Bloomsburg University Student Clubs and Organizations Handbook

2018-19
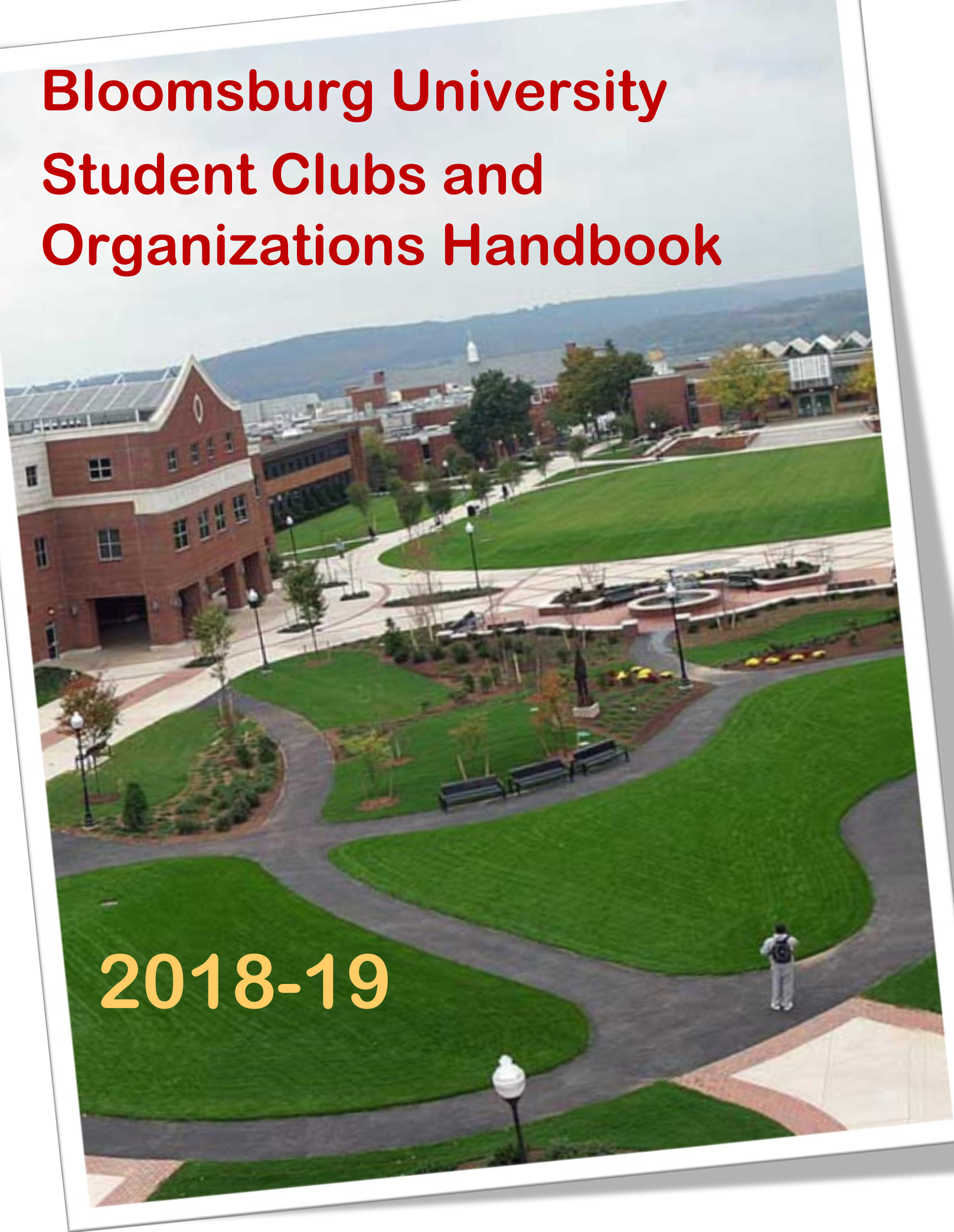
Helpful Campus Resources

Alumni Engagement	**Alumni House**	**570-389-4058**
Campus Catering catering@bloomu.edu	**Scranton Commons**	**570-389-4485**
Center for Leadership and Engagement (CLE)	**North Hall Ground Floor**	**570-389-4354**
Center for Prof Development Career Experience	**SSC 201**	**570-389-4070**
Community Government Association (CGA)	**KUB 421**	**570-389-4901**
Community Activities Office	**KUB 428**	**570-389-4462**
Dean of Students Office	**KUB 101**	**570-389-4304**
Duplicating Services	**Waller Admin 42**	**570-389-4212**
Facilities Scheduling (EMS Reservations)	**BMC**	**570-389-4537**
Greek Affairs Office	**KUB 348**	**570-389-4997**
Health & Wellness Center	**SSC 253**	**570-389-4980**
Husky Mail Hub	**Soltz Hall**	**570-389-4404**
Kehr Union Reservations Scheduling	**KUB 350**	**570-389-4715**
Learning Communities	**Columbia Hall 121**	**570-389-5318**
LGBTQA Resource Center	**Elwell Hall 141**	**570-389-3933**
Marketing and Communications	**Waller Admin 115B**	**570-389-4488**
Military and Veterans Resources	**SSC 204**	**570-389-3856**
Multicultural Affairs Office	**KUB 229**	**570-389-4510**
Quest Outdoor Leadership	**Quest Upper Campus**	**570-389-2100**
Residence Life Office	**Elwell Hall**	**570-389-4089**
Sports Facilities Reservations	**Nelson Field House 232**	**570-389-4371**
Student Activities Office	**KUB 350**	**570-389-4346**
Student Rec Center	**Rec Center**	**570-389-4772**
University Police	**Andruss Library**	**570-389-2211** **570-389-4168**
Women's Resource Center	**Schuylkill Hall**	**570-389-5283**

INTRODUCTION

Student clubs and organizations at Bloomsburg University of Pennsylvania (BU) offer students the opportunity to connect and engage with other students who may have similar interests, skills, career pursuits, talents, achievements, social causes and/or missions in life. Each student organization is assigned a category that is used to create specialized programming and to help students find connections on and off campus.

Such categories, as featured in HuskySync, include:

Academic	Campus Living	Club Sports
Communications/Media	Community Service	Creative/Performing Arts
Cultural/Ethnic/Diverse	Faith Based/Religious/Spiritual	Greek Life
Health and Wellness	Honor Society	Leadership
Music	Political	Programming / Social
Recreational Sports	Special Interest	

Student clubs and organizations also offer opportunities for students to take on greater responsbility within their respective groups and assume various leadership roles on an executive board while carrying out the mission of their groups. _All officers on executive boards of recognized student clubs and organizations are provided student organizational leadership training through the Center for Leadership & Engagement. This training is offered throughout the fall and spring semesters.   It provides the foundational knowledge and resources to assist student leaders in running an effective and sustainable club or organization. The training is a 4-hour series of interactive workshops that can completed on a single day over a weekend, or through multiple afternoon/evening sessions, based on student availability or preference. Students need to RSVP to attend the training session(s) of their choice through HuskySync._

Sample topics that are covered in the Student Organizational Leadership training include, but are not limited to:

i.   Overview of Student Clubs and Orgs
ii.   Roles and Responsibilities of Executive Board Positions
iii.   Roles of an Advisor
iv.   HuskySync Tools and Functions
v.   Member Recruitment, Retention and Recognition
vi.   Organizational Sustainability Efforts
vii.   Event Planning, Organizational Management and Community Service Projects
viii.   Fundraising and Best Practices for Budget Management; Husky Fund Accounts
ix.   Student Organizational Events Calendar/Annual Campus Events/Collaborative Opportunities
x.   Leading a Club Organizational Meeting
xi.   Social Media, Marketing and Branding
xii.   Stages of Group Development, Teambuilding, Conflict Management
xiii.   Facilities Reservations, Catering Orders, CGA Van Rentals
xiv.   Campus and Community Resources

Bloomsburg University's Community Government Association (CGA) has established a policy to define the relationship between the University and student organizations and the responsibilities and privileges afforded to recognized student organizations. These policies were developed through the Committee on Student Organizations (COSO) with support from the Student Organization Recognition Task Force (SORTF). Before going into effect, all changes to student organization policies are presented, reviewed and voted on by the Community Government Association (CGA).

This process serves many purposes:

1. It establishes universal parameters in which student clubs and organizations can function and defines the University's expectations for student groups.
2. It identifies a communication structure between organizations and the Center for Leadership and Engagement (CLE), Community Government Association (CGA) and Community Activities (CA) for more efficient collaboration efforts.
3. It outlines procedures and steps to be taken when organizations fail to operate in accordance with these guidelines.

Bloomsburg University is committed to supporting the student right and privilege to organize and participate in groups that center around common interests and goals and contribute to co-curricular life on campus. Though student organizations are recognized by, and operate in conjunction with, the University, neither the CGA, CLE, COSO, nor Bloomsburg University assumes responsibility for the individually recognized student club or organization.

Student Organization Handbook

A recognized student club or organization is responsible for conducting its affairs in a responsible manner consistent with the policies and procedures of Bloomsburg University's Community Government Association (CGA), Community Activities Office, the Student Code of Conduct, and all student organization policies. Recognized student clubs and organizations will be held accountable for the action and behavior of their members or guests at their functions. It is the responsibility of the recognized student organization to familiarize itself with the contents of the Student Organization Handbook. Officers are responsible for informing other members of their organization about current policies regarding recognized student organizations. Any change in officers, advisors, and/or constitution should be promptly submitted via HuskySync for review.

STUDENT ORGANIZATION FUNDAMENTALS

Definition of a Recognized Student Organization

A student organization is defined as any associated organization/group of students that meets all criteria for recognition and annual registration via HuskySync at Bloomsburg University. These criteria are outlined in the Student Organization Handbook, including all responsibilities, duties, and rules of being a recognized student club or organization at BU. Foremost in this criteria, student organizations must be directly and solely initiated, operated, controlled, and led by students (currently enrolled at BU) with a common set of developed goals. Student organizations support and enhance academic learning and student involvement on and off campus. They provide extra-curricular (outside of the academic curriculum) and co-curricular (along with the academic curriculum) activities and programs that enrich the academic experience of the students of BU and further the University's mission.

A student organization's leadership structure is an executive board that is typically comprised of four currently enrolled BU students serving as officers (i.e. President, Vice-President, Treasurer and Secretary). This structure of an executive board may be adjusted depending on the individual group's needs. Organizations may opt to expand their executive board to include additional leadership roles such as Parliamentarian, Public Relations, Social Media, Recruitment, New Member Educator, Service Chair, etc… These officers shall be responsible for organizing and leading the organization in alignment with its developed mission. The officers and the member students, as defined by the organization's constitution, are exclusively responsible for deciding on the current and future direction, goals, activities and programs of the student organization. As such, student organizations cannot be led, instructed, controlled or organized by non-students (including outside agencies, entities or individuals) in their daily operations: such groups do not meet the definition of a registered student organization at BU.

All recognized student organizations must have one faculty/staff/affiliate advisor (i.e. someone employed by Bloomsburg University) to serve as liaison between the University, CGA, Community Activities, CLE and the student organization. The advisor assists student organizations in achieving their goals and acts in a consultative, resourceful, and supportive

capacity. This relationship shall not be supervisory in nature nor may it impact a student's grade, work, or other forms of evaluation based on their performance and involvement with the student organization. It is preferred that a BU faculty, staff member, or BU affiliate serves as a student organization's primary advisor. Organizations may have more than one advisor if they would like; however, a faculty/staff member may only advise up to five current recognized student clubs or organizations during a given academic year. Exceptions may be made based on approval by COSO, CGA and the faculty/staff member's direct supervisor.

Membership requirements for each student club and organization need to be outlined clearly in their respective constitution and posted in their HuskySync portal. Only currently enrolled BU students may be eligible for active membership in a particular student club or organization. Membership must be completely voluntary and may not be considered on the basis of academic credits. In addition, no coercion may be used to forcefully maintain membership.

RECOGNITION and REGISTRATION

DEFINITION

- The Committee of Student Organizations (COSO) reviews all requests for new student clubs and organizations who would like to gain recognition status through the Community Government Association at Bloomsburg University.
- Registration is a required annual process in which a recognized student organization acquires eligibility to receive University and Community Government Association (CGA) support.
- Registration for student organization recognition is completed via HuskySync by October 1st of each academic year.
- Duties performed, and activities undertaken by recognized student organizations are not those of the University.
- Organizations that are not recognized may not represent themselves as BU student organizations or avail themselves of the privileges afforded to recognized organizations.
- Student organization recognition may be suspended at any time by the University (see inactive below)

HUSKYSYNC

HuskySync, powered through Campus Labs Engage, offers a comprehensive suite of tools designed specifically to meet the needs of student organizations on campus. These tools allow students to communicate with members, manage calendars and event planning, track member attendance and student involvement hours, share photographs through a gallery and store unlimited amounts of information to help build sustainable organizations. All officially recognized student organizations at BU will have a specific portal to utilize for organizational purposes. To learn more about utilizing the tools offered through HuskySync, contact the CLE Office to schedule a training for your organization.

REGISTRATION STATUS DEFINITIONS

RECOGNIZED

A _recognized student organization_ is one that has fulfilled all of the registration requirements set forth by CGA and is fully recognized and in good standing with the University, CGA, COSO and Community Activities Office.

INACTIVE

An _inactive student organization_ is one that has not fulfilled all of the annual registration requirements set forth by the CGA and COSO. Inactive student organizations cannot function or represent themselves as a BU student organization. Inactive student organization cannot utilize any campus resources provided for recognized student organizations.

PENDING

A _pending student organization_ is one that has initiated the process to acquire recognition, but has not fulfilled all of the steps to retain such recognition yet. Student organizations in pending status may not function or represent themselves as a BU student organization.

The "10 STEP by STEP" New Student Organization Application Process

Step 1: Develop Your Initial Idea and Assess Student Interest

Consider the following questions:

1. What do you want the organization to do? Be specific and have a clear vision is important.
2. What would be the mission and purpose of the organization?
3. What activities would further that purpose? Describe your ideas for activities, events, projects and initiatives in a realistic way.
4. How would you garner the necessary resources to support these activities, events, projects and initiatives? Consider funds, space, resources, members support and staff oversight.
5. How would this organization potentially benefit other students at Bloomsburg University? Your proposal needs to demonstrate a commitment and interest beyond your own.
6. Review the Criteria for New Student Orgs in the Student Organization Resource Packet

Step 2: Review Information and Policies about Student Organizations

Understanding pertinent university policies and guidelines is important before you submit your application. See a complete list of applicable policies on HuskySync, CLE website and in the Pilot, Student Code of Conduct.

Step 3: Have an Initial Feedback Meeting with a CLE Student Organization Leadership Coach

An organization that receives feedback early in its creation is most likely to succeed. SEEK ADVICE EARLY AND OFTEN.

1. Ready for your feedback meeting? Contact the CLE office to begin by emailing stcle@bloomu.edu
2. The Student Organization Leadership Coach will guide you through all the steps of how to start a new club or organization and what resources are available to you
3. Share your draft proposal with the Student Organization Leadership Coach for feedback before you apply.

Step 4: Submit a New Student Organization Application on HuskySync

CAREFULLY CONSIDER the questions on the Application. THE QUALITY AND CLARITY OF YOUR APPLICATION MATTERS.

1. Log into your HuskySync account using your BU username and password
2. Go to the main page under "Organizations" Click on "Register an Organization"
3. Click on the blue button that says "Register a New Organization" and fill out the requested information
4. You will include your 1st draft of your Organization's Constitution when you register. A model template of a constitution can be found on the COSO portal in HuskySync under "Documents."
5. Applications will not be reviewed until after the October 1st deadline for Fall semester or after February 1st for Spring semester
6. *Important Note: Submitting an application does not guarantee recognition*

Step 5: Review by COSO (Committee on Student Organizations) and CLE (Center for Leadership & Engagement)

1. Once you submit your application it is reviewed first by CLE staff and then COSO.
2. After the initial staff review you may be asked to provide additional information prior to the committee review.
3. The COSO group will meet in October for Fall semester and February for Spring semester to review all applications for new student organizations.

Step 6: Attend the Student Orgs 101 Training Workshop

1. This workshop is an introductory session about clubs and organizations to help educate students about the next steps regarding their petition and constitution reviews by COSO and CLE.
2. Learn from the leadership explorers who've journeyed before you! Speak with upperclass student leaders who are founding members of current orgs to gain insight about their experiences so you are well prepared.
3. Consult with your Student Organization Leadership Coach before you present your materials at the COSO meeting

Step 7: Present your Constitution and final application to COSO

1. Attend a pre-scheduled meeting with COSO to present your final proposal
2. Be prepared to field questions about your organization's mission, events, activities, member recruitment, logo design, branding, election procedures, financial requests, and any other related organizational matters
3. Your organization's advisor MUST be present at this meeting
4. If necessary, you may need to revise your constitution and/or make recommended changes before you are eligible to move on to the final phase for approval: The CGA Senate

Step 8: The Decision Notification and Final Presentation to CGA Senate

1. COSO will render a decision on your application after you and your advisor have met with COSO and presented your proposal. COSO is a body comprised of Bloomsburg University student leaders representing Community Government Association, CLE as well as various current student clubs and organizations. Staff representatives include staff with advising responsibilities for student organizations from the Center for Leadership and Engagement.

Based on COSO's decision, you will be notified of the status of your proposal via email within a week from your meeting.

2. _If your application is approved by COSO_, you must attend the final presentation at the CGA Senate to briefly share your new organization application with them to complete the recognition process. Your advisor must be present at this CGA Senate Meeting (scheduled for the beginning of December for Fall semester and beginning of April for Spring semester). CGA Senate will then render the final vote on whether to extend official recognition to the group or not. Notification will occur within 1 week via email of the final decision.
3. _Groups that are denied at any stage of the process may appeal to the "Board of Presidents" or "Dean of Students" asking for reconsideration_. They should begin by meeting with their Student Org Leadership Coach and professional staff from the Center for Leadership & Engagement. Appeals are eligible for review up to 1 week after the denial decision has been communicated to the individual who proposed the new organization.

Step 9: Organizational Leadership Training & Administration

If your organization is approved by CGA Senate, then you must complete the following items:

1. All officers of clubs and organizations are required to attend the student organization leadership training offered in the CLE LCP Level 2 Student Organizational Track. (first explained on Page 3 of this handbook) RSVP through HuskySync under "Events". Current student executive board officers would need to complete it by the end of the fall semester. Any new officers that begin their positions after November 1st in a given academic year would have until April 15th of the following spring semester to complete the required training in order to remain as an approved officer for their student organization.
2. Set up a follow-up meeting with your Student Organization Leadership Coach to:
    a. Update your HuskySync organizational portal
    b. Post your executive board roster in HuskySync
    c. Access EMS for facility reservation requests
    d. Establish a Husky Fund account in Community Activities for the transactions of funds
    e. Establish a mailbox in CLE for communications
    f. Provide an active listing of their advisor(s) in HuskySync
    g. Post meetings, service projects and events in HuskySync that they are organizing
    h. Track attendance from their org meetings, service projects and events in HuskySync

Step 10: Have fun and make a positive impact on campus community life!

You've worked hard all semester long with the application process for the organization. Now, it's time to live the dream!

1. Contact Quest to set up a teambuilding day for your group to work on various skills
2. Brainstorm fun activities or ideas for your first interest meeting or event
3. Register for the upcoming Activities and Involvement Fair to market your group
4. Review the Campus Events Calendar to identify annual opportunities in which to participate
5. Celebrate your success by capturing your members involvement through pictures and videos

REGISTRATION GUIDELINES

OFFICER QUALIFICATIONS

Undergraduate Student Org Exec Board Member Qualifications:

- Be a BU student.
- Be listed on the organization's roster in HuskySync
- Be a full-time student (minimum of 12 credits).

Graduate Student Org Exec Board Member Qualifications:

- Be a BU student.
- Be listed on the organization's roster in HuskySync
- Be a full-time student (minimum of 9 credits).

EQUAL OPPORTUNITY

BU has a continuing moral and legal obligation to foster equality for educational opportunities and to ensure that no one is excluded from its programs or activities based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or expressions. Student organizations must comply with this non-discrimination policy.

FINANCIAL RESPONSIBILITY

- The officers for each organization have financial responsibility for the student organization funding account and should be in constant communication with the advisor. A system of checks and balances should be in place between the officers and the advisor.
- All recognized student clubs and organizations must establish a Husky Fund account through the Community Activities Office in Kehr Union. Misuse of organization funds could jeopardize the organization's status.
- If an organization goes inactive or is frozen, there is no access allowed to any of the organization's funds (ex. Husky Fund, budget) until the issues that warranted the group being placed as 'inactive' or 'frozen' are settled.

CONFLICT OF INTEREST

Student organizations who make decisions that influence the financial actions of the organization must do so in accordance with the highest professional and ethical standards. In order to preserve the integrity and reputation of the organization, members and officers are expected to avoid giving an unfair advantage, or even the appearance of an unfair advantage, to any person or entity doing business with the organization. All organizations must be aware of and seek to avoid any situation where a member's personal interest's conflict with the interests of the organization or its member, and where the organization's interests conflict with the purchasing interests of its members.

RE-REGISTRATION TIMELINE AND TERMS

- New student organization registration is on-going throughout the year.
- Each student organization must re-register every academic year by October 1st.
- Any organizations who do not comply may be moved to inactive status until the registration requirements are fulfilled. Inactive status means that the organization is unable to access student organization benefits.

Additional CRITERIA FOR REGISTRATION

- ✓ A recognized student club or organization may be registered only through HuskySync.
- ✓ A recognized student club or organization's name must clearly express its goals, direction, purpose and mission.
- ✓ Recognized student clubs and organizations are encouraged, but not required, to use "Bloomsburg University", "BloomU", "BU", or another equivalent in their names.
- ✓ Every recognized student club or organization must have an advisor that meets all criteria outlined in the "Responsibilities of a Student Organization Advisor" section.
- ✓ If an organization is suspended from the University for any reason, it may not re-register under a different name with the intention of functioning in the capacity of the suspended group.
- ✓ Groups that want to be considered under the fraternity/sorority category have additional registration requirements and must contact the Office of Greek Affairs.
- ✓ Groups that want to be considered under the Club Sports category should consult with the Director of the Rec Center prior to initiating a new organizational request via HuskySync.
- ✓ In the event that an officer is replaced during the year, the new officer's information is required to be updated on the student organization's HuskySync portal.

REGISTRATION STATUS

The official method of determining organizational status (Active or Inactive) is monitored by the Center for Leadership and Engagement through the use of HuskySync in collaboration with COSO (Committee on Student Organizations).

Every year, a student organization must update their portal's profile with the following:

- Organization Description
- Meeting Information
- Executive Board Officer Contact Information
- Advisor Contact Information
- Current Constitution

CONSTITUTION

- Every organization is required to have a constitution for their HuskySync portal.
- Writing or reviewing your organization's constitution is a great opportunity to refine your mission, officer responsibilities, meeting rules, and membership requirements. Proposed constitution changes need to be submitted through the COSO portal in Husky Sync. All revised constitutions will be reviewed must be approved by COSO.
- Much like government constitutions or laws, a student organization's constitution is important when questions arise about the activities or the mission of the group. Constitutions hold student organizations at their members accountable for their actions.

STUDENT ORGANIZATION CONSTITUTION & BYLAWS SAMPLES:

(PLEASE MODIFY TO MEET YOUR ORGANIZATIONS NEEDS OR DEVELOP YOUR OWN)

Please use this template to develop a complete and accurate constitution for your student organization. The more detailed and less-vague your constitution is, the easier it is for COSO to accept it.

Constitution

of

Insert official Student Club or Organization Name

PREAMBLE

The *Insert official Student Club or Organization Name* shall exist to…

(explain how this organization serves a need for students at Bloomsburg University)

ARTICLE I: NAME & AFFILIATION STATUS OF ORGANIZATION

Section 1.) The name of this organization is, and shall be, *Insert official Student Club or Organization Name*

Section 2.) The acronym of this organization is, and shall be, *Insert official Student Club or Organization Acronym*

Section 3.) (If this group is affiliated with any local, regional, national or international organizational, please list the specific group it is connected to. If there is no affiliation beyond Bloomsburg University, simply state that.)

ARTICLE II: GOALS/MISSION OF ORGANIZATION

Section 1.) The mission of *Insert official Student Club or Organization Name* is (fill in with a mission statement).

Section 2.) The goals of *Insert official Student Club or Organization Name* are:

   a.   (List the goals here)
   b.   (List the goals here)
   c.   (List the goals here)

ARTICLE III: MEMBERSHIP/RECRUITMENT OF ORGANIZATION

Section 1.) ***Basic Eligibility:*** Any current Bloomsburg University student is eligible to express interest in joining *Insert official Student Club or Organization Name.* Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies

Section 2.) **Additional Eligibility Requirements:** To be a member of *Insert official Student Club or Organization Name, an individual also must:*

   a.   Dues/Fees: (List specific requirements. If none, then state "Dues/fees will not be collected.")
   b.   (List additional requirements here)
   c.   (List additional requirements here)

(Examples: Membership dues are needed, academic/career major focus, experience/passion for club/org goals and mission, academic GPA, etc…)

Section 3.) ***Recruitment:*** The methods in which *Insert official Student Club or Organization Name* will use to promote and recruit new members shall be:

   a.   (List methods here)
   b.   (List methods here)
   c.   (List methods here)

(Examples: Table at the Activities and Involvement Fairs, Social Media outreach, Open Interest Meetings, HuskySync, Socials, etc…)

Section 4.) **Active Membership:** To be considered an active member with voting rights in the *Insert official Student Club or Organization Name, an individual must:*

      a. (List requirements here)
      b. (List requirements here)
      c. (List requirements here)

(Examples: Attending a minimum amount of meetings/practices/events per semester/year, successful payment of dues and registration, etc…)

ARTICLE IV: MEETINGS FOR GENERAL ORGANIZATION BODY

Section 1.) *Insert official Student Club or Organization Name* shall organize and conduct a minimum of "X" open general meetings per semester for the organization's general body.

      a. Meetings are generally held on a (specific time frame such as weekly, bi weekly, monthly, semesterly) basis
      b. Meetings will be held on campus and made accessible to all members

Section 2.) If a special meeting is needed for members of the *Insert official Student Club or Organization Name, (*define who can call such meeting and how much notice needs to be provided in advance to the membership.)

Section 3.) If a member is absent from a general and/or special meeting,

      a. (State expectations for communicating absence to the executive board ahead of time)
      b. (State consequences, if any, for 'unexcused' vs. 'excused' absence)

Section 4.) **Quorum:** In order to conduct a vote on any organizational matter at an open general meeting, (explain how many active members must be present or percentage of members to carry out such business)

Section 5.) Robert's Rules of Order, revised, will be assumed to be the parliamentary procedure used unless stated otherwise in general meetings of the organizations body. Members may review the contents of Robert's Rule of Order in the Committee on Student Organizations portal in HuskySync under "Documents."

ARTICLE V: PROCEDURES FOR THE ELECTIONS OF THE ORGANIZATION

Section 1.) **Officer Nominations**:

      a. (Explain who is eligible to be nominated and how. i.e. List anyone, like an advisor, who may constitute a non-voting member)
      b. (Describe when during the academic year regular elections would be conducted)
      c. (Describe timeline for acceptance of nominations)

Section 2.) **Voting Procedures:**

      a. (Explain who is eligible to vote in the elections)
      b. (Explain how the voting will be conducted)
      c. (Explain how an individual is determined as the winner of an election. Ex: 50% + 1, 2/3rd vote of eligible voting members, unanimous vote, appointment by current exec board, etc…)

Section 3.) **Fulfillment of Vacancies**: If a position on the executive board of *Insert official Student Club or Organization Name* becomes vacant voluntarily or a member is asked to step down, the procedure for fulfillment of that position vacancy is as follows:

      a. (Explain the procedures to fulfill the vacancy. Clarify if it's an appointment or election.)
      b. (Explain the timeline for the procedures)
      c. (Explain the eligibility of nominees)

Section 4.) **Removal from Office:**

      a. If an officer of the executive board decides to resign their position, they must (explain the procedure for communicating their resignation)
      b. If it is recommended that an officer of the executive board be removed from their position, (explain the procedures to follow)

c. If an officer's position becomes unexpectedly vacant, (explain who will carry out such duties in the interim until a new officer is in place for that role)

ARTICLE VI: OFFICERS and DUTIES of THE EXECUTIVE COMMITTEE

Section 1.) The Executive Board of *Insert official Student Club or Organization Name* shall be comprised of (list all positions that will serve the organization)

Section 2.) **Eligibility for Executive Board**: In order to be eligible to serve as an executive board members, individuals must:

    a. (State the requirements)
    b. (State the requirements)
    c. (State the requirements)

(Examples of requirements: Must have been an active member for at least 1 semester. Must have a GPA requirement of X.XX. Must be a rising junior in credits. Must be in a current academic major related to the org, etc..)

Section 3.) **Duties of the Executive Board:**

    a. President/Chairperson
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)
    b. Vice President
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)
    c. Secretary
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)
    d. Treasurer
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)
    e. Other Position (insert title here)
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)
    f. Other Position (insert title here)
        i. (List specific responsibilities)
        ii. (List specific responsibilities)
        iii. (List specific responsibilities)

ARTICLE VII: MEETINGS FOR ORGANIZATION EXECUTIVE BOARD

Section 1.) *Insert official Student Club or Organization Name* shall organize and conduct a minimum of "X" executive board meetings per semester for the organization's executive board

    c. Meetings of the executive board are generally held on a (specific time frame such as weekly, bi weekly, monthly, semesterly) basis
    d. Meetings will be held on campus and made accessible to all members

Section 2.) If a special meeting is needed for executive board members of the *Insert official Student Club or Organization Name, (*define who can call such meeting and how much notice needs to be provided in advance to the executive board.)

Section 3.) If an executive board member is absent from a meeting,

    a. (State expectations for communicating absence to the executive board ahead of time)
    b. (State consequences, if any, for 'unexcused' vs. 'excused' absence)

Section 4.) Robert's Rules of Order, revised, will be assumed to be the parliamentary procedure used unless stated otherwise in general meetings of the organizations body. Members may review the contents of Robert's Rule of Order in the Committee on Student Organizations portal in HuskySync under "Documents."

ARTICLE VIII: ADVISOR OF ORGANIZATION

Section 1.) **Selection of Advisor**: The primary advisor must be a current BU faculty or staff member.

    a. (Explain how the advisor is chosen by the student club or organization)
    b. (Explain any specific eligibility requirements to serve as the advisor)
    c. (Explain the timeframe for which an advisor may serve in that capacity)
    d. A secondary advisor may be selected from the local community or a BU Alum
    e. Current students may not serve in the capacity of an advisor

Section 2.) **Roles and Responsibilities**: The advisor of the *Insert official Student Club or Organization Name* is
    expected to serve the group by:

    a. (List the specific expectations)
    b. (List the specific expectations)
    c. (List the specific expectations)
    d. (List the specific expectations)

Section 3.) **Advisor Removal/Vacancy Fulfillment**

    a. If the organization would like to make a change in who their advisor is, (describe the process to carry out such a change)
    b. If an advisor resigns from the position, (describe the steps that will be taken to secure a new advisor.)
    c. If a change in an advisor occurs, the *Insert official Student Club or Organization Name* will immediately notify the Center for Leadership & Engagement and update their HuskySync portal. A discussion will occur regarding an interim advisement plan for the organization until a new advisor is identified.

ARTICLE IX: AMENDMENTS TO CONSTITUTION

Section 1.) **Procedure for proposing amendments:** Amendments to the Constitution must be presented two weeks prior to the ratification vote and may be initiated by any officers or members of the organization.

Section 2.) **Procedure for adoption of amendments**: Amendments must be approved by three-fourths (3/4) vote of the Executive Committee and ratified by a simple majority vote of the member students. Amendments to any article or section of the Constitution shall render each and every previously recognized corresponding article or section null and void.

Section 3.) All amendments are subject to the approval of the Committee on Student Organizations (COSO), Center for Leadership & Engagement (CLE) and Community Government Association (CGA) of Bloomsburg University.

Section 4.) All submissions of amendments must be provided through HuskySync (unless otherwise instructed by COSO or CLE) for review.

Enacting Clause

This constitution and bylaws of *Insert official Student Club or Organization Name* shall become active upon the print and signatures of both the organizational president and the advisor of said such organization as well as the approval from the Committee on Student Organizations (COSO).

_____   _____   _____

Club/Organization President   (Please print)   Signature of Club/Org President   Date

_____   _____   _____

Club/Organization Advisor   (Please print)   Signature of Club/Org Advisor   Date

_____   _____   _____

COSO Parliamentarian   (Please print)   Signature of COSO Parliamentarian   Date

STUDENT ORGANIZATION RIGHTS & RESPONSIBILITIES

RIGHTS OF THE STUDENT ORGANIZATION

In addition to the rights assured to students, student organizations have the following rights, as outlined in The Pilot on the Bloomsburg University website.

• Student organizations have the freedom of speech and the right to peaceful assembly.

• Students have the right to organize groups or to join associations.

• Student organizations have the freedom of press and the right to publish.

• Student organizations have the right to choose an advisor and the right to change their advisor.

• Student organizations have the right to develop and amend their constitution.

HAZING

- ✓ Hazing at Bloomsburg University is strictly prohibited and WILL NOT BE TOLERATED!
- ✓ Hazing ruins people's lives, brutalizes everyone involved, and jeopardizes the very existence of campus groups and organizations.
- ✓ Hazing is defined by any action or situation created, whether on or off campus, that results in mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule.
- ✓ Organizations found engaging in hazing activities will be held accountable through the Dean of Student's Office.
- ✓ Questions concerning this policy should be referred to the Dean of Student's Office.
- ✓ BU's hazing policy can be found at: https://www.bloomu.edu/policies_procedures/4650

RESPONSIBILITIES OF STUDENT ORGANIZATIONS AND OFFICERS

- ✓ Student organizations must adhere to all other student organization policies found in this Student Organizations Handbook
- ✓ A student organization, its officers and members shall abide by University policies, as well as federal, state, and local laws.
- ✓ Raffles and other forms of gambling are strictly prohibited.
- ✓ A student organization, its officers and members shall abide by and be subject to the Code of Student Conduct.
- ✓ Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization.
- ✓ Student organizations must abide by all CGA, University, and/or State fiscal policies and requirements.
- ✓ All executive board officers of recognized student clubs and organizations must complete the 4 hour Student Organizational Leadership training program coordinated through the Center for Leadership & Engagement.
- ✓ Individual student organizations must be unique and substantially different entities. The extent of such uniqueness shall be demonstrated through differences in members, officers, advisors, and/or the purpose of the organization.
- ✓ COSO will have final authority to decide if an organization is a duplication of and/or similar to any other registered student organization.
- ✓ Student organizations must be directly operated, controlled, and led by currently enrolled students at BU.

RESPONSIBILITIES OF STUDENT ORGANIZATION ADVISOR

A student organization advisor is a consultant, resource, and support system to an organization. They provide direction through advice, understanding and clarification. The primary advisor should be on-campus faculty or staff member. Secondary advisors can be either on-campus or off-campus.

An advisor should:

- ✓ Be aware of the rules and regulations that pertain to a student organization and its members.
- ✓ Be available to organization members for consultation and mentorship.
- ✓ Stay up to date on what is occurring within the organization as well as in the campus community.
- ✓ Provide constructive feedback.
- ✓ Assist in developing programs and campus events.
- ✓ Serve as a liaison between the University and the student organization.
- ✓ Follow University and state policies and procedures.
- ✓ Be aware of and assist the organization in the management of its financial operations.
- ✓ Consult periodically with the CGA, CLE, or designated staff concerning the student organization's direction, programs and functions
- ✓ Notify designated staff in the event the organization has decided to or has ceased to function as a student organization.
- ✓ Assist the organization in the periodic examination of its progress toward the goals specified in the organization's constitution.
- ✓ Attend the student organization's functions that meet the following criteria, when possible:
    - d. Admission is charged at the door.
    - e. The event takes place "after hours."
    - f. The event is an official University dance, party or concert, which is being advertised off campus.

Advisor Resignation Procedures

If an advisor chooses to resign their position, they have the responsibility of notifying the CLE Office as well as the student organization. Upon receipt of notification, the student organization has thirty days to find a new advisor. In the interim, the resigning advisor will remain in full capacity until a new advisor has been found and the advisor information has been updated on HuskySync. In the case that the resigning advisor cannot carry out the duties of the position, the student organization may exist without the advisor until a suitable replacement is found (within the thirty-day limit). In this scenario, a professional staff member from the Center for Leadership and Engagement will serve as the interim advisor. If an advisor is not found after thirty days, the student organization will be placed on pending status until an advisor is found.

POLICIES ON POSTING ON CAMPUS

Posting Policies and Promoting Student Org Events/Meetings

- ✓ The name and contact information of the person or organization posting the material must be clearly identifiable on any posted material.
- ✓ Most academic buildings have designated areas set aside for the general display of announcements, posters, handbills, etc. All off-campus individuals and organizations shall limit their postings to general display areas.

- ✓ All materials posted in general display areas shall be limited to one posting per area and may not exceed 17 x 23 inches in size and shall be posted in such a way as not to interfere with or cover other postings.
- ✓ Posting in residence halls requires the approval of Residence Life. A copy of your posting must be brought down to the Residence Life Office in Elwell Hall, and will be accepted or denied. If accepted, the posting can be sent into residence halls.
- ✓ Full posting policy: http://www.bloomu.edu/advertising
- ✓ It is recommended to make 130 copies of your posting, which would cover every Community Assistant, and enough for common areas on campus.
- ✓ Materials must be removed by the party posting them within 48 hours after the advertised event has occurred. In any case, all materials will be removed from general display areas at regular intervals throughout the semester.
- ✓ Institutional departments and recognized institutional and student organizations have specific designated display areas for their exclusive use. These are posted with written notice that the area is for their exclusive use. Each department or organization shall be responsible for clearly designating and maintaining their respective areas.
- ✓ Student clubs and organizations are encouraged to list it as an "EVENT" on HuskySync
- ✓ Student clubs and organizations are encouraged to contact communication groups such as school newspaper, "The Voice", WBUQ Radio, and BU NOW to help promote approved campus events and projects

PROHIBITED POSTING

First priority for the use of BU Campus facilities is given to the students, faculty and staff of those institutions. All uses of campus facilities are subject to reasonable time, manner and place restrictions. Posting of announcements, handbills, posters, advertisements, flyers or printed material of any kind is prohibited everywhere on the BU campus, except on authorized kiosks, bulletin boards, and other expressly designated areas.

Prohibited areas include the following:

Light posts, Windows, Motor vehicles, Fences, Trees, Building Exteriors, Benches

Chalking, tagging, painting or marking of any kind is prohibited on all BU buildings, grounds and facilities. Water soluble chalking is permitted on the University's sidewalks to advertise special functions (sponsored by campus departments & recognized organizations and taking place on the campus) on the day of the event. Chalking is only permissible on the horizontal concrete ground surfaces (not on walls, brick surfaces, etc.)

POSTING VIOLATIONS

All postings that do not comply with this policy shall be summarily removed. Individuals and/or organizations shall be required or pay repair and removal costs and may forfeit campus posting and scheduling privileges for repeated violations of this policy.

DIGITAL SCREENS

Digital screens are available in all residence halls, dining facilities, Student Services Center, athletic buildings and academic buildings. For list of Building Managers for approval, please visit http://www.bloomu.edu/advertising

HUSKYSYNC ADVERTISING

The Weekly Blorg is a weekly newsletter on HuskySync that allows organizations to advertise an upcoming event. The link to the Weekly Blorg Submission form is on the main page of HuskySync.

STUDENT ORGANIZATION INFORMATION TABLES

INFORMATION TABLE REQUIREMENTS

A specified number of information (info) table spaces are available for recognized student organizations to reserve on campus for promotion of their clubs/organizations and for information dissemination regarding special events, etc. The following must apply:

1. Student organizations must be recognized by CGA and the University, and in "active" standing. Only current officers of the student organization are allowed to make reservations on EMS.

2. Organizations/departments must directly reserve the spaces through EMS, according to established reservations procedures. Space is available on a first come first serve basis. Organizations/departments may not change tables or move tables from one location to another.

3. Organizations must have a sign attached to the reserved table (in clear view; not smaller than 8 ½" X 11"), identifying the sponsoring student organization or campus department and contact information. Signs and other material may NOT be attached to any adjacent wall or glass surface. Organizations/departments will be held responsible for any damages incurred to the facility or the facility property.

4. Student organizations/campus departments must conduct official business and/or promotion of their organization or department. Student organizations and campus departments may not sponsor table space for outside vendors or other private parties, except as provided for in the following section on fundraising. Any sales associated with the table must be directly related to the role and mission of the student organization/campus department by way of ticket sales for special events or promotional materials depicting the nature of the organization, such as club. T-shirts. This regulation will be strictly enforced and organizations not complying may have future reservation rights revoked.

5. Shouting or other noisy attraction methods designed to gather attention to the info space are not permitted. For indoor info spaces, activities must take place from behind the assigned table so as not to interfere with internal traffic flow through the buildings. For outdoor info spaces (The Quad, SSC Patio, Lycoming Lawn, etc.) activities must take place within the reserved area. Activities must not impede pedestrian traffic.

6. Due to fire regulations, burning of materials of any kind is not allowed.

7. The info table space for a student organization must be staffed by a current student who is a member of the student organization and the info table for a department must be staffed by a faculty or staff person from the campus department at all times.

8. Organizations/departments must remove all items, including trash and debris from their info table area daily. Items must not be left overnight, including signage, etc.

9. Any recognized student club or organization may also consider registering for a info table at one of the Activities and Involvement Fairs coordinated through the Center for Leadership & Engagement. The Fall fair is held in August and the Spring fair is held in January. Sign-up process is through HuskySync under "FORMS" each semester.

FUNDRAISER POLICY

1. A fundraiser/service project form must be approved BEFORE reserving a location on campus. The form is located on the main page of HuskySync and must be submitted at least 2 weeks in advance of the requested event date(s). AFTER this form is approved, you may reserve your desired location on EMS.

2. Funds raised by BU recognized clubs/organizations are to be used to expand the educational opportunities of the organization(s) and not to financially subsidize individual persons' interests, appetites, needs, or living expenses.

3. Door-to-door selling/solicitation in the residence halls is not permitted.

4. If you intend to advertise this event in the residence halls, fliers/posters must be brought to the Residence Life Office, lower ERH, for distribution. Residence Life staff will review, approve and hang them up.

5. Credit card fundraiser events may only be coordinated by students of the recognized club/organization.

6. T-shirt and promotional items must be approved by CLE professional staff working with the Committee on Student Organizations (COSO) prior to the event being approved. Any Bloomsburg University trademarks must be approved by Marketing & Communications. Fliers/t-shirt designs should be submitted for review along with the Fundraiser/Service Project form at least two weeks in advance on HuskySync.

7. Fundraisers/Service Projects CANNOT take place in food service areas.

8. Permission must be obtained from the Vice President for Administration if any non-Pepsi beverage products are used in connection with the fundraiser where Pepsi products are available.

9. All fundraisers/service Projects must comply with all university, local, state, and federal regulations.

10. All CGA funded organizations are limited to 2 on-campus fundraisers per semester (raising money for their organization-not as a service project to help others). Organizations may conduct unlimited amounts of service projects

11. As of February 1, 2014, all small-games-of-chance, including raffles, are not permitted on campus. Fundraiser requests that include raffles or any other small- games-of-chance, will not be approved.

12. As of Spring 2015, bake sales are no longer permitted in Residence Halls

13. University employees and volunteers, including employees or volunteers of an external vendor or a campus group who are engaged to provide services during camps, campus events, rental events, and conferences on the University campus in occupations/assignments must complete background screenings as required by university policy. Required screenings include: FBI Federal Criminal History Record, PA Child Abuse History Clearance, and PA Request for Criminal Record Check. For questions related to the necessity and type of background screenings , please contact the Compliance Coordinator at hrclearances@bloomu.edu or 570-389-2725.

14. All money collected from sales should be deposited in the organization's Husky Fund Account immediately following the conclusion of the fundraiser. Checks should be made payable to "CGA- Husky Fund". The sponsoring campus organization/contact person can be placed in the memo line, if desired.

15. As of Fall 2015, fundraisers at any athletic venues may not include food or dining items.

Committee on Student Organizations (COSO)

✓ *The Committee on Student Organizations (COSO), founded through CGA and advised by CLE, is a group of student leaders who are responsible for the following:*

1. Reviewing requests for the start-up of new student club/organization applications

2. Reviewing constitutional, name and/or other changes currently recognized student clubs and organizations wants to make to their group

3. Serving as a Student Organizational Leadership Coach and providing ongoing support, communication and resources to an assigned group of student clubs and organizations

4. Discussing current student issues and concerns centered around the activities, events, meetings, projects, initiatives and opportunities centered around student clubs and organizations

5. Assisting with the training provided to all student club and organization executive board members through the Center for Leadership & Engagement

6. Educating student clubs and organizations about the functions of HuskySync

7. Meeting monthly as a committee in the Center for Leadership & Engagement

- ✓ The COSO group is comprised of 9 voting members as follows:
    i. CGA Senators (3)
    ii. Executive Board member from a Leadership organization
    iii. Student Leader from a Club Sports Team
    iv. Student Leader from a Greek Life fraternity or sorority
    v. Student Leader from an Academic Themed organization or Learning Community
    vi. Student Leader from a Cultural/Ethnic/Diverse organization
    vii. Student Leader from a Special Interest or Service organization
- ✓ Members of COSO cannot serve as either a Class President or Class Vice President while serving on COSO since that would be a conflict of interest with the Appeals Board (which is the Board of Presidents.)
- ✓ Members of COSO are trained and serve on the committee by semester. If a member of COSO is unable to commit to the scheduled meetings for a given semester, they would need to provide written notice to the chair and advisor(s) so that a new representative from that respective area can be identified in time to fill the vacancy.
- ✓ Membership to COSO would be reviewed and renewed/adjusted based on availability and COSO needs each semester by the COSO Chair and the Advisor(s)

Student Organization Leadership Coaches

All recognized clubs and organizations, as well as ones that are in the proposal stages, are assigned a student organizational leadership coach. This is a voluntary peer leadership role and does not replace the role of an advisor to an org. Student Org Leadership coaches are responsible for the following:

1) Supporting, mentoring and communicating with an assigned group of 5 - 8 recognized student clubs and organizations

2) Communicating important information to assigned clubs and organizations about policy changes, Husky Sync, upcoming events and service projects, collaboration initiatives and opportunities for their members to be involved in campus and community life

3) Visiting various open org meetings and events sponsored by assigned clubs and organizations

4) Assisting with the training of student club and organization executive board officers through CLE

5) Sharing student org issues and concerns to COSO (Committee on Student Organizations) and CLE (Center for Leadership & Engagement)

6) Gathering student org data regarding member involvement, fundraisers, event details and any officer/advisor changes

7) Assisting with the compilation of a master Student Organization Events Calendar for the academic year

8) Assisting the CLE with the facilitation of the Activities & Involvement Fairs held in August and January.

9) Collaborating with other Student Organization Leadership Coaches to develop ongoing opportunities to enhance the success of all student clubs and organizations with support from CLE and CGA

10) Sharing photos of student org highlighted moments to be considered for feature opportunities on the BU website, BU marketing materials, HuskySync, CLE and The Obiter Yearbook

Denials, Loss of Organizational Recognition Status and Appeal Process

a. If a new organization request gets denied by COSO or CGA Senate or an already approved organization gets moved from "Active" to "Inactive" on HuskySync, then the group has the right to file an appeal within 7 calendar days from being notified of the decision.

b. Before denying any group, COSO should consult with legal counsel in consultation with the COSO Advisor(s).

c. *Reasons for denial of a new organization request may include, but are not limited to*:
   i. **Duplication of clubs/organizations** (the mission of the organization should be different than any of the current recognized student organizations. Collaboration with existing organizations is highly encouraged instead of duplicating efforts and creating competitive groups)
   ii. **Risk, Safety and Liability with organization activities** (if the group's potential events and activities would put individuals, the campus, and/or the community at risk of harm or injury)
   iii. **Violation of Law, Code of Conduct** (if the mission, activities, initiatives, actions, events, and/or meetings of the group are not in accordance with law and university code of conduct)
   iv. **University Branding and Representation Concerns** (if the club/organization does not support the university wide strategic plan, mission and values and/or is misrepresenting Bloomsburg University or PASSHE through the course of its events, activities, meetings, symbols, slogans, apparel, objectives, promotion, behavior, etc…)

d. *Reasons for loss of organizational recognition status and/or being moved to "Inactive" status on HuskySync may include, but not limited to*:
   i. **Duplication of clubs/organizations** (the mission of the organization should be different than any of the current recognized student organizations. Collaboration with existing organizations is highly encouraged instead of duplicating efforts and creating competitive groups)
   ii. **Organizational Mission Change** (if the organization's activities, purpose, mission, and initiatives have significantly changed and do not align with the original set of activities, purpose, mission and initiatives that were approved for the organization in their constitution)
   iii. **Risk, Safety and Liability with organization activities** (if the group's events, initiatives, meetings, and/or activities are potentially subjecting individuals, the campus, and/or the community at risk of harm or injury)
   iv. **Violation of Law, University Code of Conduct** (if the mission, activities, initiatives, actions, events, and/or meetings of the group are not in accordance with law and university code of conduct)
   v. **University Branding and Representation Concerns** (if the club/organization does not support the university wide strategic plan, mission and values and/or is misrepresenting Bloomsburg University or PASSHE through the course of its events, activities, meetings, symbols, slogans, apparel, objectives, promotion, behavior, etc…)
   vi. Failure to maintain an updated HuskySync organizational portal
   vii. Failure to maintain an active listing of executive board members and/or a minimum of 5 non-executive board members in HuskySync
   viii. Failure to communicate with CLE staff when transitional changes occurs on executive boards so that EMS reservation privileges can be updated
   ix. Failure to maintain an active listing of their on campus advisor(s) in HuskySync
   x. Failure to post meetings, service projects and events in HuskySync that they are organizing
   xi. Failure to track attendance from their org meetings, service projects and events in Husky Sync
   xii. Failure to have established a Husky Fund account in Community Activities for the transaction of funds

xiii. Failure to submit a Fundraiser and Service Project Request form through the Student Life portal in HuskySync at least 2 weeks prior to the proposed start date of the fundraiser and/or service project

xiv. Failure to use organizational funds as allotted and in accordance with guidelines set by Community Activities Office

xv. Failure to establish and pick up their mail in CLE for communications

xvi. Failure to re-register annually on HuskySync by October 1st to remain active for that academic year. Any group that does not re-register will be considered inactive and would need to go through the "New Student Organization Application" process again.

xvii. Must not have any delinquent Husky Fund accounts or outstanding bills with Campus Catering, Community Activities, Bloomsburg University Police Department or other entities/vendors. All bills and invoices must be reconciled in the semester in which the expenses were endured.

e. **If an organization request gets denied by COSO**, then the appeals board would be the "Board of Presidents."

    i. The board of presidents includes the four class presidents and four class vice presidents through CGA.

    ii. A ninth member will be appointed to the appeals board as a student representative from the Center for Leadership & Engagement.

    iii. The advisor to the Board of Presidents must be present at the appeals meeting.

    iv. In order for the appeals board to convene and meet quorum, at least six members must be present.

    v. In the event that a significant amount of positions are vacant amongst the class presidents and class vice presidents, then other class officers may be appointed by CGA, in consultation with the Center for Leadership & Engagement, to serve temporarily on the appeals board until such positions are filled.

    vi. Please refer to the constitution for the Board of Presidents.

f. **If any organization request gets denied by CGA Senate**, then the appeals board would be the "Dean of Students Office."

g. **If an organization is put on "inactive" status through HuskySync** and the organization wants to file an appeal regarding the decision to be placed as "inactive", the group would need to contact the Director of Student Union and Campus Life. An ad hoc committee would be convened to serve as an Appeals Board that is comprised of three professional staff from the Division of Student Affairs and two representatives from Dean of Students Office.

h. Any issues, appeals, and/or concerns with an organization that involve the Violation of Law and/or University Code of Conduct will be processed through the Dean of Students Office.

Ongoing Education and Support

✓ **All student clubs and organizations will be assigned a Student Organization Leadership Coach coordinated through the Center for Leadership Engagement**.

    i. The student organization leadership coaches would be comprised of CLE student staff, CGA senators and upperclass student leaders who have been extensively involved in clubs and/or organizations while at Bloomsburg University.

    ii. CLE staff will be trained to serve as Student Organization Leadership Coaches.

    iii.   CGA senators will be selected based on availability and committee distribution expectations in order to comply with their requirements as a senator.

    iv.   Additional seasoned student leaders from various organizations who have experience serving on successful executive boards will have the opportunity to apply online through HuskySync in the CLE portal to serve as a Student Organization Leadership Coach in order to enhance the resume and professional portfolio.

    v.   All student organization leadership coaches will be trained and supervised by CLE professional staff.

    vi.   All student organization leadership coaches will be responsible for mentoring and educating approximately 10-12 student clubs and orgs during an academic year.

    vii.   New organizations will be distributed evenly amongst all student organization leadership coaches since they would require more time in their first semester as an active recognized organization.

    viii.   Student Organization Leadership coaches are not to be a replacement for the organization's advisor, but rather a peer mentor that can help provide resources and reminders to groups through CLE.

i.   ***In order to retain active recognition and not run the risk of being denied or frozen as an organization, all student clubs and organizations would be expected to***:

    i.   Maintain an updated HuskySync organizational portal

    ii.   Maintain an active executive board roster in HuskySync.

    iii.   Communicate with CLE staff when transitional changes occurs on executive boards so that EMS reservation privileges can be updated

    iv.   Maintain an active listing of their advisor(s) in HuskySync

    v.   Post meetings, service projects and events in HuskySync that they are organizing

    vi.   Track attendance from their org meetings, service projects and events in HuskySync

    vii.   Have established a Husky Fund account in Community Activities for the transaction of funds

    viii.   Have established and retrieve their mail from their mailbox in CLE for communications

    ix.   Must re-register annually on HuskySync by October 1st to remain active for that academic year. Any group that does not re-register will be considered inactive and would need to go through the "New Student Organization Application" process again. If a student group has any questions about their status, they should contact the Center for Leadership and Engagement.

    x.   Must not have any delinquent Husky Fund accounts or outstanding bills with Campus Catering, Community Activities, University Police or other entities/vendors. All bills and invoices must be reconciled in the semester in which the expenses were endured.

    xi.   Retain the original mission of their organization as recognized by COSO, CLE and CGA. Duplicating another club or organization that already exists is discouraged.

    xii.   Ensure they are exercising intentional practice with the planning of all meetings, events, activities, service projects, trips and other initiatives so they minimize any apparent risks and liabilities. Safety of the individuals in the group and the campus community must be at the forefront.

    xiii.   Ensure that the group and its members are not in any violation of any laws or the University Code of Conduct

    xiv.   Ensure that the group actions, behaviors, messages, slogans, activities, events, communications and members support the university strategic plan, mission and values of Bloomsburg University and PASSHE.

j.   ***If a club/organization does not comply with the 'active recognition' requirements, they may face the following:***

    i.   A freeze or loss of any pre-approved CGA funding for that academic year

    ii.   A freeze or loss of the ability to reserve campus facilities through EMS

    iii.   A freeze or loss of the ability to conduct fundraisers

    iv.   A freeze or loss of their portal in HuskySync

  v. A freeze or loss of their ability to promote themselves as a university recognized organization

 k. A group can be eligible to move from 'frozen' status back to full recognition once the non-compliance issues have been resolved and approval has been granted by the Center for Leadership and Engagement.

 l. If a club/org is in 'frozen' status for more than a year, then they will be moved to 'inactive' status and would need to re-apply through the New Org Recognition process to regain their recognition status.

 m. If a group of individuals is found to be acting as a club/group that was placed in frozen status or carrying on actions on behalf of a non-recognized student club or organization, they would be reported to the Dean of Students for "Failure to Comply." Dean of Students staff would meet with the President and Vice President of the organization in question to determine the course of action. Evidence of ongoing student club/org affairs would need to be provided to the Dean of Students Office either in person or via email

Sample Campus Events Calendar

Listed below is a glimpse of some events that have taken place during the academic year that student clubs and organizations could consider participating in and/or promoting to its members:

August	January
Activities and Involvement Fair Blood Drive	Activities and Involvement Fair
September	**February**
Adopt A Street CGA Senate Elections/1st Meeting	Blood Drive Sankofa Conference Husky Student Leadership Summit
October	**March**
Homecoming Haunted Husky Hollow Breast Cancer Walk	Kids Fun Carnival Egg Hunt for Endometriosis Dance Marathon
November	**April**
Blood Drive Mid Atlantic LGBTQA Conference Pop up Playground No Hate Week Unity Jam	The Big Event Relay for Life Siblings Childrens Weekend Blood Drive Springfest Renaissance Jamboree

Community Activities Budget Packets

Budget Packets are available ONLY FOR "OPEN" Bloomsburg University recognized student organizations. They get mailed every January to club/organization mailboxes in the Center for Leadership and Engagement and club advisors. If a group does not receive a packet, they should visit the Community Activities Office on 4th Floor of Kehr Union to request one.

Community Government Association (CGA) does not fund closed organizations. A closed organization can be determined by whether or not an organization discriminates on the basis of sex, cumulative average - above minimum required by University to be in good academic standing - or requiring pledging/association activities. Any group falling into one or more of these categories would be considered a closed organization.

Budget request forms are due back to the Community Activities Office by the set deadline each year in early February. The budget committee then reviews all requests and notifies groups who requested a budget for the following year of the outcome. If a group wants to appeal any decisions made by the Budget Committee of CGA, they must follow the instructions provided in the notification letter/email sent out to all groups.