailed description of funding request procedure, criteria, and funding limitations. Requests are accepted and reviewed throughout the year until all budgeted funds have been committed.

External Bank Accounts

1. Recognized student organizations may, if they wish, maintain an external checking or savings account in the name of their organization, but such accounts are subject to audit by the business office or student activities office.
2. **The name Fairmont State, Fairmont State College, Fairmont State University or Pierpont Community and Technical College may not be given to the bank account of any club or organization. The account name should be the name of the student organization.**
3. The faculty/staff advisor must have their name listed on the account. The faculty/staff advisor must receive the monthly statement of the organization's bank account. The campus office address of the Advisor may be used for the mailing address on the bank account. The Advisor should also be the only person who can close or withdraw money from the account.
4. Most banks typically require a federal identification number in order to open a bank account. Student organizations may apply for a federal identification number in the same manner that they would apply for a tax exempt status. Do not attempt to use any federal identification number or tax exempt number associated with Fairmont State, Fairmont State College, Fairmont State University, or Pierpont Community and Technical College.

TAX EXEMPT STATUS

Any organization wishing to establish tax-exempt status can do so by calling the Tax Exemption department of the I.R.S. at 1-877-829-5500. When calling to establish your tax exempt status do NOT use the name Fairmont State, Fairmont State College, Fairmont State University, or Pierpont Community and Technical College. Use the exact name of the student organization. When calling to establish tax-exempt status, the IRS representative will also provide you with the needed information for applying for an Employer Identification Number for your student organization. This number can then be used to facilitate opening an external banking/checking account for the organization. Link to IRS <http://www.simplefilings.gov-tax.com/federal-ein/?s=GOOGLE>

Revenues

Any revenues (dues, proceeds from fundraisers, etc.) which a recognized student organization may generate must be deposited into the student organization's off-campus account. Funds in the off-campus account may be expended for any purpose approved by the student organization. Student fee funds may not be used to fund or partially fund a program for which revenues are generated.

USE OF THE FSU OR PIERPONT NAME OR LOGO

1. Student organizations are not permitted to use the Fairmont State University or Pierpont Community and Technical College institution name or logo on any promotional material, clothing item, or club membership memorabilia without the permission of the Director of Public Relations for FSU and/or Pierpont.
2. Student organizations are not permitted to use the Fairmont State University or Pierpont Community and Technical College institution name or logo on any fundraising item for sale by any student organization without the permission of the campus bookstore, and the Director of Public Relations for both FSU and Pierpont.
3. The name Fairmont State, Fairmont State College, Fairmont State University or Pierpont Community and Technical College may not be given to the bank account of any club or organization. The account name should be the name of the student organization.

FUND-RAISING ACTIVITIES AND GUIDELINES

Soliciting

“All solicitations and selling of products and articles upon property under the jurisdiction of the West Virginia Board of Directors is prohibited except by organizations and groups directly connected with the institution and upon written approval.” (P.B. 55-C)

On-Campus Sales (General)

Advance permission of at least two weeks must submit a fundraising request form. (Fundraising Request Forms may be found on the Student Life – Student Organizations web page). Sales are permitted **only** in approved FSU/Pierpont residence hall lobbies, designated areas in the Falcon Center, academic building lobbies, and approved outdoor locations. Door-to-door solicitation is prohibited. A facilities request must also be completed with the proper administrator in order to guarantee a location on campus for your fundraiser. Consult the Facilities Reservations chapter for details. A Work Request must also be completed if you will need a table or chairs set up for your fundraiser. These should be filled out by your campus advisor. You may be assessed a fee for detailed Work Requests.

On-Campus Sales (Food Sales)

Advance permission of at least one week must submit a fundraising request form. (Fundraising Request Forms may be found on the Student Life – Student Organizations web page). Bake sales may be approved simultaneously for different locations on campus and for “multiple day” bake sales with no limit on the number of allowable days so long as there is no conflict with another group in the same location. Bake Sales by two different groups will not be allowed on the same day in the same location. Any student group conducting an unauthorized sale will be subject to disciplinary action.

Off-Campus Sales

Student organizations wishing to solicit off campus must first consult with the Student Activities Director to review their plans to be orientated to local solicitation regulations. The City of Fairmont requires that all groups seeking solicitation permits in the city must file a registration statement giving the group’s name, national and state or local chapter, address, date established, names of officers and director, a copy of the group’s financial statement, and a copy of forms establishing the group’s tax-exempt status. Also, the general purpose of the fundraising, along with the names of the persons in charge of collection and distribution of proceeds need to be provided when applying for a permit.

Funds and Gifts

No individual, firm, group, organization or corporation is permitted to solicit funds through sales, services, or donations on the Fairmont State University/Pierpont Community and Technical College campus for either commercial or charitable purpose without authorization from the Fairmont State Foundation.

No student of Fairmont State University/Pierpont Community and Technical College has the authority to participate in the solicitation of funds by sales or through donations, with the intention stated or implied, that funds so received are to be used for the benefit of Fairmont State University/Pierpont Community and Technical College or the students of Fairmont State University/Pierpont Community and Technical College without written authorization of the Fairmont State Foundation. This limitation applies to activities, either on or off campus.

No individual, firm, group, organization or other agency has the authority to use the name of Fairmont State University/Pierpont Community and Technical College to secure funds for any purpose, by any means, without the written permission of the Fairmont State Foundation.

Lotteries and Raffles

Raising funds through the use of lotteries, raffles, or any other form of wagering is restricted by West Virginia State Law and the Fairmont State University/Pierpont Community and Technical College Regulations. Any on-campus lottery must first be approved by the Student Activities Office; student organizations contemplating an off-campus lottery should contact the Fairmont State Foundation.

A price charged for an item for sale or admission to the event must entitle the purchaser to something of full value for their money. The practice of offering for sale some item of little value whereby the holder may participate in a lottery drawing or other game of chance is prohibited.

The use of “door prizes” at dances or other social events is legal as long as those paying the price of admission are provided with full value entertainment for the price paid, and as long as the door prize drawing is incidental and uses only as a minor feature of the occasion. “Door prizes” may be solicited from local business firms.

Credit Card Sign-Ups

Credit card companies and cell phone providers periodically contact FSU/Pierpont seeking authorization to sign up students for credit cards and cell phone plans. Requests from credit card and cell phone companies or student organizations to sponsor such solicitation activities will be denied.

Sample REQUEST FOR FUNDRAISER
PLEASE SUBMIT THIS FORM ONLINE

Name of organization : _____

Type of fundraiser: _____

Location: _____

Date(s)/ Time : _____

Purpose : _____

Contact person : _____

Phone # and/ or e-mail: _____

Guidelines for On- Campus Bake Sales: To prevent violation of State Department of Health regulations, it is necessary that a bake sale is restricted to baked goods such as cookies, candy, pepperoni rolls, cake, pie, etc. **NO HOT FOOD WILL BE ALLOWED AT ANY BAKE SALE.** Also, all items must be wrapped prior to the sale.

APPROVED _____

REJECTED _____

Date: _____

Student Activities Director

PLEASE NOTE: If the fundraiser is to be held at a specific location on campus, please check with the proper administrator to submit a facility request form.

SAMPLE

BUDGET/FINANCIAL REPORTING TO YOUR GROUP

Creating and maintaining a record of revenues and expenses is crucial to the existence of your organization. It is impossible to run an organization effectively without knowing what funds are available. The treasurer of your organization must know how to create, maintain, and control the group's financial records.

The second important role of the treasurer is reporting the financial information to your group. The question most often asked is "How much is available for us to spend?" Knowing how to create a financial report will give both you and your organization a global picture of how your group is doing financially. The following guideline will assist you in preparing a financial report.

GUIDELINES

1. Include type of report (financial) and the time period the financial report is covering.
2. Total and list alphabetically each revenue description and amount.
3. Determine total revenues.
4. Total and list alphabetically each expense description and amount.
5. Determine total expenses.
6. At the bottom of the report include:
 - 1st- Total Revenues
 - 2nd- Total Expenses
 - 3rd- Profit or Loss
 - 4th- Beginning Fiscal Year Balance
 - 5th- Net Balance as of Present Date
7. Make comments that identify certain revenues and expenses. This will make the financial statement more coherent to persons not familiar with the total financial picture of your organization.
8. Include name, title and organization or person responsible for preparing the financial report.
9. Financial reports should be prepared monthly, quarterly, semi-annually and annually and reported to organization members.
10. The annual financial report should be used in preparing the new fiscal year budget.

CHAPTER VI

PUBLICITY RESOURCES

Publicity is often the key to success or failure of an activity or function. The following resources and guidelines are provided to assist in the planning and implementing of effective publicity for organizations.

Printing and Copying Materials

The FSU/Pierpont Copy Center provides a variety of printing services to the campus. Students and student organizations requiring printing services must secure a form from the Copy Center, which must be signed by the appropriate University or Pierpont official. All services must be paid for in the Copy Center before the materials can be secured. Copying machines are available for student use in the Library.

Posting of Signs and Notices on Campus

The following regulations regarding posters, signs, and public notices of any type have been established:

1. In order to comply with the Americans with Disabilities Act, all advertising literature of organizations sponsoring activities must indicate that the event will be made accessible to persons with disabilities, and auxiliary aids and services will be made available.
2. Posters, signs, and public notices of any type may be displayed only on general purpose bulletin boards. Posting material on any internal or external walls, doors, windows, walls or any other surfaces is prohibited. Using departmental bulletin boards and the Office of Student Activities bulletin boards & easels is prohibited.

3. Chalking of the walks or roads on campus is prohibited.
4. No commercial notices may be posted on campus.
5. Special exterior signs that announce activities of campus-wide nature may be displayed upon receipt of approval of the Student Activities Office in Colebank. These announcements generally include Student Government sponsored activities, platform speakers, major musical concerts, college dramatic productions, and varsity athletic events. Unusual requests will be referred to the Facilities Administration Council by the Student Activities Office.
6. No signs or posters advertising for off-campus businesses or organizations or private individuals will be permitted on the campus at Fairmont State University/Pierpont Community and Technical College. Special permission may be granted by the Student Activities Office.

Guidelines for the Posting of Special Exterior Signs or Banners

1. Exterior Signs (signs for outside of campus buildings) & Banners must be in good taste.
2. Requests to display Exterior signs should be submitted to the Student Activities Office in Colebank, ten (10) days in advance of the scheduled activity. Unapproved Exterior Signs will be removed and the organization will risk facing disciplinary action.
3. Requests to display Exterior Signs should:
 - a. be accompanied by a description of the sign to be displayed, including size, wording to be used, etc.
 - b. be accompanied by a location, limited to Bridge to Bryant Place, Front of Colebank Building, Banister outside of the Turley Building.
 - c. include how signs will be secured to the location. To ensure safety to students and to limit property damage, the Director of the Physical Plant, or his designee, will oversee this aspect.
4. Signs not secured by the Physical Plant must be removed by 4:00pm the day after the activity has concluded. An assessment for the removal of signs will be charged to the sponsoring organization if the organization fails to remove the signs the next day.
5. Organizations wishing to hang Banners in the campus buildings are limited to the Falcon Center Main Street Areas. The Banner size is limited to that of a Twin Size Sheet. The Banner must be displayed horizontally- or landscape in the layout. The Banner must first be approved by the Director of the Falcon Center or by the Director of Student Activities. The Banners must be ready to hang, with proper rope or twist ties secured to the Banner. Unapproved Banners will be removed and the organization will risk facing disciplinary action.

PUBLICATIONS

The Columns

The Columns, named for the eight stately columns at the front of the Hardway Building, is financed by student fees and advertising. Articles, photographs, and advertisements must be submitted in ten (10) days in advance for publication. Organizations will be billed at the current established rate for placing advertisements. For information/publication dates, contact the Office of Student Publications, Room 301 Jaynes Hall or the Columns-Mound Office, Room 206-I Jaynes Hall.

The newspaper, edited and written by student, reports and provides commentary on campus life. Copies of The Columns are placed on designated stands in every major building on campus.

Deadline for all publication dates is the **previous Wednesday by 12noon**. All material considered for publication must be received by this deadline.

Mound

The college yearbook, The Mound, published annually by a student staff, gives an illustrated chronicle of the year. The Office of Student Publications contacts all student organizations by mail in the fall to establish appointments for group photographs.

Off-Campus Publicity

The services of the Public Relations Office for both FSU and Pierpont are available to student organizations that wish to publicize events and programs that would be of interest to the off-campus community. The Public Relations Offices can disseminate news releases and calendar item notices to local newspapers and radio and television stations. Requests for these services should be submitted well in advance for publication.

CHAPTER VII

THE ROLE OF THE FACULTY/STAFF ADVISOR TO CAMPUS RECOGNIZED ORGANIZATIONS

The role of an active advisor is crucial to a successful organization. It is the advisor who provides the guidance, direction, leadership development, and continuity to the membership within an organization.

Listed below are common additional responsibilities of advisors to student organizations. The advisor is expected to:

1. Monitor all bank activity of the organization. The advisor's name must be on the bank accounts for the organization and advisors must review the monthly bank statements. The statements should be mailed to an advisor.
2. Keep the Office of Student Activities informed with any changes made to the status of the advisor for the organization, preferably in writing. An e-mail notification will suffice.
3. Be well informed concerning the principles of leadership, parliamentary procedure, and the constitution of the organization.
4. Explain compliance with University & Pierpont policy and laws of the community as they pertain to the functioning of the organization. The advisor is the link between the organization and the administration. Advise the student organization leadership on the mandatory attendance component for all of the Advisory Council meetings. In the event that a student representative cannot attend an Advisory Council Meeting, it is acceptable for the Advisor to attend in their absence. Attendance by the Advisor at Advisory Council Meetings is a suggestion, not a mandate.
5. Be familiar with the University & Pierpont facilities, services, and procedures that affect group activities.
6. Check all members' scholastic eligibility for membership each semester. Advisors should check at the end of each semester to ensure that members are maintaining the required academic standards.
7. Assist the president with preparing an agenda prior to each meeting.
8. Attend all executive committee meetings and general meetings as the advisor's schedule permits or as appropriate for the organization.
9. Assist the students in formulating group goals and objectives.
10. Know the membership and attend as many functions sponsored by the organization as possible.

11. Promote teamwork and cooperation among officers and members.
12. Guide the organization in the area of financial responsibility.
13. Review the treasurer's book at the end of each semester.
14. Check and approve all contractual agreements before they are made.
15. Critique official correspondence before it is sent out.
16. Assist in identifying and locating appropriate leadership workshops that can address the group's needs.
17. Mediate and teach organization leaders problem-solving techniques to resolve conflict within the membership.
18. Assist the membership with suggesting and planning programs that will provide opportunities for the accomplishment of the goals and objectives of the organization.
19. Lend continuity to the organization by serving for several consecutive years.
20. Be the individual designated and responsible for obtaining any member's GPA, as required by the organization in accordance with The Family Educational Rights and Privacy Act.
21. Check all candidates' scholastic eligibility for office prior to elections. Advisors should check at the end of each semester to ensure that officers are maintaining the required academic standards and advise officers as appropriate.
22. Let the organization make mistakes and accept responsibility for its decisions. The advisor is not responsible for the survival or demise of the organization.

CHAPTER VIII

LEADERSHIP

Much has been written over the years about the concept of leadership. It encompasses various aspects such as power, roles, purposes and goals, and in general, human relationships. Overall, it is still regarded as much more of an art than a science. As a student leader, you will learn that leadership thrives on a give and take relationship and, aside from sometimes being frustrating and time-consuming, it can be very rewarding.

If you have the desire to lead and want to be an effective student leader, you will assume the following roles:

- as a leader, you will build on your strengths and strive to develop the strengths of others.
- you will guide others through the process of reaching the destination or goal, focusing on helping others to make good decisions and learning from their experiences.
- you will motivate others to be creative and innovative in producing new ideas.

So before, or as, you assume your leadership role, you may want to learn as much as you can about being an effective leader and manager of people. The following resources are available in the Fairmont State University/Pierpont Community and Technical College library:

All student organization members and leaders should also make plans to attend the Annual Student Leadership Conference held every February on campus. It is sponsored and organized by Student Activities and Student Government.

LEADERSHIP RESOURCES

Burton L. Fischman, *Developing Leadership*, P.A.R., c1976, vi, p.328

Nancy C. Albert, *Allegany Community College*, Liberal Education 78:30-40, November/December 1992.

Nancy C. Albert, *Baylor University*, Liberal Education 78:40-1; November/December 1992.

Nancy C. Albert, *Brooklyn College*, Liberal Education 78:42-3, November/December 1992.

Grace Ann Hovet and Donna Vinton, *Combining curricular and co-curricular components for a comprehensive leadership development program*, Journal of College Student Development 34:307-8, July 1993.

Maggie A. Miller and J. Davidson Porter, *Designing effective leadership development program for selected campus populations*, Journal of College Student Development 35:38607, September 1994.

CHAPTER IX

Painting the Bell Guidelines

It is the responsibility of all student organizations and groups on campus to adhere to the following guidelines in regards to painting the bell on the Education Quad.

- There is no longer a “schedule” associated with painting the bell.
- All student organizations and campus groups are welcomed and encouraged to paint the bell in an effort to increase school spirit.
- Painting profanity or rude or inappropriate graffiti on the bell is strictly prohibited.
- Bringing anything to the bell other than spray paint is strictly prohibited (food products, weapons, water guns, buckets of paint, etc.)
- Painting anything other than the bell and the large rock adjacent to the bell is not permitted (furniture in the courtyard, buildings, grass, sidewalks, people, etc.)
- Do Not go into the buildings tracking paint through the halls and on the walls
- Guarding the bell in any way is not permitted. (Circling around the bell, new members guarding, etc.)
- At least one active member must participate in painting the bell.
- Violence towards another person is prohibited.
- Rearranging the furniture in the courtyard is not permitted (especially to use as a shield for the bell)
- Painting the bell is permitted ONLY between the hours of 8PM-8AM.
- Only one student organization or group can paint the bell in any given 24 hour period.
 - If you arrive to paint the bell, and someone else is already painting it, or it is obvious the bell was just painted/the paint is still wet, you must wait until the following evening to paint the bell.
- Any violation can result in multiple sanctions and/or punishments.
- Excessive violations (3 violations in one academic year) of the bell policy will result in the organization being removed from campus.

APPENDIX A: ORGANIZATION REGISTRATION FORM

Please submit this form on-line.

**Fairmont State University/ Pierpont
Community and Technical College Student
Organization Registration Form**

Name of Organization: _____
Print name of the organization as it appears on your constitution. Do Not Abbreviate.

Date: _____

Advisor(s) : _____ Phone : _____

Advisor campus e-mail: _____

President : _____ Phone : _____

President's campus e-mail _____

Vice- President : _____ Secretary : _____

Treasurer : _____

List of members: _____

Please include additional member names on the back of this page if needed.

Please attach a copy of your organization's constitution and by-laws if any changes occurred during this year.

APPENDIX B: FAIRMONT STATE UNIVERSITY/PIERPONT COMMUNITY AND TECHNICAL COLLEGE HAZING POLICY

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community.

Hazing may be defined as follows: to subject to cruel horseplay; to harass or punish by the imposition of disagreeable tasks; to frighten, scold, beat, or annoy by playing abusive tricks upon an individual.

Fairmont State University/Pierpont Community and Technical College prohibits any action that subjects a pledge, an initiate, or member of a student organization to activities that are personally demeaning or involves substantial risk of physical injury. This includes both organized rites of initiations, and informal activities.

Hazing may also include but is not limited to any brutality such as paddling; whipping; forced calisthenics; exposure to the elements; forced consumption of any food, liquor, or other substance; or any other forced activity which could adversely affect the physical health or safety of the individual; and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment or adversely affect the mental health or dignity of the individual. Students and student organizations involved in hazing activities are subject to institutional disciplinary action.

APPENDIX C: SAMPLE ACTIVITY REPORT FORM
FSU/Pierpont Student Organization Activity Report Form

Name of Student Organization: _____

Your Name: _____ Date: _____

Your phone number: _____ Your e-mail: _____

What is your role in the Organization: _____

Ex: Club Advisor, Club President, Club Secretary, Club Member, etc...

- Please complete this form for every **event or activity** your club hosted, held, or sponsored, *both on and off campus*, this year.
- Please return completed forms to the Office of Student Activities in Colebank within two weeks after the event.
- We want to know about the events your club organized, created, hosted, sponsored, co-sponsored, etc.. *not* the other events your club *attended* on campus that were sponsored by the campus departments, such as Athletics, Fine Arts, Intramurals, Student Activities, etc.
- Include *all* events: entertainment or educational events for students, informational booths/tables, Co-sponsorships with SG, fundraisers, social events for club members, etc...
- Include all events *off campus* as well, that your club hosted.
- Do not fill out a form for club meetings.

1) Name/Title of Event:

2) Day and Date of Event:

3) Event Time/Duration of Event: ___am/pm to ___am/pm

4) Location on campus:

5) Location off campus:

6) Brief Description of event:

7) Was there an Admission Fee to attend this event?

Yes, \$___per person Or No

8) How many people attended the event? Describe the attendance in terms of students, faculty, staff, and/or community. (Estimate if needed):

9) Did you *request* an Alcohol Permit for this Event?

Yes or No

10) Were you *granted* an Alcohol Permit for this Event?

Yes or No

APPENDIX D: SAMPLE CONSTITUTION

CONSTITUTION OF THE _____.

Article I: Purpose

The purpose of this organization shall be _____

Article II: Membership

Membership shall be open to all Fairmont State University/Pierpont Community and Technical College students. (This organization is an Equal Opportunity/Affirmative Action Organization in compliance with the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other applicable state and federal laws and regulations.)

Article III: Officers and Faculty Staff Advisor

3.1 The officers of this organization shall be:

- a. President
- b. Vice President
- c. Secretary/Treasurer
- d. (List other office titles)

3.2 The faculty/staff advisor of this organization shall be: _____.

Article IV: Duties of Officers

4.1 The duties of the President shall include:

- a. calling and presiding over all meetings of the organization
- b. appointing standing and special committees
- c. supervising officer elections
- d. representing the organization at official functions, or as appropriate

4.2 The duties of the Vice President shall include:

- a. performing the President's duties in the absence of the President
- b. promoting the purposes of the organization

4.3 The duties of the Secretary/Treasurer shall include:

- a. maintaining accurate minutes, records, and correspondence for the organization
- b. handling all publicity and other communications as necessary
- c. developing a budget, receiving all money, paying all debts, and keeping an accurate record of all revenues and expenditures.

4.4 Shared officiating duties shall include:

- a. At least one of the officers must attend all FSU/Pierpont Student Advisory Council Meetings.
- b. At least one officer will complete the Student Organization Registration Form each spring.
- c. At least one officer will attend the weekly Student Government meetings at least once a month.

Article V: Meetings

5.1.1 Regular meetings of the organization shall be held _____

5.1.2 Special meetings may be called by _____

Article VI: Election of officers

6.1.1 Members will be eligible to run for an executive position in the club that meets the following criteria:

6.1.2 All members are eligible to cast a vote in the election of officers and the election procedures are _____

Article VII: Amendments

7.01.1 Proposals for amendments to the constitution or by-laws shall be announced at a regular meeting and posted two weeks prior to consideration.

7.02.1 A 2/3 favorable vote of those members of the organization present at a regular meeting shall be required to ratify an amendment to the constitution/by-laws.