Regent University

Student Organization Handbook

2014 – 2015
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1.0 WHY DO I NEED A HANDBOOK?

1.1 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 Activities & Leadership (OSAL), and how they relate to you.

1.2 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.

1.3 In the Appendix, 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.

2.0 STUDENT LIFE, STUDENT SERVICES, AND YOU

2.1 Any official student organization is required to meet the rules of the Department of Student Services 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.

2.2 As a result, you are encouraged to become acquainted with not only the mission of the division but also its departments, which include, Campus Ministries, Residence Life, Career Services, International Student Services, Regent Ordinary, Regent Bookstore, and OSAL.

2.3 As a member of a student organization, you will work most closely with the OSAL. Your organization’s charter is granted through this office, and all events that you host must be approved by this office. OSAL should be your contact for support and assistance for anything related to your student organization.

3.0 STARTING A STUDENT ORGANIZATION

3.1 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 OSAL. In order to do this you are required to complete the following steps:

3.1.1 Meet with the Assistant Director of OSAL.

3.1.2 Obtain an Application For a New Student Organization from OSAL.

3.1.3 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.)

3.1.4 The application will be reviewed and given tentative approval by the Assistant Director, 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.

3.1.5 Once granted tentative approval, the group has 3 months to submit a completed Original Charter Form (with officer’s names) and constitution to the Assistant Director of OSAL 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.)

3.1.6 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 Assistant Director of OSAL 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.

4.0 Already In a Club?

4.1 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 OSAL.

4.1.1 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.

4.1.2 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.

4.1.2.1 If such an organization does not exist, the funds will be transferred to the Student Emergency Fund to give assistance to students in need.

4.2 Additionally, OSAL reserves the right to revoke the charter of an organization if its actions become incompatible with the University’s mission and policies.

4.3 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.

5.0 Working With Your Advisor

5.1 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.

5.1.1 Ensure accurate records are kept with the OSAL.

5.1.2 Assist students in managing funds. Approve all purchases, reimbursements, and deposits for the organization. Signature card on file in Accounts Payable Office (Business Office) must be current for the upcoming school year.

5.1.3 Be involved in all planning stages of activities and functions of the organization.

5.1.4 Communicate all Regent University policies as well as all other regulations relevant to any activity which the organization may engage.
5.1.5 Meet with OSAL to discuss matters relevant to the organization as needed.
5.1.6 Ensure national and local affiliations are maintained, if they exist.
5.1.7 Ensure a smooth transition between officers each year.
5.1.8 Be aware of any policy violations and subsequent disciplinary measures that may be affecting the organization.
5.1.9 Provide necessary guidance in regards to all group activities and membership development.
5.1.10 Maintain familiarity with University services and offices that are related to the functioning of the organization.

6.0 YOUR RESPONSIBILITIES TO YOUR ADVISOR

6.1 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 your 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.

6.1.1 Provide information on all group activities and events taking place or in the planning stages.
6.1.2 Make aware of any problems or challenges related to organization-sponsored activities.
6.1.3 Communicate changes in group leadership and roster.
6.1.4 Give advisors ample time to sign documents, respond to emails, return phone calls, etc.
6.1.5 Keep well-informed on any activity involving group funds.
6.1.6 Make sure that official meetings are held at a time when your advisor is available and able to attend.
6.1.7 Inform him/her of any changes involving the organization’s constitution.
6.1.8 Follow the wisdom and guidance that your advisor provides.

7.0 LET’S GET TOGETHER (MEETINGS)

7.1 An official meeting of an organization is a gathering of only its members, advisor, and perhaps a speaker from within the Regent community. In the occurrence of such a meeting, you do not need to register it with OSAL*. 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/.

7.2 If the meeting or event is open to non-members or includes an outside guest speaker, it must be registered through the completion of the Special Event Application, which will also serve as your room reservation request. The guest speaker must also be approved by the faculty advisor and the dean of the appropriate corresponding school through a separate form. A ‘guest speaker’ is defined as anyone who is not a Regent student, Regent faculty member, Regent staff member,
as well as anyone that is not a CBN or ACLJ employee. Special Event Applications and the Request for Guest Speaker Form can be found online at www.regent.edu/studentorgs.

*Law organizations should notify the School of Law of ALL regular meetings by email at lawrooms@regent.edu. They will assist law groups in reserving rooms for regular meetings.

8.0 **RUNNING AN EVENT**

8.1 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 OSAL.

8.2 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 www.regent.edu/orgevents webpage (for additional aid, also see “Quick Event Guide” found in the Appendix).

8.2.1 It is worth noting, however, that there are different types of events whose execution requires adherence to specific guidelines and regulations. Contact OSAL directly with any questions.

9.0 **EVENTS WITH AN OUTSIDE SPEAKER**

9.1 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.

9.2 If your event will include a special speaker (someone not directly connected to Regent), you must also complete the Request for Speaker form at www.regent.edu/studentorgs prior to inviting him/her to campus.

10.0 **POLITICAL ACTIVITIES**

10.1 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:

10.1.1 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.

10.1.2 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.

10.1.3 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.

10.1.4 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 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.

10.1.4.1 The following verbiage should be used in any print materials and verbally stated at the beginning of the event: “This activity is being conducted by (student org name). It is not sponsored, endorsed, or supported by Regent University.”

10.1.5 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.

10.1.6 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.

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

11.0 **Movie Showing**

11.1 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 in 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.

11.2 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:

11.2.1 SWANK Motion Pictures, Incorporated – [www.swank.com](http://www.swank.com), 1-800-876-5577. The list of films they distribute is on their webpage, but they add new films every day.

11.2.2 Criterion –[www.criterionpic.com](http://www.criterionpic.com), 1-800-890-9494.
11.3 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.

11.4 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 OSAL in order for you to receive approval for your event.

12.0 EVENTS WITH MUSIC OR DANCING

12.1 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.

12.2 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.

13.0 FUNDRAISING

13.1 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 OSAL. Centers/Departments/Schools can partner with student organizations, but fundraising efforts cannot be done by and for individuals only. 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 Assistant Director of OSAL will assist you in doing.

13.2 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.

13.3 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.

14.0 STUDENT TRAVEL & OFF-CAMPUS EVENTS

14.1 This policy establishes rules and procedures for travel that is funded, hosted, or coordinated by Regent University schools, offices, student organizations, or other units within the University. Examples include but are not limited to study abroad programs, conferences, competitions, mission trips, recreational excursions, political gatherings, and educational-site visits. Travel
that would reasonably be perceived as representing the University or as being sponsored by a Regent University unit because of the way it is marketed or coordinated is covered under this policy, regardless of whether the University provides funding.

14.1.1 Travel that is hosted by a department or School must follow the School’s procedures for approval.

14.1.2 Student Organizations must register and receive approval for travel by submitting an Off Campus Event Application at least 3 weeks in advance. The request form can be found and submitted at [http://www.regent.edu/studentorgs](http://www.regent.edu/studentorgs). Itineraries, confirmed attendees, and liability waivers are due to the Assistant Director of Student Activities & Leadership at least one week prior to travel.

14.1.3 All participants must sign a liability waiver.

14.1.4 All trips must have a Trip Coordinator who travels with and leads the group. Trip Coordinators must be regular employees or faculty members. Exceptions can only be considered in special circumstances by the Executive Director of Student Services in consultation with the Dean of the School/College as appropriate.

14.1.5 Students must be in groups of at least 3 when going outside of the hotel or other established locations for this trip. (“Established locations” being the site of the conference/competition/study program, or any locations that are part of the official trip itinerary.) In certain locations where there are particular concerns for safety, this rule may be further limited at the discretion of the Trip Coordinator. If a Trip Coordinator believes factors such as the age of the participants, the location of the trip, and the length of the trip warrant an exception to this rule, he/she may request an exception in advance of the trip. For school-based travel, the Dean or the Dean’s designee will approve exceptions. For student organization travel, the Executive Director of Student Services will approve exceptions.

14.1.6 When the schedule allows “free time” for the participants, the Trip Coordinator should determine whether public transportation, taxis, or walking are appropriate means of transportation given the location of the trip, and whether certain locations or areas are off limits. Free time activities should be openly discussed with and approved by the Trip Coordinator.

14.1.7 A male and female should never be alone together in a hotel room, except for married couples. Additionally, students should avoid all situations that bear a semblance of impropriety.

14.1.8 For the safety of our students, the Trip Coordinator should set a time by which students cannot be outside of the hotel. Midnight is advised as a standard acceptable time.

14.1.9 Participation in the trip is limited to Regent students, faculty, and staff. Additional participants may be approved on a case-by-case basis by the Dean or the Dean’s designee. For student organization trips, additional participants may be approved by the Executive Director of Student Services.

14.1.10 Students may not leave the established trip locations with anyone not associated with the trip. Friends and family members who are in the area may join the group for meals or excursions as approved by the Trip Coordinator. The Trip Coordinator may make exceptions to allow students to leave established trip locations with locals whom the Trip Coordinator knows or individuals whom are personally recommended by someone the Trip Coordinator knows.

14.1.11 Regent University may be unable to provide accommodations for people with disabilities, particularly for international travel. If an individual needs specialized assistance or accommodations, that person may be required,
depending on the circumstances, to bring a companion/assistant at full price. Also, those who have a health or mental condition that may interfere with participation in program activities need to consult with their physician to determine if they are able to participate in the trip. If a potential participant has any questions, they should contact the Disability Services Coordinator at 757-352-4579 or at disabilities@regent.edu.

14.1.12 All participants are accountable to the policies in the Standard of Personal Conduct found in the Student Handbook (www.regent.edu/studenthandbook).

14.1.13 The Student Handbook states in section 5.2.1.2., “In keeping with a call to a sober mind and sound judgment, Regent also forbids the use, possession, distribution or sale of alcohol or tobacco on University premises, including University housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the University.” Therefore, trip participants may not consume alcohol or use tobacco at any event, excursion, or meal that could be considered as “identified with or directly linked to the University.” Participants are further accountable to section 5.2.1.4. of the student handbook, which states, “Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly.” At no time during Regent-related travel should faculty or staff consume alcohol with students. If an individual is both a student and an employee of Regent University, the individual will be deemed a staff member for purposes of application of this policy.

14.1.14 Participants are responsible for complying with local laws and are responsible individually for any violations.

14.1.15 Trip Coordinators should meet with the Executive Director of Student Services prior to the trip to ensure their understanding of this policy. This is only necessary once for each Trip Coordinator.

The following policies apply to **International Travel:**

14.1.16 Budget approval for all International travel must be coordinated through the Office of Graduate Administration with final approval coming from the Office of Academic Affairs.

14.1.17 International medical and travel insurance is coordinated by the Office of Graduate Administration as part of the international travel approval process (http://www.regent.edu/academics/academic_affairs/study_abroad.cfm).

14.1.18 The University may require participants on certain trips to obtain vaccinations prior to travel.

14.1.19 All participants are encouraged to individually register their travel plans online with the Department of State at https://step.state.gov/step/.

**15.0 DEALING WITH MONEY (THE BUSINESS OFFICE)**

15.1 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.

15.1.1 When you receive your agency fund number, you must then inform the Assistant Director of OSAL. Use this number for all deposits and withdrawals from your organization’s account.

15.1.2 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.

15.2 Upon creation of an account, student organizations will be required to complete a signature card and update its information annually. Contact Accounts Payable (ap@regent.edu) to take care of this.

15.2.1 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.)

15.3 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 Law Student Services Coordinator, Sue Stewart (susaste@regent.edu).

16.0 HOW TO SPEND & DEPOSIT YOUR MONEY

16.1 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, and they are listed below. Include student’s full legal name 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. The necessary types of forms are listed below.

16.1.1 Check Request Form: 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.

16.1.2 Expense Report Form: 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.

16.1.3 Cash Advance Form: 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.

16.1.4 **Deposit Form:** Form used to deposit money to an organization’s account.

16.1.5 **Gift Card Authorization Form:** 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.

16.1.6 **Tax Exemption Form:** 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.)

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

17.0 **FUNDING**

17.1 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 OSAL or COGS, if the proposed event fits the mission of the University and is deemed to be a benefit to the campus community. These organizations are at their own discretion for determining if an event shall be granted money from their budgets.

17.1.1 Email OSAL ([activities@regent.edu](mailto:activities@regent.edu)) to request a funding application.

17.1.2 Email COGS ([cogs@regent.edu](mailto:cogs@regent.edu)) with your specific request.

17.2 If an organization receives University funds and wishes to have food/cater an event, they must purchase food/catering through the Ordinary or give them the first right of refusal.

17.3 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.

18.0 **COMMUNICATING WITH OTHERS**

18.1 **Email Accounts:** Any organization with a regular charter can establish an @mail.regent.edu email account for your student organization through the IT Department.

18.1.1 To do this, your advisor will need to log in to MyRegent to access the IT request-forms page. He/she should select the “Email Account Request” link from the list of available forms. He/she will need to list the Assistant Director of OSAL as the “Supervisor’s Name” so that IT can confirm whether or not you are a recognized organization with OSAL. Once the account is set up, IT will send instructions for accessing the account to your advisor.
18.1.2 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.

18.2 Publicity and the Media: Student Organizations are not authorized to contact local media outlets to promote their organization or upcoming events.

18.2.1 If you would like to have local media notified about your activities, you will need to work through the University’s Public Relations Office to do so. You can contact them at proffice@regent.edu. PR 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 PR.

18.2.2 Social Media: All student organizations, clubs and groups wishing to have a social media presence must contact the Social Media Team. Student groups may not use Facebook pages, individual Twitter or Instagram accounts, but can use a Facebook Group created by the university. They create all Facebook groups through Regent’s name so that the group leadership and managerial responsibilities can be passed on to new student leaders. This way, an organization Social Media presence will not terminate when the administrator graduates or leaves the organization or university.

18.2.2.1 To request a group, e-mail the following information to social@regent.edu, and the social media committee will review your group request and contact you soon with the next steps:
- Student Organization/Club name
- Target Audience
- Group social media manager name, e-mail, and phone number
- Preferred name for Facebook group
- A brief description about the organization
- Why does your organization require a Facebook group?

18.3 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:

18.3.1 The University maintains a Master Calendar, and once your event/meeting is approved through the event application process, you can submit it to be posted on the calendar at www.regent.edu/events (select “Submit an Event” at the top right of the page).

18.3.2 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 can only be posted 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.

18.3.3 All University staff & faculty emails: Depending on the nature of your event, staff and faculty employees might be interested in participating as well. To
have your event included in the All-Staff emails, send your information to allstaff@regent.edu.

18.3.4 The RUE, weekly email: Student Services sends out a weekly email to all local students each Wednesday morning. To have your information included, email a JPEG or Publisher file to stusrv@regent.edu by 2:00pm on the Tuesday before. Undergraduate Student Services also sends out emails with event information. To ask for yours to be included, email undergradservices@regent.edu (your event must be geared towards undergrad students for them to promote it).

18.3.5 Student Services maintains the flat screen TV in the Student Center Lobby. You can submit a PowerPoint slide to stusrv@regent.edu to have your information displayed there.

18.3.6 UnChapel displays and reads announcements during their weekly Thursday night meetings. To have your information included, email your information/flyer to ministries@regent.edu by 12noon on the Wednesday before.

18.3.7 Social Media Advertising: Email social@regent.edu if you need to publish a single post or series of posts on one of Regent’s official Facebook, Twitter, Instagram, or YouTube pages and accounts.

18.3.8 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. Special Event Application Form
   The form can be found at www.regent.edu/studentorgs.

   *Do you have a guest speaker?*
   Fill out the Request for Speaker Form at www.regent.edu/studentorgs. 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. Have your advisor notify Jamie Brennan of his/her approval.

2. Ordering 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 funds from the University, you must give first right of refusal to the Ordinary. Review the complete catering policy and submit your catering request at www.regent.edu/ordinary.

   Outside catering sources must have an approved Certificate of Insurance (COI) on file with the Purchasing Office. Contact purchasing@regent.edu to verify that your caterer is approved.

3. Making Purchases?
   If you need to purchase supplies for an event or pay an entertainer, visit the Accounts Payable website at http://www.regent.edu/admin/busoff/ap.cfm#. If you would like to use the University’s Sam’s Club or Costco cards, please reserve them in advance by emailing purchasing@regent.edu.

   Check out OSAL’s Resource Room at visiting SC 201

4. Promoting Your Event
   See the tips in the “Communicating With Others” section of this handbook.

5. Event Preparation
   If you need help putting up any large signs, decorations, 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 & Damages
   **The responsibility is yours.** 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 tidy-up will result in at least a $50 housekeeping fee and may result in the suspension of your organization’s privilege to have food and decorations at future events. Your organization will be responsible for any damages that occur during your events, even if we can’t prove who caused the damages.
Charter Renewal for Recognized Student Organization

Name of Organization: ___________________________  # Active Members: __________

Type of Organization: □ Honor  □ Social  □ Academic  □ Service  □ Other - ____________

Info Tagline about Org: ______________________________________________________________
_________________________________________________________________________________

Organization Affiliation: □ International  □ National  □ Local  || Name: ____________________

Officers* and Contact Information

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Faculty/Staff Advisor Name & Email: ______________________________________________________

The following documents must be submitted with this form:

□ Updated/Most Recent Constitution
□ Brief Financial Statement
□ Summary of Previous Year’s Activities

Signature of President: ___________________________  Date ____________________

Signature of Advisor*: __________________________  Date ____________________

* I attest that, to the best of my knowledge, the officers/leadership of this organization, as referenced above, are upstanding and positive representatives of the Regent student body and the University as a whole in consideration of Regent’s vision, mission, values, and Statement of Faith (noted in the Student Handbook, 2.4-2.7).

Charter Renewal  □ Approved  □ Not Approved by: ____________________ Date ____________

Assistant Director of Student Activities & Leadership

Reason for charter renewal not approved: ________________________________________________

* All officers must be in good academic standing with the University, have no outstanding financial obligations with the University, and their student record must be clear of Standard of Personal Conduct Code (Student Handbook, 5.5-5.9) violations, and Academic Honor Code (Student Handbook, 6.2-6.10) / School of Law Honor Code violations. The Assistant Director of Student Activities & Leadership will ensure the suitability of leadership within these stated guidelines. Students are also expected to maintain these standards throughout their tenure as a student leader.

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 Assistant Director of Student Activities & Leadership in Student Center 201. For questions concerning this process, call 352-4928.
Regent University Travel Program
ASSUMPTION OF RISK AND RELEASE AND INDEMNIFICATION AGREEMENT

Regent University organizes travel programs and excursions available to students. I understand that Regent University does not and cannot ensure that students’ participation in the travel program is free from risk. In addition to supervised activities, travel programs often include substantial unsupervised time during which students are “on their own.” Students may be exposed to risks during both supervised and unsupervised time. I wish to participate in the Regent University Travel Program described below (the “Program”), and I understand the nature of the Program 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 Program.

PROGRAM DESCRIPTION: Students who are enrolled in/members of ____________________________ will participate in a field trip to ____________________________. ____________________________ will serve as instructor/chaperone/driver on the trip.

PROGRAM DATES: ____________________________

STUDENT’S NAME (please print) ____________________________

In consideration of participation in the Regent University Travel Program, I agree as follows:

1. I will comply with all directions of Regent University officials and staff or student organization leaders before, during, or after participation in the Program.

2. Regent University cannot be held responsible for the personal actions of any student, including myself, which may result in financial plight, involvement with local police authorities, failure to observe travel schedules resulting in missed connections with prepaid transportation, loss of personal effects, or for any illness and/or accident to any Program participant.

3. I understand that I am responsible to uphold the Standard of Personal Conduct, which is found in the Student Handbook and governs the behavior of Regent students both on and off campus. Additionally, Regent University has the authority to establish rules necessary for the operation of the Assignment, and should Regent University decide that an individual must be separated from the Assignment because of violation of such rules, for disruptive behavior, or for conduct which could bring the Assignment and/or college into disrepute or danger, that decision will be final and without appeal. All loss and expense incurred in the event of the termination of my participation in the Assignment including the cost of travel and loss of academic work, must be borne by me. Furthermore, Regent University will not provide remedy for loss of academic work. I will bear full responsibility and academic consequence for the Assignment termination.

4. In accordance with the University’s policies that prohibit the possession and use of alcohol, illegal drugs and tobacco in on-campus housing, I understand that my place of residence during this program will also be subject to these restrictions. Possession and/or use of alcohol, illegal drugs or tobacco in the residence that is provided to me for this experience will result in disciplinary action from the university.

5. Regent University and its employees and student organization leaders act only in the capacity of Program planner for the participants in all matters pertaining to hotel accommodations, tours, and transportation whether by air, railroad, motor coach, motor car, steamship, boat or any other means, 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 or for any loss or damage resulting from improper or insufficient passports or other documents; and 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.
6. I understand that I will be solely responsible for payment in full of all costs of medical care I may receive during this trip, and I further understand that Regent University is not responsible for providing me with any form of medical, accident or sickness insurance while I am participating in this program. I agree to use my personal medical insurance as the medical coverage if accident or injury occurs.

7. Should I sustain any personal injury of any kind or any property damage as a result of participation in the Program, 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 Program.

8. 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 Program.

Student 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 your 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 standards established by the University. Such changes would be made in consultation with the organization's advisor, and the organization can request a review of the decision or action by the Executive Vice President.

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 (i.e. conduct, academic, and financial) 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 Office of Student Activities & Leadership 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 Student Services 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 CAS Student Organizations

Groups can request funds from CAS 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 CAS 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 CAS and the CAS 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 CAS for at least one year and have a proven record of contribution to CAS students and the CAS 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 CAS 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 CAS 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 CAS.

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 the CAS Director of Operations at 757-352-4596. We are here to serve you!