

Bellin College Student Organization Handbook

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► Student Organization Handbook

Bellin College prides itself in attracting highly engaged students that, through education and experience, develop into future leaders in the healthcare professions. Student organizations provide opportunities for students to engage with each other.

Student organizations are formally recognized, student-led entities that operate with a higher level of institutional responsibility and external engagement. They may fundraise, manage funds, interact with external organizations, and represent the College in professional or public settings. Student Organizations require an assigned staff or faculty advisor and must maintain bylaws and a defined leadership structure.

► Student Organization Guidelines

Guidelines for Student Organization Involvement

Each person participating in a student organization must be a Bellin College student in good standing with the institution.

Characteristics

- **Financial Activity**
 - Conduct fundraisers.
 - Manage funds and budgets.
 - Require access to a checkbook or institutional account.
- **External Engagement**
 - Host or participate in events involving the public, external partners, or off campus activities.
 - Represent the College in external settings.
- **Formal Structure**
 - Maintain a defined leadership structure (e.g., president, treasurer)
 - May be affiliated with professional, state, or national organizations.
 - Holds bylaws.
- **Oversight**
 - Require an assigned staff or faculty advisor.
 - Subject to institutional policies regarding finances, travel, branding, and risk management.
 - Must record attendance and take minutes for each meeting.
 - Must maintain roster of members on BC Buzz.

Meetings

All student organizations are required to keep significant documents stored on the Bellin College Buzz. Significant documents are defined as, but are not limited to: constitutions, bylaws, committee agendas, meeting minutes, proposals, and fundraising request documents. Organization bylaws are available on the BC Buzz.

Each student organization must post all meetings and events on the BC Buzz. Attendance must be recorded at each meeting. Meeting minutes must be recorded and posted on the organization's group for each meeting that is held.

Each student organization President must meet with the Campus Life Coordinator at least once per year.

Campus Events

Events must be submitted for approval through the BC Buzz. Participation includes an act that benefits student life at Bellin College.

Community Event (Public invited)

This includes any act that benefits the community outside of Bellin College. Participation in organized charity events and volunteer work are examples of community service. Participation must be by more than one person in the organization.

Non-Discrimination Policy

It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs, and in the employment of College faculty and staff.

► Student Organizations

For a current list of all student organizations, please visit the BC Buzz.

► Student Organization Recognition Process

The college supports the right of individuals to organize and participate in student organizations whose purpose is in line with the mission of Bellin College.

Organizations Seeking Recognition Must Have

- At least three (3) active Bellin College student members
 - At least three (3) of the founding members must not be graduating students.
- A Bellin College Faculty/Staff Facilitator(s), who is at least half time, is required.
- Membership list/Roster – through the BC Buzz
- Purpose statement, including mission and goals.
- Provide something unique to campus and not duplicate existing campus efforts.
- A constitution/bylaws
- Any organization with a national affiliation must submit a letter from its national organization stating that the organization has permission to use the national name and attach national constitution if available.

Organizations with Recognition Enjoy the Following Benefits

- Use of Bellin College name and logo
 - If a student organization is going to use the Bellin College logo, they must receive approval on the documentation by the Marketing Department
- Access to Marketing Department for graphic design
- Inclusion on the BC Buzz
- Reservation of Bellin College rooms and spaces
- Financial resources: Bellin College bank account, consulting assistance, Bellin College tax ID number
- Registration of off campus events, resulting in support for disputes with off campus vendors
- Liability coverage by Bellin College insurance policies

The Process of Obtaining Recognition is as Follows

- A meeting is scheduled with the contact person seeking recognition and the Campus Life Coordinator for further information and clarification of the recognition process.
- The recognition process, found on the BC Buzz, is completed by the contact person seeking recognition, including the writing of a constitution/bylaws.
- All information submitted to the BC Buzz will be reviewed by the Campus Life Coordinator.
- The Campus Life Coordinator will relay information to College administration for a vote.
- The Campus Life Coordinator will inform the contact person of the decision.
- If an organization is approved for recognition, the organization and contact information will be posted on the BC Buzz.
- All students must have a 2.0 and be in good standing with the college.

►How to Write a Student Organization Constitution

The constitution of an organization contains the fundamental principles which govern its operation. The bylaws establish the specific rules of guidance by which the group is to function. All organized groups should have their basic structure and methods of operation in writing. Not only is this a requirement of a recognized student organization at Bellin College, but it assists in the continuity, consistency, and unity of the group.

A constitution allows members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

The constitution of an officially registered organization must minimally contain the following information:

*Components marked with an asterisk are required for student organization constitutions. Constitutions submitted without these components will not be approved.

Article I: Name

In this section, state the official name of the organization. An organization's name may not duplicate the name of any other recognized student organization.

**Section 1* – The name of this organization shall be [insert the formal name of the organization.]

Article II: Purpose and Mission Statement

This section contains the purpose of your organization.

**Section 1* – The purpose of this organization shall be to [insert the organization's defined purpose and its mission statement.]

Article III: Affiliations

Section 1 – [Identify any local, regional, national, or international groups with which the student organization is affiliated.]

*Article IV: Non-Discrimination Statement

Section 1 – This section involves the mandatory non-discrimination statement. It must be word for word as follows:

“It is the policy of Bellin College to be nondiscriminatory because of race, color, creed, national and ethnic origin, religion, age, gender, gender identity, sexual orientation, marital status, or disability in the admission of students, in student programs, and in the employment of College faculty and staff.”

Article VI: Membership

Your membership requirements and dues are addressed here. Membership must be open without regard to age, sex*, gender identity, race, color, national origin, ancestry, sexual orientation, military or veteran status, marital status, mental/physical disability, religion, or any other characteristic protected by the current federal and state statutes. Members must be a registered Bellin College Student.

**Section 1* – Bellin College students must comprise 100% of the student organization’s membership.

Section 2 – [Insert eligibility requirements, such as grade point averages, academic majors or minors, and special qualifications that may be required for eligibility that do not illegally discriminate.]

Article VII: Officers

This section lists officer positions, qualifications for holding office (one of which must be a 2.25 GPA), and a description of officer duties when not otherwise addressed.

**Section 1* – The officers of this organization shall be: [Insert the number of officers and their titles.]

**Section 2* – [Insert term length of each office.]

**Section 3* – [Insert provisions for removing an officer, in the event it is necessary.]

Article VIII: Elections

This article outlines the process for electing officers.

**Section 1* – Election of officers shall be held [Insert the month of elections and specify which member of the organization will oversee them. Who will announce the elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

Section 2 – [Insert procedures for filling vacancies in positions.]

Section 3 – [Insert procedures for voting in elections.]

Article IX: Due Process

The due process procedures are the mechanics which your organization uses to ensure that all persons are treated fairly in disciplinary matters, etc. It includes information concerning the rights, duties, resignation, and expulsion due process of the membership.

Article X: Meetings

This section states how often meetings will be held and makes provision for calling special meetings. If meetings cannot be held regularly, authority to call meetings may be stated here.

**Section 1* – Regular meetings of this organization shall be held [Specify the frequency of meetings. Who has the authority to call a meeting and who has the responsibility of notifying members of meetings?]

**Section 2* – Quorum shall consist of [insert the number or percentage of] voting members.

Section 3 – [Insert what type of order will govern the meetings. Types of order includes Robert's Rules of Order or the Sturgis Standard Code of Parliamentary Procedure.]

Article XI: Facilitators

This section includes the responsibilities of the organization's advisor and how the advisor will be selected.

**Section 1* – There shall be at least one half to full time Bellin College faculty or staff member who shall serve as a facilitator to the organization.

Section 2 – [Insert a description of the duties or responsibilities of the facilitator. This description must be congruent with the guidelines established by Bellin College which can be found in the Bellin College Student Organization handbook.]

Article XII: Finances

Section 1 – Dues

This section provides for membership dues if there are any. If dues are required the organization must add here how they plan to ensure that their organization is inclusive and that adding dues will not inhibit students from joining.

Section 2 – How the group will raise funds and what they plan to do with the funds. These could just be ideas.

The constitution covers the fundamental principles but does not define specific procedures. Bylaws detail the procedures your group must follow to conduct business in an orderly manner, although they are not required. They provide further definition of the Articles of the Constitution and can be changed more easily as the needs of the organization change.

Bylaws must not contradict provisions in the Constitution. They contain specific information on the following topics:

- Duties of the executive board and each officer
- What the organization defines as a “quorum” for purposes of conducting business
- A provision for some accepted rules of order or parliamentary procedure to conduct a business meeting; traditionally “Robert’s Rules of Order.”
- Date and method of selecting officers and delineating their duties
- Detailed information concerning the rights, duties, resignation, and expulsion due to the membership and officers.
- A provision for amending the bylaws by the organization with little difficulty; usually a simple majority vote is enough, but the mechanism should be flexible and one that is established by the body.

Remember the reasons for having a constitution and bylaws. They articulate the purpose of your organization and spell out the procedures to be followed for their orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. Bylaws only require a simple majority for passage. Once you have developed your constitution and bylaws, review them often (at least yearly). The needs of your group will change over time, and it is important that the constitution and bylaws are kept up to date to reflect the current situation.

Make sure every new member of the organization has a copy of your constitution and bylaws. This will help to unify your members by informing them of the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the constitution and bylaws should be a part of officer training and transition.

► Facilitator Role for Student Organizations

Staff or Faculty are able to function as facilitators for student organizations in order to give guidance to students and serve as a resource person in planning, deliberating, and evaluating activities/events for the organization. They may also serve as a resource and liaison to administration, faculty, and others as needed.

Please refer to the Facilitator Role for Student Organizations policy found here in the [Bellin College Guide & Handbook](#).

► Student Leadership Committee (SLC)

The Student Leadership Committee is comprised of student leaders from Bellin College student organizations. The committee is a space for student organization leaders to collaborate and ensure alignment on activities that occur throughout the year. This committee also provides a forum for students to voice their perspectives on student life and student services, as well as offer feedback on matters affecting the College. The committee encourages student participation in College activities, facilitates student community service and coordinates student organization fundraising.

Please refer to the Student Leadership Committee description found here in the [Bellin College Guide & Handbook](#).

► Campus Posting Policy

The purpose of this policy is to provide direction for the appearance and general care of the College building when posting advertisements. The goal is to maintain a professional physical image, assure compliance with safety codes, ADA requirements and to support an eco-friendly environment. The policy pertains to the interior and exterior areas of the campus.

Please refer to the Campus Posting Policy found here in the **Bellin College Guide & Handbook**.

► Finance

Each student organization has a Bellin College account. With this account, each organization receives a checkbook and uses the Bellin College tax ID number. It is highly encouraged to receive help or advice from the Vice President of Business and Finance when needed.

Student organizations have a bank account for the student organization. However, students may not sign checks. All checks are to be signed either by the Vice President of Business and Finance or the College President.

Treasurer Expectations

- Receive, deposit, disburse and account for all funds fully and accurately.
- Disburse funds as authorized by the student organization.
- Submit financial reports to the student organization.
- Submit financial records and checkbook, in a balanced state, to the new Treasurer at the end of the academic year.
- Propose a budget for the upcoming academic year towards the end of the Spring semester.
- Provide an orientation for the incoming Treasurer.

Donations

If a student organization is planning to collect any donations for an event, raffle, etc. They are to fill out the Activity/Fundraising Request form on the BC Buzz. The organization must submit a list of community members/groups/organizations of who the student group is planning to ask donations from on the Event Request form. The student organization and Campus Life Coordinator will review the request with the Advancement Department.

► Raffles Licensing Guidelines

- Student organizations are under the Bellin College license. No separate license is required.
- We are a Tax Exempt 501C3 entity.
- We are usually under the Class B raffle license type when tickets are only sold the day of the raffle or at the event. Winner is generally present to win.
- Each raffle type requires same color tickets. So bucket raffle should have red; 50/50 can have blue.
- Must give same # of raffle tickets to each person i.e., arm's length means thirty tickets; you must count out thirty tickets for each person as "arm's length can be different based on person."
- Can do three tickets for \$5; eight tickets for \$10; and fifteen tickets for \$15.
- Provide total \$\$ for each raffle type.

- Report to the Vice President of Business and Finance will need:
 - Name of event; date; total amount organization made; # of raffles held; total amount each raffle made; and what were expenses (price of roll of raffle tickets). Report winnings—for 50/50 amount paid out not who the person was.

If you do a Grand drawing, you must do the drawing first so everyone is in it. You can announce it in any order, most save Grand prize winner for last.

► Student Organization Events

Each student organization will plan events throughout the school year. Each event must go through the appropriate approval process and follow Bellin College policies, foundational behaviors, etc.

To ensure your activity or fundraiser is given the attention it deserves (posters, social media, etc.), we ask that all requests are made as soon as possible prior to your event.

Activity and Fundraising

Student organizations should consult their organization's facilitator(s) regarding activity and fundraising events. The "activity/fundraiser request" form is available on the BC Buzz and will be reviewed and approved by the Campus Life Coordinator. If you have any questions about this form or your activity/fundraising event, please contact the Campus Life Coordinator at campuslife@bellincollege.edu.

The following standards apply to each organization:

- Submit the request form as soon as possible prior to the event. The Campus Life Coordinator will notify the organization whether the event is approved.
- Assistance with publicity and room availability will be provided as needed.
- Off-campus event waivers must be filled out for each attendee prior to any off-campus event.

► Student Off Campus Event Policy and Procedure

Students participating in off-campus, student-hosted events represent Bellin College. This representation of the College may reflect both positively and negatively on the image of the institution as well as the organization.

While individual students enjoy freedom off campus, they or their organization must realize when functioning under the College name, they are seen by others as Bellin College representatives. There must also be an understanding that the individual represents the organization running the event, and the organization needs to be responsible for the individuals. This extends to alumni participation at events. All college policies and procedures, Student Behaviors, handbook rules, etc. must be followed at all events on and off campus.

Please refer to the Student Off-Campus Event Policy and Procedure found here in the [Bellin College Guide & Handbook](#).

► Student Organization Disciplinary Actions, Policy, and Procedures

The purpose of this policy is to ensure an equal and fair process for student organizations issues related in violating the Bellin College policies, values, and student foundational behaviors.

A copy of this policy is available on the [Bellin College Guide & Handbook](#).