

Regent University

Student Organization

Handbook

2011-2012



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Why Do I Need a Handbook?

This handbook is designed to help you as a leader and your organization as a whole. Within these pages you will find information that will help answer questions that you may have about the policies of Regent University, Student Services, and the Office of Student Life and how they relate to you. Additionally, you will find that this book covers all the finer points of being in a student organization at Regent from how to get started, to running an account, and beyond. Also, in the back section you will be pleased to discover several quick reference documents that you can utilize when you're in a hurry. This handbook exists as a resource to benefit you and your organization, so use it often.

Student Life, Student Services, and You

Any official student organization is required to meet the rules of the Student Services Division of Regent University. The mission of Student Services is: *to facilitate the academic achievement, personal growth and quality of life of Regent students as Christian leaders transforming society.* As a result, you are encouraged to become acquainted with not only the mission of the division but also its departments, which include, Community Life, Campus Ministries, Student Housing, Career Services, International Student Services, Regent Ordinary, Regent Bookstore, and Student Life. As a member of a student organization you will work most closely with the Office of Student Life. Your organization's charter is granted through this office, and all events that you host must be approved by this office. Student Life should be your contact for support and assistance for anything related to your student organization.

Starting a Student Organization

Regent is currently home to 50 student organizations with each having its own unique mission and purpose ranging from academic to community service to professional development. However, there is always room for more. If you would like to be recognized as an official on-campus organization you must obtain a charter from the Student Life Office. In order to do this you are required to complete the following steps:

1. Obtain an Application for Charter from Student Life. (Included in Appendix)
2. Enlist a faculty or full-time staff member of your choice, who would be willing to become involved and act as Advisor to the group. (Academic Honor Societies must have a faculty advisor.)
3. Present the Application for Charter to the Director of Student Life.
4. The application will be reviewed and given tentative approval by the Director of Student Life, based upon the group's consistency with Regent University's mission and sufficient student interest in the group to warrant recognition as a student organization.
5. Once granted tentative approval, the group has 3 months to submit a completed original charter form (with officer's names) and constitution to the Director of Student Life in order to receive full recognition. During this 3 month period, the group can advertise to the campus community to build interest and recruit new members. (See appendix for Constitution Development Help Sheet and a sample document)

- 6. Officers must be students in good standing (according to both academic and disciplinary standards). They cannot be on academic or university probation, or have any holds on their records. The Director of Student Life will communicate with the Registrar's office to determine eligibility.**

*In order to be approved, a new student organization must serve a function that is not currently being performed by an active organization on campus.

Already In a Club?

Each student organization must re-register at the beginning of each school year to be recognized as active. This process requires each organization to submit an application for charter renewal and an annual written report to the Office of Student Life. If an Application for Charter Renewal has not been received within one month after the beginning of the Fall academic term, it will be presumed the organization does not actively exist and will be removed from the roster of student organizations. If an organization is inactive for two consecutive years, any funds left in its on-campus account (see "Dealing with Money" below) will be transferred to a student organization that closely matches the mission of the inactive group. If such an organization does not exist, the funds will be transferred to the Student Emergency Fund to give assistance to students in need. **Additionally, the Office of Student Life reserves the right to revoke the charter of an organization if its actions become incompatible with the University's mission and policies.** Officers of each organization must remain in good standing during their tenure in office, and may be required to step down from their positions if their standing changes.

Working With Your Advisor

Each student organization at Regent is required to have a faculty or staff member registered as its advisor. The role of an advisor is critical to the success of your group. It is the advisor who serves as the direct link between your organization and the school. He/she is also there to help you grow as an individual member, ensure that your organization prospers as a whole, and that it is able to remain active. As a result, there are several responsibilities that come with acceptance of this position. These are:

1. Ensure accurate records are kept with the Office of Student Life.
2. Be aware of all activities and functions of the organization.
3. Communicate all Regent University policies as well as all other regulations relevant to any activity which the organization may engage.
4. Meet with the Office of Student Life to discuss matters relevant to the organization as needed.
5. Ensure national and local affiliations are maintained, if they exist.
6. Ensure a smooth transition between officers each year.
7. Be aware of any policy violations and subsequent disciplinary measures that may be affecting the organization.

8. Provide necessary guidance in regards to all group activities and membership development.
9. Maintain familiarity with University services and offices that are related to the functioning of the organization.

Your Responsibilities to Your Advisor

Advisors are asked to do a lot for the organizations that they represent. However, this does not mean that your relationship with him/her is a one way street. In fact, you should communicate with your advisor frequently and work hard to make it easy for him/her to be involved with your organization. Remember that an advisor is a very important member of you organization who just so happens to have a very busy life that is often filled with career, family, and civic responsibilities. As such, there are several things that you as a leader in your organization should do in order to have a healthy relationship with your advisor.

1. Provide information on all group activities and events taking place or in the planning stages.
2. Make aware of any problems or challenges related to organization-sponsored activities.
3. Communicate changes in group leadership and roster.
4. Give advisors ample time to sign documents, respond to emails, return phone calls, etc.
5. Keep well-informed on any activity involving group funds.
6. Make sure that official meetings are held at a time when your advisor is available and able to attend.
7. Inform him/her of any changes involving the organization's constitution.
8. Follow the wisdom and guidance that your advisor provides to you.

Let's Get Together (Meetings)

An official meeting of an organization is a gathering of only its members, advisor, and perhaps a guest speaker from within the Regent community. In the occurrence of such a meeting, you do not need to register it with the Office of Student Life*. You will, however, need to secure a place to meet. To do this you will have to complete the online room reservation form at:

<http://www.regent.edu/admin/reservation/>. If the event is open to non-members or includes an outside speaker, it must be registered through the completion of the Special Event Application, which will also serve as your room reservation request. Special Event Applications can be found online at: http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm

*Law organizations should notify Anna Becker of **ALL** regular meetings by email at abecker@regent.edu. Ms. Becker will assist law groups in reserving rooms for regular meetings.

Running an Event

Any activity put on by a student organization outside of the context of a regular meeting is considered an event that must be registered by submitting the application mentioned above. Each student involved in planning events for your organization should attend an event planning workshop offered by Administrative Services and Student Life. Every organization must have at

least one member attend this annual workshop in order for the group to be approved to hold events. In order to successfully run an event on campus, please view the “Guide to Event Standard and Policy” which can be found at:

<http://www.regent.edu/admin/admsrv/documents/guidetoeventstandards.pdf> (for additional aid, also see “Quick Event Guide” found in the Appendix). It is worth noting, however, that there are different types of events whose execution requires adherence to specific guidelines and regulations. Here we will address these events individually and outline their surrounding policies.

Events with an Outside Speaker

The University reserves the right to approve on-campus speakers. Such guests must in some way contribute to the mission and vision of the University and must agree in advance to conduct themselves in a manner consistent with traditional Christian values. This includes the avoidance of profane language, slanderous statements, and advocacy of violent change or government overthrow. If your event will include a special speaker (someone not directly connected to Regent), you must also complete the Request for Speaker form at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm prior to inviting him/her to speak.

Political Activities

Regent University recognizes that a campus community should be a place that fosters the free exchange of information and encourages its students to share ideas and feelings in a respectful manner. Accordingly:

- A. Student organizations may conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides). They may also sponsor voter registration and get-out-the-vote drives.
- B. A student organization may invite political candidates (in their capacity as candidates or in their individual capacity) to speak at its events. In such a situation the student organization is not required to ensure that the event is conducted in a nonpartisan manner. Candidates are also free to appear at organization events that are open to the public.
- C. Regent University may allow student organizations to use institutional facilities and funds allocated to them for partisan political purposes, provided that such groups pay the normal charges. If funds are allocated by the University to a student organization, the student organization may determine what activities those funds may be used for, **provided** such use is aligned with the goals and mission of Regent University. Care **must** be taken to **avoid** the appearance of any endorsement by Regent University.
- D. Student organizations may post signs and banners of a partisan political nature, as well as distribute campaign and other political literature on campus or elsewhere, provided that any such communications **clearly** state that that they represent the views of the student organization and **not** the University. Such postings and distributions shall be coordinated

through Student Services, and shall comply with all procedures and guidelines generally applicable to student organizations.

- E. If a student organization wants the University to announce that organization's event, the organization shall coordinate through the Office of Student Services. In such an event, the University may, in its discretion, post via e-mail a notice of the event, but shall clearly state that the event is sponsored by the student organization and not the University.
- F. **Any time a student organization engages in activity of a political nature it must be made clear that its actions reflect the views of its membership and event participants and not those of Regent University.**

Of course any event and speaker that is political in nature must be approved through the standard event and speaker approval processes.

Movie Showing

Any time a film is shown publically it must be done in accordance with all applicable copyright laws. This means that each public showing of a movie (or TV series on DVD) must be done with the permission of its distributor. What is a public showing? It is any showing that occurs outside of the normal home environment. The one exception to this is in regards to movies shown in a class by a faculty member for educational purposes where copyright permission is not required by law. If you would like to put on a public showing of a movie for your organization or the campus community you must obtain public viewing rights first. Additionally, no student organization may charge a fee for the viewing of a film at one of its events.

Getting permission for showing most films is fairly simple, although, for some rare or international films, it may prove to be a bit trickier. Most "mainstream" films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors:

- SWANK Motion Pictures, Incorporated – the web site for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- Criterion – Their web site is www.criterionpic.com, and their phone number is 1-800-890-9494.

Remember, copyright permission often costs money to secure. The only way for you to determine this is to contact the distributor, explain under what context the film will be shown, and see what they can do for you. Have all the information handy about your event when you do this.

Once you have obtained the rights, you will receive a written record of your permission to show the film. Your permission confirmation needs to be submitted to the Office of Student Life in order for you to receive approval for your event.

Events with Music or Dancing

Dancing shall be tasteful, i.e. no body slamming, dirty dancing, immoral or lewd dancing. The library atrium and other rooms on campus are only available for dancing on a case-by-case basis. All music should be played in a manner respectful to those in the area surrounding the event. It will be necessary to notify the Libraries and the schools in the adjacent buildings if the event occurs during scheduled class times, and to obtain their approval of the event.

Fundraising

Regent University is fully supportive of the charity and fundraising efforts of our student organizations. As a Christian University, it is important that we model Christ-likeness to those in need in our communities. In order to best provide the support needed to student organizations in their philanthropic efforts, all fundraising or charity collection efforts must be coordinated through Student Life. Additionally, any fundraising that involves direct solicitation of funds from individuals on behalf of the University or where donors may have an expectation of receiving a receipt must be coordinated through the Office of Advancement, which the Director of Student Life will assist you in doing.

All fundraising/charity actions taken by an organization are considered events and are subject to the same rules and policies. All funds collected at an event marketed to exist for the advancement of a charity must be donated to that specified charity and no other group. The only exception to this would be the use of funds to reimburse specific members who may have purchased items necessary to the success of the event when there are no organizational funds available to do so. However, all such reimbursements must be coordinated through the Business Office. All print materials for the fundraiser should state where the proceeds will be donated. Please be aware that collection drives cannot be longer than 2 weeks, and only one collection drive can occur at a time. Collection boxes should be covered with colored paper (like bulletin board paper) or wrapping paper to make them aesthetically pleasing.

Off-Campus Events

All events held outside of the University's campus must be registered with Student Life at least three weeks prior to its occurrence. This is done by submitting an Off Campus Special Event Request which can be found at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm. It should be noted that all standards of behavior and University policy relating to on-campus events are applicable to off-campus events as well. Furthermore, Regent University will assume no liability for any event held off campus by a student organization or subsequent issues resulting from such an event. In such an occurrence, liability will be assumed by the sponsoring group. Certain events may require that all participants sign a liability release prior to the event taking place. (See Appendix)

Dealing with Money (The Business Office)

All registered student organizations should have an account with the Business Office to manage their funds. Setting up an account with a bank or simply having an organization member manage your money outside of a business office account is not appropriate. If you are in the process of establishing a new organization, a copy of your approved charter should be presented to the Business Office in order to obtain an agency fund number. Heather Dowling is your main point of contact for establishing an account in the Business Office. You can contact her via email at heatdow@regent.edu. When you receive your agency fund number, you must then inform the Director of Student Life. Use this number for all deposits and withdrawals from your organization's account. Expenses which are internal to the University such as Copy Services, Facility Services, and the Ordinary are paid by a transfer of funds. You will submit your fund number at the time of requesting these services and the charge will be made to your account and credited to the appropriate University department.

Also, upon creation of an account, student organizations will be required to complete a signature card and update its information annually. Contact Accounts Payable to take care of this. The signature card indicates the individuals from the organization who are authorized to sign off on expense reports, cash advances, check requests, etc. Generally, the president and the treasurer are listed on this card, with a maximum amount that they are pre-authorized to sign for on each request. Additionally, the advisor is usually listed as the person authorized to sign for all expenditures over the maximum allowed for student members. (Note, this does not mean that only people listed on the signature card are allowed to request money for organization-related expenses. All expense requests must be signed and approved by one of the people authorized on the signature card.)*

* Law organizations that receive funding from the School of Law should follow the procedures for spending money that are established by the School of Law. For any questions, they should contact the Assistant to the Associate Dean for Administration, Sue Stewart, at 757-352-4554 or susaste@regent.edu

How to Spend/Deposit Your Money

In order to conduct a business transaction all organizations must complete the proper form and submit it to the Business Office. These forms can be obtained online at www.regent.edu/admin/busoff/online_forms.cfm. Include student's full, real name (not nickname) on each form. When filling out any form, please include detailed information (Who, What, When, Where, and Why) in the description section. Regent has certain rules regarding what expenses might be reimbursed and has other restrictions on the use of the forms below. You should contact the Business Office to obtain a copy of the current rules and restrictions.

Types of Forms

Check Request: used to request payment prior to receipt of a good or service. Must attach any additional documentation (such as an invoice) and include detailed information about the event.

Expense Report: used to request reimbursement for all business expenditures, including hospitality items, supplies, auto rentals, convention/seminar fees, etc. This form is also used to reconcile previously issued cash advances and must be turned in within 5 days after the event.

Cash Advance: used to procure money to be used for small hospitality purchases or other types of purchases that cannot be ordered through the Purchasing Office. **Minimum request of \$150.** An Expense Report must be filled out within 5 days after an event to account for all monies given with a Cash Advance. Failure to account for advanced monies in a timely manner will result in hold on your student account.

Deposit Form: Form used to deposit money to an organization's account.

Gift Card Authorization: Used to obtain pre-approval for purchasing gift cards. Once the gift cards are purchased, an expense report should be submitted to request reimbursement. Include the names of the recipients on the expense report.

Tax Exemption: Regent University is exempt from Virginia state sales tax and has a tax exemption number that may be used when purchasing supplies or items at the grocery or other retail store.* To do this, print a copy of the tax exempt form online and present it at the point of purchase. If you will be shopping at Wal-Mart, you must obtain a copy of the Wal-Mart tax exempt card from Student Services prior to your shopping trip, rather than taking the printed online form.

*The exemption does not apply to catered food.

Transfer of Funds: Used to transfer money from one University account to another.

Funding

The vast majority of an organization's funding should come either from member dues, fundraising efforts, or donations. However, additional event funding may be available from the Office of Student Life, COGS, or RUC, if the proposed event fits the mission of the University and is deemed to be a benefit to the campus community. It should be noted that those organizations are at their own discretion for determining if an event shall be granted money from their budgets and, if so, how much will be donated. RUC has a specific funding request process for new student organizations to request assistance with initial operating costs associated with promoting interest meetings or organizing fundraisers. Contact the current RUC executive board by emailing RUC@regent.edu. Please note, that RUC can only provide assistance to organizations that are open to Undergraduate students. In the event an organization's charter is terminated, all residual moneys will be transferred to a student organization that closely matches the mission of the terminated group. If such an organization does not exist, the funds will be transferred to the Student Emergency Fund to give assistance to students in need.

Communicating with Others

Email Accounts

Any organization with a regular charter can establish an @regent.edu email account for your student organization through the IT department. To do this, select the "Email Account Request"

link from this page: <http://www.regent.edu/it/forms/> You will need to list the Director of Student Life as the “Supervisor’s Name” so that IT can confirm whether or not you are a recognized organization with the Office of Student Life. Once the account is set up, any person who is listed as a recipient will be able to access the account through MyRegent. When a student is logged in to MyRegent and accesses his/her student email account, there will be an arrow next to the student’s name in the top right corner of the page. Click on that arrow, then type in the organization’s email address in the box that appears. The correct account should come up as an option, and just needs to be clicked to open it. The account recipients should be updated each time there is a change in the leadership of the organization. Contact the IT help desk at helpdesk@regent.edu to request these changes.

Publicity and the Media

Student Organizations are not authorized to contact local media outlets to promote their organization or upcoming events. If you would like to have local media notified about your activities, you will need to work through the university’s Public Relations department to do so. You can contact them at proffice@regent.edu. Our PR department would love to hear about the great things that your organization and your members are doing! If you have something that you think would make a great story on the Regent homepage, please contact our PR department.

Advertising Your Organization and Its Events

You can advertise your organization and its events in several ways. The best way is word of mouth from your members to others. Students are more likely to attend an event or meeting if they are personally invited by someone else. That being said, you can’t reach the masses with word of mouth alone. The following information will help you get your information out in various ways:

1. Mail and Copy Services has a bulletin board in every building on main campus, and they will post your fliers for you. Just send 6 copies of your flier to them (LIB 105). (Publicity materials shall be posted only on bulletin boards. Under no circumstances shall any publicity material be placed, written, or painted upon any surface [interior or exterior] including, but not limited to, trees or shrubs, poles, signs, doors, windows, walls, elevators, sidewalks or other campus structures.)
2. Student Services sends out a weekly email to all local students each Wednesday morning. To have your information included, send a brief “blurb” to stusrv@regent.edu. Undergraduate Student Services also sends out emails with event information. To ask for yours to be included, email undergradservices@regent.edu (keep in mind your event must be geared towards undergrad students for them to promote it).
3. Student Services maintains the flat screen tv in the Student Center lobby. You can submit a power point slide to stusrv@regent.edu to have your information displayed there.

4. The university maintains a master calendar of events, and once your event/meeting is approved through the event application process, you can submit it to be posted on the calendar at <http://www.regent.edu/events/calendar/> (select “Submit an Event” at the top right of the page).
5. Connect with other student organizations and work together to promote events. Student Services will host regular meetings with student organization leaders, and will provide an opportunity for groups to share announcements at these meetings.

APPENDIX

Event Quick List

1. Fill out Special Event Application Form

The form can be found at

http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm. Once you have completed the application submit to Carolyn Hughes at chughes@regent.edu.

Do you have a guest speaker?

If so please fill out the Request for speaker form at

http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm and submit it to Carolyn Hughes at chughes@regent.edu. Be sure to include a parking request for your speaker on the event application. It is best to submit this at the same time as your event application. Also, send a copy of your speaker request to your advisor for approval. Your advisor will need to indicate his\her approval to Carolyn Hughes.

Going Big?

If you need help in planning your event or are planning a to host a VIP contact the office of Advancement and University Events at x4849

2. Order food

If you are using funds that your organizations has raised on its own you may use an approved outside food source for your event. If you receive funding from the University, you must give first right of refusal to the Ordinary. You may do this by completing a catering request form online at http://www.regent.edu/campus/ordinary/catering_request.cfm. Also, please review the complete catering policy at <http://www.regent.edu/campus/ordinary/CampusCateringGuidelines.pdf>.

Outside catering sources must have an approved certificate of insurance on file with the Purchasing office. Contact x4442 to verify that your caterer is approved.

3. Need to buy stuff?

If you need to purchase supplies for an event or pay an entertainer please visit the Accounts Payable website at <http://www.regent.edu/admin/busoff/ap.cfm#> for more information, or review the section in the Student Organization Handbook related to spending money. Also, if you would like to use to the University's Sam's Club or Costco cards please reserve them in advance by emailing purchasing@regent.edu.

4. Promote your event

See the tips in the "Communicating With Others" section of this handbook.

5. Set-up

If you need help putting up any large signs, decorations, parking signs, etc. (all of which must be approved by Administrative Services) please fill out a work order form at <http://www.regent.edu/admin/admsrv/schooldude.cfm>.

6. During the event

Security Issues? Please call the campus police at 226-2075.

Got an emergency? Call 911.

7. Clean Up

Your organization is responsible for this. Remember **all** trash must be taken to the nearest dumpster, and the room must be left in neat condition. Failure to remove the trash and do a “quick tidy-up” of the room will result in at least a \$50 housekeeping fee, and may result in the suspension of your organization’s privilege to have food at future events.

8. Damages

We hope that your events are successful, but sometimes damages happen. Your organization will be responsible for any damages that occur during your events, even if we can’t prove who caused the damages.

Application For a New Student Organization

(Use this form to receive a temporary charter)

- New Student Organization
- New Honor Society
- Open to All Students

- Open to Graduate Students Only
- Open to Undergraduate Students Only
- Open to School of _____ Students Only

Date: _____

Name of Organization: _____

Purpose: _____

In what types of activities will this organization engage? (Attach separate sheet if necessary) _____

How will this organization support Regent's mission? (Attach separate sheet if necessary) _____

Founding Student Leaders: _____

Faculty/Staff Advisor(s): _____

Will this organization have off campus affiliations? _____

If so, what group? _____

Signature: _____
(Student)

Signature: _____
(Faculty Advisor)

Signature: _____
(Director of Student Life)

Tentative Recognition Granted: _____
(Date)

Deadline for Submitting Paperwork for Permanent Charter: _____

Original Charter for Recognized Student Organization

(Must be submitted within 3 months of receiving a temporary charter)

Date: _____

Name of Student Organization: _____

Officers and Contact Info.:	Name	Phone Number	Email
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Other	_____	_____	_____
Faculty/Staff Advisor	_____	_____	_____
	_____	_____	_____

The following information must be submitted with this form:

- Tentative Plans for the Coming Year
- Constitution

Signature of President _____

Signature of Advisor _____

Charter Approved by _____ Date _____

Director of Student Life

Charter Not Granted _____ Date _____

Reason _____

This form should be submitted to the Director of Student Life in Student Center 201, with all required documents attached. For questions concerning this process, call 352-4867.

Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

Charter Renewal for Recognized Student Organizations

- | | |
|--|---|
| <input type="checkbox"/> Student Organization
<input type="checkbox"/> Honor Society
<input type="checkbox"/> Open to All Students | <input type="checkbox"/> Open to Graduate Students Only
<input type="checkbox"/> Open to Undergraduate Students Only
<input type="checkbox"/> Open to School of _____ Students Only |
|--|---|

Name of Student Organization: _____

Approximate number of current active members: _____

Officers and Contact Information:	Name	Phone Number	Email
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Other	_____	_____	_____
Faculty/Staff Advisor	_____	_____	_____

The following information must be submitted with this form:

- Brief Financial Statement
- Summary Report of Previous Year's Activities
- Tentative Plans for the Coming Year
- Updated Constitution (only required if the organization has made any changes to its Constitution.)

Signature of President _____ Signature of Advisor _____

Charter Renewal Approved by _____ Date _____
Director of Student Life

Charter Not Renewed _____ Date _____
 Reason for non-renewal _____

Recognized student organizations must conform to University rules and regulations, applicable federal and state statutes, and applicable local ordinances. An organization's failure to conform to such rules, regulations, statutes and ordinances may result in the imposition of sanctions upon the organization and the withdrawal of recognized status.

This form and all supporting documents should be submitted to the Director of Student Life in Student Center 201. For questions concerning this process, call 352-4867.



Assumption of Risk and Release and Indemnification Agreement

Regent University organizes opportunities and excursions available to students, to provide them with community service and experiential learning opportunities that are critical to the growth and development of students. Please read and sign the statement below.

I understand that Regent University does not and cannot ensure that participation in community and experiential activities is not free from risk. Participants may be exposed to risks during both supervised and unsupervised time. With this in mind, I wish to participate in the community service or experiential activity described below (the "assignment"), and I understand the nature of the assignment and the potential risks involved, including risks of personal injury and death and property damage or loss. I assume sole and full responsibility for my safety during participation in the activity.

ASSIGNMENT DESCRIPTION: _____

DATES: _____

In consideration of participation in the assignment, I agree as follows:

1. I will comply with all directions of the assignment details before, during, or after participation in the Assignment.
2. Regent University cannot be held responsible for the personal actions of any participant, including myself, which may result in financial plight, involvement with local police authorities, loss of personal effects, or for any illness and/or accident to any participant engaged in the assignment.
3. Regent University and its employees act only in the capacity of facilitators of the community service/experiential activities, and I hold them free of responsibility for any loss, injury or damage to person, property or otherwise in connection with any accommodations, transportation, or other services resulting, directly or indirectly, from accidents, acts of government or other authorities, *de jure* or *de facto* wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, medical or customs regulations, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of Regent University and its employees. Regent University and its employees shall not become liable or responsible for any additional expense or liabilities sustained or incurred by me as a result of any of the foregoing causes.
4. Should I sustain any personal injury of any kind or any property damage as a result of participation in the assignment, I hereby release, and shall indemnify, defend and hold harmless Regent University and its governing board, faculty members, agents, employees and student organization leaders from any and all liability, claims, actions, injury or harm to me, or from damage to my property. I understand that this Agreement covers liability, claim, and actions caused entirely or in part by any act or failure to act by Regent University (or its board, faculty, employees or agents), including, but not limited to negligence, mistake or failure due to supervise by Regent University. This Agreement covers all aspects of participation in the assignment.
5. This Release and Waiver shall be construed under the laws of the Commonwealth of Virginia and I agree to submit any claims hereunder or otherwise arising out of the Program to binding arbitration in Virginia Beach, Virginia, under the rules of the American Arbitration Association. Each party shall bear its own expenses in such arbitration.

I have read this entire Agreement. I fully understand it, and I agree to be legally bound by it. No oral representations, statements or inducements have been made with regard to this Agreement or the Assignment.

Name (please print): _____

Signature: _____ Date: _____

Constitution Development Help Sheet

This is a typical format for a constitution and you are free to adjust this model to your needs as you see fit. However, you **must** include each section that is listed here. A more complete example of a Constitution is given at the end of this handbook.

A. PREAMBLE

This serves as the introductory statement to the document. It is usually used to state the purpose of your constitution and your organization. Why are you founding this new club?

1. **The Mission of the Organization**

This is where you state the purpose behind your organization. What is the ultimate goal(s) of your organization? How should it exist in relation to the entire Regent community?

B. ARTICLES

1. **Article I: Name and Statement of Authority/Compliance**

This section does two things. First, it states the official name of your organization. Second, it states that all procedures expressed within the articles and by-laws of your constitution are and must always be in accordance with the standards and mission of the University.

2. **Article II: Membership**

In this article your organization's membership process and requirements should be clearly stated (including whether membership will be restricted to current students). All organizations must exist for the betterment of the entire Regent Community.

3. **Article III: Advisor**

Here you should note that your organization must always have an advisor who is a member of the staff or faculty of the University (Academic honor societies must have a faculty advisor) and outline his/her duties. Also, it would be helpful to point out that your advisor is, in fact, a member of your organization and that his/her commitment to perform the specified duties of his/her position is subject to annual renewal.

4. **Article IV: Executive Authority**

Within this article it should be stated who shall serve as the officers of the organization and, thus, hold executive authority for the organization. This would also be a great place to set the requirements to be eligible to hold an officer position.

5. **Article V: Responsibilities of Officers**

This should outline every responsibility attached to each officer position.

6. **Article VI: Continuation of the Organization (Elections)**

This section specifies the process by which elections and transfer of office should take place.

7. **Article VII: Meetings**

It is here where you should set the frequency and nature of your meetings, quorum, and governing structure such as Robert's Rules of Order. It is helpful to set a protocol for the calling of emergency meetings as well.

8. **Article VIII: Amendments**

Sets the process by which the constitution is amended.

9. **Bylaws**

This section includes any business procedures that are not outlined in you constitution such as committees. Typically, these items are easier to amend than those in the constitution and consist of functions of the organization that need to be more flexible over time



Sample Student Organization Constitution

All sections marked by “**” must be included.

Constitution Adopted: _____

Amendments Adopted: _____

****PREAMBLE**

There is nothing more honorable in human endeavor than to bear witness to the truth of Jesus Christ. We, the charter members of _____, seek to act upon this principle according to the articles stated below. **Our mission will be _____

ARTICLE I

****Name and Statement of Authority**

Section A.

**The name of this organization is _____ of Regent University.

Section B.

**All authority expressed by _____ is subject to approval by the Administration of Regent University.

Section C.

**It is understood that the University administration reserves the right to change or eliminate any procedure or action that is deemed inappropriate and not in accord with the spiritual standards established by the University.

ARTICLE II

****Membership**

Section A.

Membership in _____ is open only to students currently enrolled at Regent University.

Section B.

Non-students may contribute to _____ but cannot become official members.

ARTICLE III

**Statement of Purpose

We believe that all Christians are admonished in the Scriptures to bear witness to Jesus Christ (Matt. 28:18-20; John 20:21) and have the power available through the Holy Spirit to do so (Acts 1:8). The purpose of _____ is to provide Regent University students with opportunities to reach out in the name of Jesus Christ and in the power of the Holy Spirit to those who do not know Him. This organization is called of God to be a vehicle through which students can go out into the community and share their Christian faith and love with unbelievers. Moreover, _____ will _____

Article IV

**Objectives

1. To identify specific areas where the efforts of this organization should be concentrated, according to the leading of the Spirit.
2. To keep efficient records of the results of all efforts so that effective follow-up can be administered.
3. To make prudent and Spirit-led decisions, according to Scriptural principles, regarding the use of the resources and finances of this organization, so that we will be good stewards of that which God has entrusted to us.
4. To keep efficient records of all the financial dealings of this organization.
5. To constantly seek to glorify and lift up the Lord Jesus Christ through all that is said and done in this organization.
6. To meet on a regular basis in order to maintain the health of the organization.
- 7.

Article V

**Advisor

Section A.

** _____ shall always have a Faculty or Staff Advisor committed to helping the organization carry out its objectives.

Section B.

**The commitment of the Faculty Advisor shall be renewed annually.

Article VI

**Executive Authority

Section A.

**The executive authority of _____ shall be vested in its officers consisting of the President, Vice President, Secretary and Treasurer.

Section B.

**The officers of _____ must respect the opinion and advice of its Faculty/Staff Advisor and must fully consider all counsel from the Faculty/Staff Advisor.

Section C.

**Each officer shall be a student in good standing with the University.

Article VII

**Continuation of the Organization

Section A.

No later than _____ of each year the membership of the _____ shall select new leadership for the following academic year.

The membership shall select a President, Vice President, Secretary, and Treasurer to serve for _____. The mutual agreement and consensus of the membership shall select the officers. No officers will be placed in office without the mutual agreement and consensus of the membership.

Section B.

**Appointed positions vacated by officers of the _____ shall be filled by appointment of the President of the _____. In the event the office of President is vacated, the Vice President will serve as President and fill his former position by appointment.

Section C.

**A listing of the appointed officers shall be submitted to the Registrar's Office to establish that each is a student in good standing with Regent University. Vacancies created because an appointed student officer is not in good standing with the institution shall be filled following the procedures set forth in Article VII, Section A.

Article VIII

**Responsibilities of Officers and Advisor

Section A: President

1. Leadership in prayer, decision-making, and outreach activities.
2. Oversee all follow-up activity and prayer support.
3. Attend scheduled Student Organization Leaders meetings held by the Office of Student Life or assure that a representative is present at these meetings.

4.

Section B: Vice-President

1. Organization of areas, dates, times for outreach.
2. Clear channels for students to go out.
3. Organization of training activities.
- 4.

Section C: Secretary

1. Promotion of _____ and communication to students and staff at Regent University.
2. Responsible for follow-up mailings, callings, etc.
3. Responsible for maintaining records of the activities of the organization.
- 4.

Section D: Treasurer

1. Administration of funds, financial records.
2. Attend training sessions conducted by the Business Office.
3. Ensure proper completion of business office forms.
- 4.

Section E: Advisor

1. Meet regularly with Student Organization's Leadership
2. Provide general oversight
3. Assist organization with mission, goals and objectives.
4. Provides guidance and counsel for organization with its mission and vision as it relates to the University's mission of "Christian Leadership to Change the World."
5. Assist with transition and development of new leadership within the organization.

Article IX

**Meetings

Section A.

Regular meetings of the organizations' members will be held _____.

Section B.

The president may call an emergency meeting of the executive board or general membership with 24 hours notice in special circumstances.

Section C.

The organization will strive to hold special events _____ in order to advance the organization's mission and objectives.

Section D.

A quorum, consisting of a majority of the members in good standing of the Organization, shall be necessary to transact any formal business at a meeting of the Organization. Any matter at a meeting, other than the amendment of this Constitution, shall be determined by a majority vote of those present at the meeting and voting. Proxies are [or are not] permitted, but members may [or may not] participate telephonically in any meeting.

Article X

**Amendments

Section A.

Proposed amendments to the constitution must be submitted to the executive board for their approval. The executive board must agree by unanimous consent to send the amendment to the general membership for adoption.

Section B.

The proposed amendment must be discussed in an open forum at a general membership meeting. General members will be notified in advance of an amendment being discussed at a general membership meeting.

Section C.

A vote to adopt an amendment will not be held until the meeting following the open forum discussion, and will be announced in advance to the general membership.

Section D.

This constitution may be amended by a 2/3 vote of approval by the general membership.

Additional Policies & Procedures for RSU Student Organizations

Groups can request funds from RSU at the beginning of each year. These groups must be either only open to undergraduate students or possess a high percentage of undergraduate students. These must be received by the Dean and the Director of Operations prior to planning travel/purchasing. The funds granted to each RSU student organization are based on the proposed programs submitted with your budget. Budgets and funding requests should be submitted by the Friday of the 3rd week of classes each fall semester. You should include requested funding and justification for that funding. If, after receiving approval for all or part of your budget/plans, you change your budget/plans, you must obtain approval before scheduling other program activities.

Part I – Travel

1. If a student organization is requesting support for organization officer attendance at the regional or national conferences of member organizations, the following items should be included within the organization's travel request:
 - a copy of the conference registration form;
 - a copy of the conference schedule;
 - a detailed budget for the attendance;
 - a list of meals included in the conference registration fee;
 - a list of student(s) seeking to attend the conference and their organization titles;
 - a statement explaining how attendance at the conference will promote the Regent School of Undergraduate Studies (RSU) and the RSU student organization; and
 - a statement of the level of personal financial contribution being made by the student(s) for attendance at the conference.
2. Conferences can be eligible only if the student organization seeking travel support is an affiliate of the national organization hosting the conference and the conference is a regional or national conference of the parent organization.
3. Funding assistance will be considered only for student organizations that have been active in RSU for at least one year and have a proven record of contribution to RSU students and the RSU community.
4. Students seeking funding are expected to contribute a portion of the costs of attendance.
5. Funding typically will be limited to one attendee.
6. Funding may be available to assist RSU students who have been elected to a national or regional office of their member organization. Funding is generally not available to support campaigning events.
7. Expense reports need to be completed and turned in to the Director of Operations as detailed below. Expense reports must be accompanied by a separate report about how the knowledge/information gained at the conference will be used to benefit the student organization. The Expense report will not be submitted to the University Business Office for reimbursement unless the separate report has been submitted.

A travel request must be completed whenever planning a trip on behalf of your organization. The request should include the names of all participants traveling. Here is a link to the travel request form for your convenience.

<http://www.regent.edu/admin/busoff/excel/travelrequest.xls> Remember to check the policies on the Regent Purchasing website before planning travel.

Part II - Purchasing

Generally, student representatives will not be reimbursed for meals or entertainment expenses incurred when meeting with other student representatives. There is no provision for expenditures to celebrate special occasions such as end of year get-togethers. Additionally, student organizations are not allowed to spend university funds for gifts for officers or members without prior approval from the Dean and Director of Operations. The general rule is that student organizations are not to use the organization's resources to pay for meals or food for members unless the organization's faculty advisor and other officers have approved it. If the group has collected dues or raised their own funds, then the advisor and student leaders should determine which expenses are appropriate for the organization.

Accounts

Funds given to student organizations from RSU are placed in the student organization agency account. The agency account will include both money raised by the organization through dues or donations and funds granted to the organization by RSU.

Hopefully, this information will be helpful to your organization. If you have any questions, or need assistance with your travel/purchasing needs, please feel free to e-mail Ken Miller at kennmil@regent.edu or call ext. 4596. We are here to serve you!