

Fairmont State University  
Pierpont Community & Technical College  
Student Organization Handbook

Maintained by Student Affairs

Questions? Contact the Director of Student Activities  
by calling 304-367-4705  
or e-mailing Laurie Johnston at [ljohnston@fairmontstate.edu](mailto:ljohnston@fairmontstate.edu).

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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 1984, 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 Technical College 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 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 24 hours or more of credit (four year related) and no standing credit shall be required for a two-year related organization.
3. Part-time students can be members and officers unless stipulated otherwise by the organization or national guidelines.
4. Each member of the organization, at the time of petitioning, must have a cumulative grade point average of 2.0 or above.
5. 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.)
6. Social fraternities and sororities must also maintain and present proof of liability insurance coverage. They must also be recognized by the Inter Pan-Hellenic Council to be active on campus, and adhere to any rules or criteria set in place by the Greek Life governing boards and Student Affairs Greek Life Advisors for membership.
7. Athletic Clubs must maintain and present proof of liability insurance coverage to the Club Sport 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.

#### **Procedures of Recognition**

1. A representative of the organization must appear before Student Government and present a written petition for recognition and its constitution and bylaws, names of the members and their faculty/staff advisor and their social security or FSU/PC&TC student ID numbers, and proof of liability insurance, if applicable. Student Government meets weekly on Thursdays in Room 128 of Hardway Building. All

meetings are open and any student is welcome to attend. Please make an appointment with the advisor to Student Government in order to be added to a meeting agenda, as well as instructed on the procedure for recognition. The Advisor to Student Government is located in the 300 Suite of Colebank.

2. The petition for recognition shall be tabled until qualifications can be verified by Student Government
3. A second reading of the petition shall be held at the next Student Government meeting.
4. The organization shall be recognized by Student Government if it has all the stated required qualifications.
5. Recognition is valid for one academic year. All student organizations must complete an Organizational Registration Form each spring and attend all Advisory Council meetings 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.
6. Social Fraternities and Sororities must first receive written approval from the Student Affairs Fraternity Greek Life Advisor for a new Fraternity or Student Affairs Sorority Greek Life Advisor 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 Advisor to Student Government, the Fraternity or Sorority may then follow the procedures for petitioning Student Government to become a recognized Student Organization on campus. They must also be recognized by the Inter Pan-Hellenic 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 CAMPUS ORGANIZATIONS

1. Each recognized group must have an advisor who is a member of the full-time faculty or staff of FSU/PC&TC. No person, however, may serve as an advisor to more than two student organizations at any given time.
2. Any function held on FSU/PC&TC facilities must terminate at 12:00 midnight, except when special permission for later hours has been granted by the Vice President for Student Affairs or his/her designee.
3. FSU/PC&TC 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 Janet Dudash, Robin Yeager or the IT Staff who scheduled the original Facilities Request.
5. Notification of any change of Advisor and/or Club President must be made, in writing, to the Director of Student Activities, in Room 305 Colebank.
6. In the spring 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 Student Organization Registration Form must be submitted to retain status as a recognized campus organization. No club is exempt from filling out this registration form. All clubs must also send a representative to all Advisory Council Meetings in order to remain active on campus.
7. 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.
8. Any organizational function at which an admission assessment is made must have advance approval from the Vice President for Student Affairs, located in Room 309 Colebank.
9. Fairmont State University/Pierpont Community and Technical College is not responsible for financial obligations incurred by recognized campus organizations.
10. All organizations are responsible for the fulfillment of all foregoing regulations. Failure to do so will be a major offense and the Vice President for Student Affairs or Student Hearing Board 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/PC&TC, or
  - D. By imposing other penalties as deemed appropriate by the Vice President for Student Affairs or the Student Hearing Board, as outlined in the Student Handbook.
11. All organizations must be in compliance with the “Americans With Disabilities Act.” The campus contact person is located in Suite 300 of Colebank, Student Affairs.
  12. Organizations must send at least one representative to each Advisory Council Meeting. There are approximately 3 Advisory Council meetings each semester.
  13. All organizations must regularly check their campus mailboxes located in the 1<sup>st</sup> floor of the Falcon Center. All club Presidents must also regularly check their FSU/PC&TC 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 Fraternity or Sorority Advisor.
  15. All Athletic Clubs must maintain and present proof of liability insurance coverage to the Club Sport 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.
  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/PC&TC can assume no financial responsibility for activities sponsored by campus organizations.)
3. Included in student publications as a part of FSU/PC&TC.
4. Eligibility for a seat on the Advisory Council.
5. The right to post signs and other advertisements of organizational activities that must be in compliance with FSU/PC&TC Policy.
6. 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.
7. The right to compete in annual events (i.e. sponsor a candidate in the Homecoming Court).
8. The right to participate in the annual campus Student Organization Fair.
9. The right to send representatives to leadership retreats and training.
10. The right to apply for conference registration funding through the Provost and the President of Pierpont Community & Technical College. (Subject to other eligibility criteria).
11. The right to apply for event co-sponsorship with Student Government. (Subject to other eligibility criteria).

## CHAPTER IV

### **PLANNING AND SCHEDULING A CAMPUS ACTIVITY**

Any recognized student organization, committee, board, or department of FSU/PC&TC may plan an activity and publicize it on campus. In such cases, an FSU/PC&TC 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/PC&TC 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.

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.

For Reserving **Classrooms** on campus, please **e-mail Ladai Harris** at [Ladai.Harris@fairmontstate.edu](mailto:Ladai.Harris@fairmontstate.edu).

When e-mailing Ladai, 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 she needs additional information

For Reserving **Conference Rooms in Hardway or Education Building**, see Janet Dudash in the President’s Office, Room 222 Hardway Building. You must have permission from the Education Department to use their Conference Room before going to Janet Dudash.

For Reserving the **Turley Ballroom, Colebank Gym, the Multi Media** rooms in the **Library**, or the **Main Street areas** or **Conference Rooms** of the **Falcon Center**, or the use of **121 Hardway**, please call the Information Technology Help Desk at 367-4810.

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

## **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 HB.

## **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.

Because of the limited number of meeting rooms, it is the policy of FSU/PC&TC 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 Ladai Harris, or IT if they made the reservation by calling 367-4810, as soon as possible.

## **MEETING ROOM GUIDELINES**

1. All organizations using campus facilities for a meeting must reserve a time and room with the proper campus contact and complete a Facilities Request. Most classrooms are reserved through Ladai Harris. Please e-mail Ladai at [Ladai.Harris@fairmontstate.edu](mailto:Ladai.Harris@fairmontstate.edu). You may reserve 121 Hardway and Multi Media A & B of the Library through the IT Dept. by calling 367-4810.
2. Only Club Presidents and/or Club 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 to the scheduled times.
4. No food or drinks are allowed in the rooms.
5. Because of fire regulations, lighted candles or smoking are not allowed in meeting rooms.
6. All furniture and chairs in the meeting rooms are to be in their proper place after the meeting.
7. Organizations that do not clean their meeting rooms will be subject to a cleaning fee and possible loss of the room.
8. Smoking is prohibited in all facilities.

## **INVOCATIONS/PRAYER/OPENING STATEMENTS**

As a public institution, FSU/PC&TC 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/PC&TC are prohibited from giving any preferential treatment to a particular religion or faith. Recognizing the diversity of religious perspective, FSU/PC&TC therefore seek to respect the religious beliefs, and avoid policies or actions that favor one particular faith over another.

## **ACTIVITIES FOR CAMPUS ORGANIZATIONS**

### **Intramural Sports**

All students are encouraged to participate in the intramural sports program, whether in 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 backgammon and horseshoes.

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. Student Government is charged with the planning and organization of all Homecoming related events. A major attraction to the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in the float competition. The highlights of the week-long activities are the student dance and the football game with the crowning of the Homecoming queen and king by the president of the University. 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 in the Student Affairs Office are eligible to apply for funding. Each of these organizations must also have a representative on the Student Advisory Council. Any organization that is of partisan political or religious nature or is selective in membership (Example: fraternities, sororities) is **not** eligible for funding.

#### **Categories Eligible for Funding**

Funds may be requested and extended only for the following purposes:

- Registration fees for state or national conferences and regional meetings of academic related meetings.
- Co-sponsorships for events with Student Government.

Funds may not be requested by student organizations for equipment or for expenditures which are not allowed by state purchasing procedures (Example: alcohol, etc.).

These funds may *not* be used to support class field trips.

#### **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 (210 Hardway Building) 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 President 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.

#### **Request Procedure for Co-Sponsorships for events with Student Government:**

- A) Recognized student organizations in good standing with the campus and Advisory Council may submit a request for Co-Sponsorship for Event Funding in March of every year. These requests can only be submitted for events that will be open to all students on campus. These requests will be for an event to occur in the following academic school year. Mid-year requests for funding/co-sponsorships with Student Government will not be granted. Admission Fees cannot be charged for such events.
- B) Student Government will make all Co-Sponsorship request decisions based on the interest of students on campus, the standing of the organizations within the Advisory Council and on campus, and the availability of funds.

## 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.

## Revenues

Any revenues (dues, proceeds from fund raisers, 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.

## FUND-RAISING ACTIVITIES AND GUIDELINES

### Soliciting

“All solicitations and selling of products and articles upon property under 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 be obtained in writing from the Vice President for Student Affairs in Room 309A Colebank before any recognized campus organization may conduct a sale on campus (excluding food sales). (Fundraising Request Forms may be picked up from Jane Delbrook in 309 Colebank.) Sales are permitted **only** in approved FSU/PC&TC 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 filled out with the proper administrator in order to guarantee a location on campus for your fundraiser. 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 will be assessed a fee for Work Requests.

### On-Campus Sales (Food Sales)

*Advance permission of at least one week* must be obtained in writing from the Vice President for Student Affairs in Room 309 Colebank before any recognized campus organization may conduct a food sale. (Fundraising Request Forms may be picked up from Jane Delbrook in 309 Colebank) 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 Director of Institutional Advancement to review their plans to be orientated to local solicitation regulations. The Office of Institutional Advancement is in the Erickson Alumni Center, which is located across from Fairmont State University/Pierpont Community and Technical College at 1300 Locust Avenue. 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 in writing from the Director of Institutional Advancement.

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 Director of Institutional Advancement. 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 Director of Institutional Advancement.

## **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 Vice President for Student Affairs; student organizations contemplating an off-campus lottery should contact the Director of Institutional Advancement.

A price charged for an item for sale or admission to 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 so long as those paying the price of admission are provided with full value entertainment for the price paid, and so 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/PC&TC 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

Name of organization : \_\_\_\_\_

Type of fundraiser: \_\_\_\_\_

---

Location: \_\_\_\_\_

Date(s)/ Time : \_\_\_\_\_

Purpose : \_\_\_\_\_

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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 be 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: \_\_\_\_\_

Michael Belmear  
Vice President for Student Affairs

**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 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:
  - 1<sup>st</sup>- Total Revenues
  - 2<sup>nd</sup>- Total Expenses
  - 3<sup>rd</sup>- Profit or Loss
  - 4<sup>th</sup>- Beginning Fiscal Year Balance
  - 5<sup>th</sup>- 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.

#### **Targeted Mailings**

Student organizations may submit requests for sets of student mailing labels for the purpose of membership solicitation and notification of targeted groups of students about sponsored activities. Labels can be generated which are highly selective. For example, you can request a set of mailing labels that includes only freshmen and sophomores in a certain major. Using this method, you can keep your postage costs down and target students who are most likely to be attracted to your organization and its activities.

Contact the Vice President for Student Affairs for the mailing label request form. After you have completed the form, an approval signature must be obtained before the form can be processed. There may be a small charge for the cost of these labels or listings, and plan on **submitting your request at least two weeks** in advance when you will need the labels. Listings or mailing labels obtained this way may **not** be released to external vendors or other persons.

#### **Printing and Copying Materials**

The FSU/PC&TC Print Shop provides a variety of printing services to the campus. Students and student organizations requiring printing services must secure a form from the Print Shop, which must be signed by the appropriate University officials. All services must be paid for in the Print Shop 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 bulleting 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 Vice President for Student Affairs in Room 309 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 Vice President for Student Affairs.
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 Director of Student Activities.

### **Guidelines for the Posting of Special Exterior Signs or Banners**

1. Exterior Signs & Banners must be in good taste.
2. Requests to display Exterior signs should be submitted to the Director of Student Activities in Room 305 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 on campus 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 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 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 Office 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. These offices are in 203 Hardway Building.

## **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 advisor.
2. Keep the Office of Student Activities informed with any changes made to the status of the advisor for the organization.
3. Be well informed concerning the principles of leadership, parliamentary procedure, and the constitution of the organization.
4. Explain compliance with University 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.
5. Be familiar with the University facilities, services, and procedures that affect group activities.
6. Assist the president with preparing an agenda prior to each meeting.
7. Attend all executive committee meetings and general meetings as the advisor's schedule permits or as appropriate for the organization.
8. Assist the students in formulating group goals and objectives.
9. Know the membership and attend as many functions sponsored by the organization as possible.
10. Promote teamwork and cooperation among officers and members.
11. Guide the organization in the area of financial responsibility.
12. Review the treasurer's book at the end of each semester.
13. Check and approve all contractual agreements before they are made.

14. Critique official correspondence before it is sent out.
15. Assist in identifying and locating appropriate leadership workshops that can address the group's needs.
16. Mediate and teach organization leaders problem solving techniques to resolve conflict within the membership.
17. Assist the membership with suggesting and planning programs that will provide opportunities for the accomplishment of the goals and objectives of the organization.
18. Lend continuity to the organization by serving for several consecutive years.
19. 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.
20. 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.
21. 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:

### **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.

**APPENDIX A: SAMPLE ORGANIZATION REGISTRATION FORM**

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

Name of Organization: \_\_\_\_\_  
*Print name of organization as it appears on your constitution. Do Not Abbreviate.*

Date: \_\_\_\_\_

Advisor(s) : \_\_\_\_\_ Phone : \_\_\_\_\_

President : \_\_\_\_\_ Phone : \_\_\_\_\_

President's campus e-mail \_\_\_\_\_

Vice- President : \_\_\_\_\_ Secretary : \_\_\_\_\_

Treasurer : \_\_\_\_\_

List of members: \_\_\_\_\_  
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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 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*

3.01 The officers of this organization shall be:

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

3.02 The faculty/staff advisor of this organization shall be:\_\_\_\_\_.

#### *Article IV: Duties of Officers*

4.01 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

4.02 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

4.03 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.

4.04 Shared officiating duties shall include:

- a. At least one of the officers must attend all FSU/PC&TC Student Advisory Council Meetings.
- b. At least one officers will complete the Student Organization Registration Form each spring.

***Article V: Meetings***

5.01.1 Regular meetings of the organization shall be held\_\_\_\_\_

5.01.2 Special meetings may be called by\_\_\_\_\_

***Article VI: Amendments***

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

6.01.2 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.