

# **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.

A student organization is a group of students who have united under a common purpose. A student organization is student-run. Each organization is unique in terms of why it was founded, what it stands for, and what it does. Student organizations must be recognized by the college through the appropriate channels in student affairs and adhere to all college policies and procedures. All recognized student organizations are afforded specific resources and privileges to help them achieve their goals.

A student resource group is a group that is not student-run. The purpose of these groups varies. For example, the purpose of these groups could be to give resources, create connections, improve retention, foster education, etc. All student resource groups are overseen by student affairs. A student resource group does not need to adhere to student organization policies as it is a group that is made and maintained by student affairs.

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## ► Student Organization Guidelines

### **Guidelines for Student Organization Involvement**

Each person participating in a student organization must be a Bellin College student, hold a 2.0 GPA, being on good standing with the institution.

### **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, fundraising request documents and annual reports.

Each student organization must send a schedule in to the Campus Life Coordinator regarding when and where they plan to have their meetings.

Each student organization President must meet with the Office of Student Affairs at least once per semester.

### **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.

In conformance with applicable federal and state regulations, Bellin College is committed to nondiscrimination, equal opportunity, and affirmative action in its educational programs and employment policies. Inquiries concerning this policy may be directed to the Vice President of Student Affairs, Enrollment, and Belonging, 3201 Eaton Rd., Green Bay, WI 54311, (920) 433-6632.

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## ► Student Organizations

### **Bellin College FitClub**

The FitClub will facilitate physical activity and movement as part of a healthy lifestyle within the student body and community. We aim to provide fellow students with resources to learn about different fitness modalities and lifestyle integration. FitClub also strives to foster stress-relief and increased resiliency through peer-supported physical activity and discussion.

### **Bellin College Impact**

Bellin College Impact I be to promote a stigma-free environment regarding mental health awareness and suicide prevention. This club is designed for college students who desire to better understand and advocate for suicide prevention and mental awareness while making suicide a talkable topic.

### **Bellin College InterVarsity (BCIV)**

BCIV is a Christian-based group that focuses on learning how to incorporate spirituality into the care of patients; as well as continue to develop a personal relationship with God. The group is open to all Bellin students and faculty and meets weekly for bible study and monthly THRIVE meetings, featuring speakers on different spirituality topics. BCIV also supports the community through service opportunities.

### **Bellin College Helping Hands**

The purpose of this club is to build connections between its members and throughout Brown County and surrounding areas communities by volunteering and showing devotion to helping those in need.

### **Bellin College Radiation Therapy Club**

Bellin College's Radiation Therapy (RT) club is for students who are enrolled in the Radiation Therapy program at Bellin College. The aim of this club is to connect with healthcare professionals, participate in our community, and expand our knowledge on organizations within radiation therapy. Expanding our knowledge in our future field in radiation therapy.

### **Bellin Student Nurses Association (BSNA)**

The Bellin Student Nurses Association (BSNA) is a pre-professional organization for Bellin student nurses. The organization participates in community service activities aimed at improving healthcare and educating the public. Collaborative relationships with nursing professionals and healthcare organizations are encouraged through membership. BSNA is a constituent of the Wisconsin Student Nurses Association (WSNA) at the state level and the National Student Nurses Association (NSNA) at the national level. The goal is to improve the nursing profession. Membership in BSNA is voluntary. Yearly dues are required for membership.

### **Kappa Pi of Sigma Theta Tau Nursing Honor Society**

The Kappa Pi Chapter at Large of Sigma Theta Tau is a professional organization that evolved in order to foster an environment in which professional development, scholastic achievement and advancement of nursing is nurtured through research. Honor society membership is by invitation to nursing program juniors and seniors who meet the academic and leadership eligibility requirements, as well as community leaders in nursing and students pursuing a master's, Post-Graduate, or doctoral degree.

### **Student Senate**

All students are members of the Bellin College Student Senate Organization. This organization provides a means for students to organize and actively participate in the decision-making related to student life. There is a nominal fee charged per year, payable each semester from student fees. Fees are often used to support many of the all-College social activities. In addition to elected senate officers, each class elects members to serve as senate class representatives. The purpose of this committee is to provide a forum for student input regarding student life, student services and to make recommendations for change.

### **Wisconsin Omega of Lambda Nu Medical Imaging Honor Society**

The Omega Chapter at Large of Lambda Nu is a professional organization that fosters academic scholarship, promotes research in the imaging sciences field and recognizes exemplary scholarship. Honor Society membership is by invitation to medical imaging juniors and seniors with a 3.5 GPA and community leaders in medical imaging.

## **► Student Resource Groups**

### **Bellin Students Empowered Together (B-SET)**

The B-SET program is an experience for multicultural college students coming to Bellin College. Students who participate in the B-SET program will have the opportunity to establish meaningful and supportive relationships with faculty, staff, and peers, become more familiar with campus resources and policies, develop valuable skills for college success, foster leadership skills, and create long-lasting friendships.

Students who participate in the program will attend a two-day program before classes start. Students will participate in meetings that address topics such as academic advising, diversity, equity, inclusion, financial aid, study tips, etc.

### **Beyond the Rainbow (LGBTQ)**

This organization serves to promote acceptance of the LGBTQ community throughout Bellin College and in healthcare. It supports social-justice-based education, resources, programming, and encouragement for students across the spectrums of gender and sexuality. Beyond the Rainbow provides a safe space where members of the LGBTQ community and allies are free to express themselves in a non-judgmental environment. The organization empowers all to become agents of change in the healthcare field through service projects, campus events, and networking.

### **Men of Distinction (MOD)**

Men of Distinction (MOD) is a male leadership and empowerment program that seeks to increase, encourage, and support the inclusion and educational success of male students at Bellin College. The program assists students in both their academic and professional endeavors. Participants gain valuable leadership skills while building supportive long-lasting friendships. Program activities include educational workshops, peer-lead mentoring, networking opportunities, and group outings. Every aspect of MOD is designed to help men thrive throughout their educational journey.

### **Student Organization Leadership Exchange (SOLE)**

The Student Organization Leadership Exchange is comprised of student leaders from the Bellin College student organizations. The purpose of this group is to provide a forum for student input regarding student life, as well as a space to collaborate. The group encourages student participation in College activities, facilitates student community service, etc.

## **► 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
  - none of the founding members can be graduating seniors
- A Bellin College Faculty/Staff Facilitator(s), who is at least half time
- Membership list/Roster – through BC Buzz
- Purpose statement, including mission and goals
- Provide something unique to campus and not duplicate existing campus efforts
- 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
- Participation in the Involvement Fair during Week of Welcome
- Access to Marketing Department for graphic design
- Inclusion on the Bellin College Website
- Reservation of Bellin College rooms and spaces
- Financial resources: Bellin College 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**

- Recognition paperwork found on the BC Buzz.
- Paperwork is submitted to the Campus Life Coordinator and reviewed. A meeting is scheduled with the contact person seeking recognition and the Campus Life Coordinator for further information and clarification of the recognition process.
- All paperwork will be submitted the Campus Life Coordinator. Once all paperwork is collected the Vice President of Student Affairs, Enrollment, and Belonging will present the possible student organization to the Chief Academic Officer and the President's Cabinet. The president of the college will have the final decision.
- The Campus Life Coordinator informs organization of decision.
- If an organization is approved for recognition, the organization and contact information will be placed on the Bellin College web site.
- All students must have a 2.0 and be in good standing with the college.

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## **►How to Write a Student Organization Constitution**

The constitution of an organization contains the fundamental principles which govern its operation. The by-laws 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 club and 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 club or 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 club or organization shall be to [insert the club or 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 club or 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 club or 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 club or 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 club or 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 club or 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 club or 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 club or 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. By-laws 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.

By-laws must not contradict provisions in the Constitution. They generally 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 process of the membership and officers
- A provision for amending the by-laws 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 by-laws. They articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a two-thirds vote of the membership for adoption. By-laws only require a simple majority for passage. Once you have developed your constitution and by-laws, review them often (at least yearly). The needs of your group will change over time, and it is important that the constitution and by-laws are kept up to date to reflect the current state of affairs.

Make sure every new member of the organization has a copy of your constitution and by-laws. 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 by-laws should be a part of officer training and transition.

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## ► Facilitator Role for Student Organizations

1. Attend meetings.
2. Serve as a resource person in planning, deliberating, implementing, and evaluating activities/events for the organization:
  - Consider the purpose and function of the organization as it relates to the activity.
  - Consider liability of College regarding the activity.
  - Review costs of activity.
  - Encourage the scheduling of activities or meetings at times convenient to all members.
  - Verify that each event/speaker is evaluated, and the data clearly described in minutes.
  - Notify Development and Public Relations Office of the organization’s activities/accomplishments for public relations benefit.
3. Assist with fundraising activities:
  - Fundraising activities will be reviewed by the Campus Life Coordinator who will consult with the team when needed. Required forms should then be submitted.
  - Encourage discussions with other organizations regarding overlap of fundraising activities.
4. Provide guidance to officers and members regarding responsibilities:
  - Review the organization’s purpose, functions, and membership.
  - Review the previous year’s annual report and goals for the upcoming academic year.
  - Review with the students what the role of the facilitator encompasses.
  - Review bylaws for officer and member responsibilities and discuss at the first board or general meeting.
  - Discuss and review professional responsibilities and representation required as a member of the student organization.
5. Provide information and guidance for financial planning and record keeping:
  - A copy of the organization’s bank statement is sent to the Vice President of Business and Finance directly from the bank each month and the Vice President distributes to the facilitator of the organization.
  - Assist treasurer to plan a budget based on expected income and expenditures after review of previous year’s records.
  - When requested, provide the Vice President of Business and Finance with checking account records

- for expense review.
  - Facilitate an end of year audit conducted by the outgoing and incoming treasurer at the end of the term of the outgoing treasurer (April).
  - Bank account guidelines: In order to use the tax-exempt number for a student organization, bank accounts will be set up by the President and Vice President of Business and Finance in the appropriate name of the student organization.
  - The Treasurer will be responsible for writing checks, balancing the checkbook, and tracking the funds and distribution of funds. When a check is written, the treasurer will come to either the President or Vice President of Business and Finance to have the check signed.
    - Donations of \$5,000 or more must be processed through the Advancement Office.
    - Upon request, the Vice President of Business and Finance will provide a tax form to an individual who donates \$250 or more to an organization.
    - All student organizations will use the College's Tax ID #.
6. Provide guidance to the student officers on how to conduct effective meetings: i.e. planning an agenda, parliamentary procedure, recording minutes, and preparation of an annual report:
    - Provide the organization's Secretary with a copy of Bellin College meeting minute guidelines and assures that the agendas and minutes are being posted on the BC Buzz
    - Review the organization's meeting minutes prior to being posted.
  7. Assists students to complete an annual report at the end of each year summarizing goals achieved and events completed:
    - Submit a copy of the annual report to the Vice President of Student Affairs, Enrollment, and Belonging and to the BC Buzz.
    - Make recommendations for change to the Vice President of Student Affairs, Enrollment, and Belonging who will act on the recommendation(s) and/or consult with the President's Cabinet.
  8. Assure that the organization's leader (President, Captain, or designee) attends the Student Organization Leadership Exchange (SOLE) meetings.
  9. Facilitator(s) will verify with the Academic Advisor that their student organization's leaders are in good standing (academic and nonacademic) every semester.
  10. Serve as a resource and liaison to administration, faculty, and others as needed, regarding the organization's needs and activities.
  11. Term length and replacement of the facilitator(s) will be determined in collaboration with the Vice President of Student Affairs, Enrollment, and Belonging. A two-year volunteer term is recommended.

## ► Student Organization Transition

The transition of leadership can be difficult to navigate but is imperative for the success of the organization. It is imperative to make sure every new member of the organization has a copy of your constitution and by-laws. 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 active, contributing members. A thorough study of the constitution and by-laws should be a part of officer training and transition. Each organization is responsible for the training of new officers. Student Affairs suggests a transition guide be created by each organization to ensure important policies, procedures, etc. are understood and followed.

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## ► Student Organization Leadership Exchange (SOLE)

### **PURPOSE:**

The Student Organization Leadership Exchange is comprised of student leaders from the Bellin College student organizations. The purpose of this committee is to provide a forum for student input regarding student life, student services and to make recommendations for change, as well as a space to collaborate. The committee encourages student participation in College activities, facilitates student community service and coordinates student organization fundraising.

### **FUNCTIONS:**

1. Provide a mechanism for student groups to make recommendations, provide feedback, and analysis of the Bellin College campus environment.
2. Report on the activities, including fundraising, of all student organizations.
3. Encourage active participation of students in College activities.
4. Facilitate student community service.
5. Coordinate student organization activities.
6. Foster collaboration between student organizations and resource groups.

### **MEMBERSHIP:**

#### **Chair:**

- Campus Life Coordinator

#### **Committee Members:**

- Elected student leaders from:
- Bellin College FitClub
- Bellin College Impact
- Bellin College InterVarsity (BCIV)
- Bellin College Helping Hands
- Bellin Student Nurses Association (BSNA)
- Student Senate
- Wisconsin Omega Chapter of Lambda Nu

#### **Contributing Members:**

- Organization student member(s)

### **VOTING:**

All members of the committee are voting members.

### **MEETINGS:**

Two times per year (Fall and Spring).

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## ► Student Organization Annual Reports

Annual reports with bylaws are submitted to the Office of Student Affairs at the end of the spring semester. Financial records should be kept for 7 years. The annual audit of the financial records should be completed at the end of the academic year by the Treasurer of the organization and the Administrative Assistant to the President. Meeting minutes should be kept for 5 years on the BC Buzz. These reports will be reviewed by the Campus Life Coordinator and the Vice President of Student Affairs, Enrollment, and Belonging.

Annual reports should list all of an organization's activities for the past year, including anything done during the previous semester that took place after the due date of the annual report and anything during the summer. The included activities are broken down into three categories: On-Campus events, Off-Campus events, and Community events (public invited). Please see the template for "Annual Reports for Student Organizations" on page 13.

### **Campus Events**

This includes participation in any event that is sponsored by the College that an organization can be an active participant in. Examples include a booth for Back to School Bash, Spring Fever, Rad Tech Week, Career Fair, and Fall Fest as well as other campus activities. Any event an organization co-sponsors with the College qualifies as well.

Participation should be noted on the BC Buzz Events Calendar by submitting an Event request form to the Campus Life Coordinator through the BC Buzz before the event takes place.

Participation includes an act that benefits student life at Bellin College. Examples include guest speakers, social events organized by the organization yet open to all Bellin College students, bulletin boards, display cases, websites, and trips.

Campus Events must be verifiable. This must be accomplished by attaching documentation of the event, guest speaker, trip, etc. to the student organization minutes.

### **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.

## ► Annual Report for Student Organization

<b>Name of Organization:</b> Click here to enter text.
<b>Academic Year:</b>
<b>Facilitator(s):</b>
<b>Officers: (Please list names)</b> Click here to enter text. Click here to enter text. Click here to enter text.

### MEMBERSHIP REQUIREMENTS (IF APPLICABLE)

<b>Brief Description:</b> Click here to enter text.
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### FUNDRAISING

<b>Treasurer's Report:</b> Click here to enter text. <b>Beginning Balance:</b> Click here to enter text. <b>Ending Balance:</b> Click here to enter text.
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### EVENTS/ACTIVITIES HELD

<b>Community Events (Public Invited):</b> Click here to enter text.
<b>On-Campus Events (Bellin College Only)</b> Click here to enter text.
<b>Off-Campus/Other Event:</b>

### GOALS

<b>Goals Achieved for Current Academic Year:</b> Click here to enter text. <b>Goals Planned for Next Academic Year:</b> Click here to enter text.
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**LEADERS**

**Leaders for Next Academic Year:**

Click here to enter text.  
Click here to enter text.  
Click here to enter text.  
Click here to enter text.

**ANNUAL REPORT AND BYLAWS (REVIEWED, EDITS)**

Date voted on:

Attach bylaws to Annual Report:

Date placed on the BC Buzz:

**SUBMIT ANNUAL REPORT WITH BYLAWS**

Date submitted to Vice President of Student Affairs, Enrollment and Belonging:

Date PDF placed in Organization's folder on the BC Buzz

## ► 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.

The College enforces advertising and posting policy. When developing and distributing your advertising, keep in mind the limitations within this policy; failure to do so could result in destroyed advertising. Inappropriate ads are removed without notice, and highly inappropriate advertising could bring negative attention and consequences to your organization. The posting policy includes flyers, banners, table tents, sidewalk chalking and outdoor displays.

Following are the guidelines enforced on the Bellin College campus:

1. Publicity may not, by word or design, overtly or implicitly:
  - a. Promote violence, or the use of weapons, alcohol, or drugs (educational materials about alcohol and drugs may be approved for posting).
  - b. Contain abusive language that targets individuals or groups; include personalized attacks on individuals; appear threatening.
  - c. Contain information reasonably perceived as offensive or insensitive to members of any religion, race, gender, or ethnic group.
  - d. Contain information perceived as promoting stereotypes, e.g. of persons with disabilities, visible minorities, lesbians, gay people, bisexual, or transgender persons.
2. Information must contain the name and contact information (phone number, email address and/or postal address) of the sponsoring group or individual.
3. The event, time, place, and cost/price/donation (when applicable) must be stated.
4. Activities which are open to non-members of an organization may be publicized through general advertising media. **Notification of a meeting or event that is only open to organization members is not permitted in public spaces.**
5. The College reserves the right to remove without notice any form of publicity or information-sharing in violation of this policy or the above-stated guidelines.
6. Approval of any form of communication does not imply endorsement but indicates compliance with this policy and guidelines.
7. All items for posting must be approved by the Marketing Department, Room 239, and may be edited or redesigned in an effort to communicate the message more clearly. Any posting not meeting these requirements will be removed without notice.
8. All postings will be placed in the three glass-enclosed cases located on each floor near the elevator. Floor posters will be designed and printed in the Marketing office and displayed in appropriate areas within the college. Exceptions may be made for information pertaining to Bellin College policies such as flu masking, Title IX information, etc., and information that needs a larger surface area than the floor posters or cases can provide (i.e. Medical Imaging Week Skeleton game, Shoes for Guatemala, etc.).

The Bellin College logo is the property of Bellin College. Anyone wishing to use the logos must obtain written permission from the marketing director in the Marketing office.

The logo may not be altered or embellished. With permission, the words "Bellin College" or "BC" may be used in place of a logo. This policy applies to all items that may be offered for sale through Bellin College student organizations. Items to be sold by student groups with reference to the Bellin College name or logo must have prior approval from the marketing director.

Note: Logos are available in multiple file formats. In addition, a vertical format is available when space is limited. Please contact the Marketing department for more information.

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## ► Finance

Each student organization has a Bellin College account. With this account each organization receives a check book and uses the Bellin College tax ID number. Managing an account and a budget can sometimes be difficult. It is highly encouraged to receive help or advise from the Vice President of Business and Finance.

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.
- Conduct a review of the books in May with the Facilitator(s), outgoing treasurer, and incoming treasurer and submit a report to the Vice President of Business and Finance.
- 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 organizing is planning to collect any donations for an event, raffle, etc. They are to fill out the Event 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 Vice President of Student Affairs, Enrollment, and Belonging will review the request with the Advancement Department.

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## ► 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 Student Affairs, Enrollment, and Belonging 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 drawing first so everyone is in it. You can announce it in any order, most save Grand prize winner for last.



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## ► 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.

In order to ensure your activity or fundraiser is given the attention it deserves (posters, social media, etc.), we ask that all requests are made two weeks or more prior to your event. If you have any questions about the Event Request form or your activity/fundraising event, please contact the campus life coordinator at [campuslife@bellincollege.edu](mailto:campuslife@bellincollege.edu)

### Activity and Fundraising

Student organizations should consult their organization's facilitator(s) regarding activity and fundraising events. The "activity/fundraiser request" form will be approved by the Campus Life Coordinator. The form is available through the Bellin College Buzz by visiting the events tab ( <https://bcbuzz.bellincollege.edu/events> ) and clicking "Create Event"

The following standards apply to each organization:

- Submit the request form two weeks 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 forms filled out and filed prior to the off-campus event

**Each student organization MUST host one educational event and one other event on campus each semester.**

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## ► 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.

Organizations must follow the appropriate off campus event procedures.

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 or group running the event, and the organization or group 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.

### Off Campus Event Procedure

1. If a student organization or group is planning an off-campus event (i.e., dinner dance, retreat, service event, weekend away, field trip, etc.), they must submit an Event Request form at least two weeks prior to the event, sooner if possible. This form is accessed by visiting the events tab on the BC Buzz (<https://bcbuzz.bellincollege.edu/events>) and clicking "Create Event"
  - Information required upon event:
    - Contact information, student organization or group name, event name, event description, date/time of event, location of event, partners involved in the event, nature of the event,

projected number students attending, risk management plan, alcohol management plan (if applicable), and expected way of travel.

2. Each event will be reviewed by the Campus Life Coordinator and others affected if necessary. It is the college's goal to have all events reviewed within 48 hours.
3. All event participants must sign the Off Campus Event Waiver before the event begins. Waivers can be signed during the registration process on BC Buzz, or through a paper copy (available on page 19).

### **If Event is Approved**

Four days before the event all waivers, guest lists, transportation details, risk management plan, alcohol management plan (if applicable), and copy of contracts must be updated through the BC Buzz or submitted directly to the Campus Life Coordinator.

### **If Event is Denied**

If the event is denied the Campus Life Coordinator will reach out with reasonings and suggestions to improve the event.

### **Risk Management Plan**

Litigation or the tendency of someone to sue in the event of an accident or injury has, unfortunately, become commonplace. Organizations, officers, administrators, and the college are all vulnerable. In this litigious environment, you must be realistic about safety and loss prevention practices. Be aware of the nature of your activities and the inherent exposures which may give rise to personal injury, property damage, or a lawsuit. Risk Management is the practice of assessing the risks inherent in a specific activity and implementing some controls which reduce the potential for accidents and injuries to members and their guests. Risk management should always take precedence over expediency and shortcuts. A risk management plan must contain the following:

- If the event has alcohol the risk management plan must include an alcohol management plan which will help create an environment of responsible drinking and a way to prevent underage drinking.
- How the student organization or group plans to keep all members safe.
- How to ensure the event will not get out of control.
- How to ensure safe travel.

### **Enforcing an Alcohol Management Plan**

Student organizations that sponsor social activities which involve the use of alcohol are particularly vulnerable to lawsuits when accidents or injuries occur. The increased attention to alcohol's role in injuries and date rape, together with the greater tendency toward litigation, make it imperative for student organizations to manage themselves with extreme care and caution.

In an event something was to happen, the organization could face legal ramifications that extend well beyond just one organization. Careful pre-planning and preparation for one's social event will reduce the risk you face, but one could still be held liable. The following Alcohol Management Checklist is meant to provide organizations with awareness as well as a way of monitoring an organization's planning process and event. Following are some things to consider before an event:

- Alcohol will not be the primary focus of the event.
- A means of financing the event (not collecting money at the door) has been determined and implemented.
- A majority of social expenditure is being used toward the program activities, with NO alcoholic beverages purchased with group funds.
- Advertising for the event does not condone alcohol abuse.
- Alcoholic beverages are not being used as an enticement (reward, door prizes, benefit of membership).
- In planning the event, individuals have been assigned formal responsibilities and authority, specifically regarding behavioral management and distribution of alcoholic beverages.
- Specific individuals have been assigned in advance to be sober monitors during the event. They should have something on to identify them as a sober member in the case of an incident.
- A time duration for distribution and consumption of alcoholic beverages has been determined.
- Restrictions have been made regarding the total amount of alcohol to be available at the event.
- A maximum number of participants have been determined and planned for and a guest list is maintained.
- If alcoholic beverages are being distributed, transportation to and from the event MUST be provided.
- In the case of a large event where alcoholic beverages will be consumed, security has been hired.

- All participants will be required to show proof-of-age prior to their admission.
- If going to an establishment, alcohol will be monitored by the establishment's employees.
- Non-alcoholic beverages will be offered and easily accessible in reasonable quantities during the event.
- Adequate food will be provided throughout the evening.
- Guests who arrive at the event intoxicated will be asked to leave or be escorted from the premises.
- Uninvited guests will be refused admission into the event.
- The entire organization has been formally informed of the planning process and procedures for the event.
- All appropriate procedures (on/off-campus event registration form, contracts, etc.) have been completed.
- A formal evaluation process has been determined (who, what, when etc.) regarding the planning process and program.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, is prohibited. All social events with alcohol must be cash bar only.

This checklist should be employed for all social events an organization sponsors that have alcohol present. If these points are addressed, the risk of something negative happening are greatly reduced; and if something should happen, one has taken proven steps to reduce organizational and personal liability.

### **Alcohol and Drugs**

- The possession, use and/or consumption of alcoholic beverages in compliance with all applicable laws and rules of the state, county, city, and college
- Prohibit purchasing, selling, or serving alcoholic beverages to minors
- Prohibit purchasing alcohol with organization funds
- Prohibit the possession, sale and/or use of illegal drugs or controlled substances at any event or activity that an observer would associate with the organization
- Restrict the sponsorship of open parties

### **If an Incident Were to Occur**

It is an unfortunate reality that from time to time a serious injury, major property loss, criminal activity, etc. will occur. These events of this nature grievously impact not only on the student organization or group, the campus community as a whole, and the families and friends of members. In the event of a crisis, all student organizations or groups must be prepared to respond quickly and appropriately. A copy of this policy should be kept in an easily accessible place and distributed to those running the event. There are several recommended steps to follow in the event of a crisis. In emergency situations, it is critical that you react calmly. The success of this plan depends on the thoughtful and cooperative responses by all members.

**In an emergency situation, Bellin College employees are ready and willing to assist you. You should not fear approaching the college for assistance in a time of crisis. Our primary concern is for the safety and well-being of your members. In many cases, we can assist you in making important arrangements such as organizational management, group and individual counseling, administrative notification, and communication with the appropriate officials.**

- Determine who is in charge during an emergency/crisis
- Take immediate care – If someone is injured, avoid touching them if possible. In the case of a disaster, find a safe place to go or follow the instructions given by the local authorities. Call 9-1-1 if you are off campus and if on campus call 920-433-6699.
- Call the Vice President of Student Affairs and Belonging at 920-639-3609 and inform them of the incident. They will be able to assist you in the next steps.
- Document the incident – Take note of the people involved, witnesses, and a detailed description of the incident.
- Submit a report – You will need to submit an Incident Report to the Vice President of Student Affairs and Belonging the following business day.
- Do NOT speak with the media – College Administration and Marketing will manage all of the public relations for an incident. Should a media source contact any member of your organization or your facilitator, refer them to the Vice President of Admissions and Marketing.

**Officers/Leaders**

Officers and/or leaders are directly responsible for the behavior and general welfare of both members and their guests of the event. This includes abiding by all current laws of the state in which the event is being held.

**Fire, Health, and Safety**

Regardless of who owns the premises on which your organization sponsors an event or activity, you may be held liable if you are negligent in the planning. This includes choosing a location for your event that will accommodate the number of expected participants. Another consideration is a safety inspection of the facility by the officers, prior to the event, to investigate potential hazards. An emergency plan should be considered for every event; emergency numbers for fire, police and ambulance should be available.

**Contracts**

Any time you make a contractual agreement with an establishment, vendor, or performer, it is very important to get it in writing. This protects your organization from unassociated, unreasonable, and/or unexpected costs. All Contracts must be reviewed by the Vice President of Student Affairs and Belonging and student organization facilitator.

**Establishment contracts**

Establishment contracts are used when you arrange an event (i.e., Dinner Dance) at a supper club or similar establishment. It simply outlines the prices, deposits, and services agreed on by both parties. Such a contract protects you from being overcharged and nearly assures that you get what you were promised by the establishment. All Contracts must be reviewed by the Vice President of Student Affairs and Belonging and student organization facilitator.

A contract is a legal document. **A contract should never be signed by a Bellin College student. Contracts should only be signed by the Vice President of Student Affairs and Belonging and/or the student organization facilitator once they have reviewed the document in its entirety. Be aware that when you sign a contract, you can be held personally liable if your organization does not follow through.** Be aware that in Wisconsin, verbal contracts are legally binding.



OFF-CAMPUS TRAVEL DISCLOSURE OF RISK, AGREEMENT OF WAIVER  
RELEASE AND HOLD HARMLESS

*\*Please Enter Information*

**Name (first, middle, last):** Click here to enter text.

**Dates of Trip:** to

**Street Address:** Click here to enter text.

**City** Click here to enter text., **State** Click here to enter text.,

**Zip Code** Click here to enter text.

**Email:** Click here to enter text.

**Bellin College believes that organized off-campus activities by its students are an important part of the students' overall learning experience. Off-campus activities do, however, involve significant risks, both to students participating in them and also to the college based upon the manner in which students conduct themselves while off campus.**

***By signing this form, the above-named student agrees as follows:***

1. To observe standards of conduct outlined in Bellin College Code of Conduct and all Bellin College policies and procedures applicable to the student while participating in the off-campus activity referenced above (the "Activity"), understanding that such compliance is important to the success of the Activity and to the college's willingness to permit future similar activities.
2. To conform to the student conduct to the standards surrounding the Activity and assume responsibility for their actions, understanding that the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
3. That the student does not act as an agent or representative of the college and, accordingly, shall not have or hold them out as having the power or authority to bind or create liability for the college by virtue of the student's negligent or intentional acts or omissions.
4. To assume full financial responsibility for all costs and expenses incurred by the student in connection with the Activity, including without limitation financial responsibility for damage or destruction to property of third parties.
5. To obtain and maintain such health, accident, disability, hospitalization, and travel insurance as he or she may deem necessary for the Activity, and to be responsible for the costs of such insurance and any expenses not covered by insurance.
6. To immediately disclose to the college any physical or emotional conditions or problems that might impair their ability to complete the Activity, and that they hereby release the college and its trustees, officers, employees, agents, and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of their failure to disclose such conditions or problems.
7. That participation in the Activity is entirely voluntary, and that the student is fully aware, having sought and obtained such information and advice as the student feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possible short-term and long-term disability, and even death. These risks can come from causes which are many and varied, may not even be presently foreseeable, and may include negligent or intentional acts or omissions of others. The student acknowledges, accepts, and assumes all such risks, whether or not presently foreseeable and whether or not caused by the negligent or intentional acts or omissions of others, and elects voluntarily to participate in the Activity. The student releases the college and its trustees, officers, employees, agents, and representatives from any and all claims the student may have in the future, waives all such claims, and agrees not to sue the college or its trustees, officers, employees, agents, and representatives for any such claims, arising out of his or her participation in the Activity, including but not limited to claims arising out of the negligent or

intentional acts or omissions of others.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IN WITNESS WHERE OF**, Participant has executed this Agreement at Bellin College, 3201 Eaton Rd, Green Bay, Wisconsin on this Date: \_\_\_\_\_

Witness Signature \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parental/Significant Other Acknowledgement (optional for students over 18):**

Parental/Significant Other Signature:

\_\_\_\_\_

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## ► 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.

### Section I: Student Organization Disciplinary Actions

The actions of undergraduate and graduate/professional student organizations are expected to be consistent with the standards of conduct. If members of a student organization or students representing the group violate Bellin College's policies, disciplinary action may be taken against the group as a whole, its officers, or individual members. Knowledge of the incident among organizational leadership is not a pre-requisite for the group to be held accountable, and so it is strongly advised that organizational leadership regularly educate their membership on the expectations of the college and implement accountability systems to ensure policy violations are not taking place. The Vice President of Student Affairs, Enrollment, and Belonging is happy to advise and guide leaders through this process. The following consequences may be imposed if a student group or organization is found responsible for violations of the Student Behavior/Code of Conduct:

- College monitoring.
- Probation.
- Dismissal.
- Limitations on activities.
- Limitations on recruiting privileges.
- Written or verbal notification to national organization representatives, officers, advisers, or facilitators.
- Loss of Privileges - Denial of privileges such as removal of services and access to facilities, attendance, or participation in activities/programs.
- College Probation of Student Organization - Probationary status for a specified period, typically not less than one semester, during which time the organization will be required to fulfill specific conditions before reinstatement to good standing. Organizations may not host events involving alcohol under any circumstances while on Student Organization College Probation.
- Suspension of Student Organization - Separation from the college for a specified period, typically not less than one semester. Involves loss of all rights and privileges of student organizations, including the use of college facilities, and probationary status for one year following completion of the suspension.
- Termination of Student Organization - Termination is the most serious of college disciplinary actions for a student organization. It involves permanent separation of a student organization from the college.

All decisions about and consequences imposed on student organizations or groups will be kept on file in the Office of Student Affairs. Prior conduct actions will be reviewed if there are subsequent violations by the student organization. Such actions may be considered when deciding on an appropriate disciplinary action.

### Section II: Student Organizational Hearing

An organizational hearing is a formal hearing conducted by the Vice President of Student Affairs, Enrollment, and Belonging and the Chief Academic Officer and one other college employee, who make up the organization's conduct review team. The Vice President of Student Affairs, Enrollment, and Belonging will be responsible for creating each student organization's conduct review team. The conduct review team will review all of evidence and decide the outcome of the hearing. If there is a decision of responsibility, the organization conduct review team will then assign or recommend disciplinary action for the organization and/or individual member(s), as appropriate.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will be in contact with the student organization which has been accused of misconduct within five business days of the report.

The Vice President of Student Affairs, Enrollment, and Belonging (or designee) will review all suspected misconduct prior to deciding whether a hearing is necessary. A student organization has the right to request a hearing for due process.

If needed, the hearing will be scheduled within five to ten business days after contact with the student organization in question.

The organization's facilitator(s) is invited to attend the hearing; the organization's president and executive officers will usually officially represent the organization at the hearing, although additional officers and/or members of the organization may be invited to the hearing; and the organization will be asked to submit a written statement about the incident and its members' involvement that will be used during the hearing. The organization hearing will follow the procedures below:

- In most cases, an incident report will be filed by the Vice President of Student Affairs, Enrollment, and Belonging, another college staff member, or a student. After an incident report is filed, it will be referred to the Vice President of Student Affairs, Enrollment, and Belonging.
- A respondent refers to the student(s) who has been charged with a violation of college policy. The respondent(s), victim(s), complainant(s), and witness(es) identified in the incident report will be notified and will be asked to appear at the hearing. All parties will be asked to provide written and/or verbal testimony and to explain what happened. A determination of responsibility will be based on the evidence presented at the hearing. The standard used to determine responsibility is a preponderance of the evidence, whether it is "more likely than not" that the respondent has violated the policy.
- This hearing shall follow the procedures outlined in Section III. During the hearing, a respondent will have certain rights and responsibilities.

### **Section III: Student Behavior Conduct Hearing Procedures**

This section describes the format of the hearing and the rights of the respondent in the hearing process. It also includes information about witnesses, student conduct assistants, the respondent's facilitators, the decision-making process, and the communication process.

The hearing format is as follows:

- An electronic or other verbatim record will be made of all hearings. This record will be retained for one month following the hearing or until the conclusion of any appeal process, whichever is longer. The record will then be destroyed, except in cases of suspension and expulsion, when the electronic record shall be retained with the student's record.
- At the beginning of the hearing, the respondent will be introduced to others who are present. The respondent will be informed of standards alleged to have been violated, which may include student policies, student foundational behaviors, etc.
- The Vice President of Student Affairs, Enrollment, and Belonging will read the incident report and ask the respondent to respond.
- The complainant/victim will be asked to describe what happened, and the respondent will have the opportunity to respond.
- If witnesses are necessary, they will be asked to describe what happened, and the respondent will have a chance to respond.
- All communication between the respondent, complainant, victim, and witnesses will be directed to the Director of Student Affairs.
- The organization's conduct review team may ask questions of any respondent, complainant, or witness during the hearing.
- At the conclusion of the hearing, the respondent, complainant, advisers, and witnesses will be asked to leave the room. These individuals will not be present during the deliberations of the decided plan of the Director of Student Affairs. The outcome of the hearing must be decided within five business days.

### **Section IV: Appeals Process**

If the student or student organization believes that the process and procedures outlined in this policy were not followed correctly or that the process was unfair, an appeal may be submitted to the President/CEO in writing. The Appeals Form is located in the Vice President of Student Affairs, Enrollment, and Belonging's office