



Department of Student Activities  
Registered Clubs & Organizations

---

# Student Organization Guidebook

---

**Western Kentucky University**

2011-12 Academic Year

**Department of Student Activities**

Downing University Center

Room 326

270-745-2459

[www.wku.edu/sao](http://www.wku.edu/sao)

## Table of Contents

Introduction .....	1
Responsibility of Student Organizations.....	2
Registration of Student Organizations .....	2
Steps to Becoming a Registered Organization .....	3
Offenses .....	4
Use of University Buildings & Equipment .....	5
Downing University Center .....	5
Garrett Conference Center .....	5
Van Meter Auditorium .....	5
Meeting Tips .....	6
Parliamentary Procedure .....	7
To Make A Motion or Move .....	8
Quorum .....	8
Role of the Advisor .....	8
Programming Information .....	9
Important Phone Numbers .....	10
Student Organization Information Form .....	11-12
Notes .....	13

## Introduction

This handbook is designed to assist student organizations in daily operations. It contains information on becoming recognized by the university, running meetings, and important phone numbers.

The intent of this handbook is to help orient student organizations on campus. The office of Student Activities hopes to acquaint you with the many different aspects of being a member of a club or organization at Western Kentucky University. Membership is both a privilege and a responsibility.



Our staff members wish to thank you for your interest and involvement in co-curricular activities. We hope your involvement will be productive and rewarding for you!

*Dr. Charley Pride*  
Director  
Student Activities

## **Responsibility of Student Organizations**

There exists a responsibility shared by the student organization's membership to know and abide by the university's handbook. Ignorance of the policies is no excuse for failure to adhere to the handbook's policies. Members of student organizations are responsible for **updating** their organization/s information at the beginning of each Fall and Spring semester, and when changes occur (i.e. the organization becomes inactive, new officers are elected, changes in advisors). Members are also responsible for **reporting** any policy violation to the Dean of Student Life (See "Offenses").

## **Registration of Student Organizations**

University registration of a student organization does not endorse or approve the opinions, philosophy, behavior, or objectives of the organization or its members. The process simply registers the organization's membership, which entitles the organization reasonable use of university buildings for lawful meetings and activities, and of campus bulletin boards for lawful announcements and notices.

Actions by registered student organizations, as well as actions of individual student members, are bound by the university handbook. As stated in the handbook's students' rights section, a student individually or in association with others, is free to engage in off campus activities, exercising rights as a citizen. When so engaged, the context in which the participant is identified as a student or the group as a registered student organization, there exists a responsibility to make clear the student or group does not represent the University.

**"The integrity of men is to be measured by their conduct, not by their professions."**

**--JUNIUS**

## Steps to Becoming a Registered Organization

Any organization which uses the **Western Kentucky University** name and facilities must be recognized by the university. To receive University recognition, student groups must be registered with the Department of Student Activities. Registration requests/applications must be submitted to the Office of Student Activities.

Groups seeking to become recognized by the University must follow the steps outlined below. Documents will be submitted to the Office of Student Activities where they will be reviewed. Final approval of all student organizations will be made by the Vice President of Student Affairs.

### 1. Documents to be submitted:

- a. The **Student Organization Information** form must be completed and signed by the group's advisor.
  - i. Identification of organizational spokesperson and a permanent mailing address, telephone number, and e-mail address.
  - ii. To maintain recognition from the university and to reserve on-campus meeting space, each organization must submit the **Student Organization Information form** at the following times:
    1. At the beginning of each semester
    2. When the following changes occur:
      - a. Faculty/staff advisor
      - b. Contact information
      - c. Changes in officers
      - d. If the organizations becomes inactive
    - e. This form can be found on page 13 of this handbook, online at <http://www.wku.edu/sao>, or one may be obtained in the Student Activities office, DUC 326. Completed forms are submitted to the Student Activities office.
- b. **Constitution, By-Laws, and Charter** containing specific information regarding the organization's structure and procedures. See below:
  - i. A clear statement of purposes
  - ii. Requirements and obligations of membership
  - iii. The following statements must be included for a student group to be considered for University recognition:
    1. *A limitation on membership to matriculated students, but without any restrictions based on sex, race, religion and national origin, except as expressly permitted by law.*
    2. *A pledge that the organization will abide by the rules and regulations of the university as a condition to initial and continued registered status.*
- c. A **letter** from a **full-time faculty or staff** member indicating willingness to serve as **advisor**. This letter must include the advisor's campus address, campus telephone number, and e-mail address.

## Offenses

The following offenses are defined as punishable when committed by student organizations:

1. Hazing
2. Interference, coercion or disruptions, which impedes, impairs or disrupts university missions, processes or functions, or interferes with the rights of registered student organizations.
3. Conduct which is disorderly, abusive, drunken, violent or excessively noisy.
4. Discrimination against any person due to sex, race, religion, and national origin except as expressly permitted by law.
5. Knowingly electing, appointing or retaining as an elected or appointed officer or committee chair any student on academic probation, financially delinquent to the university or under disciplinary sanctions which prohibit the student from holding office.
6. Organizing, sponsoring, implementing or conducting programs or activities which are disorderly, which are violations of the law or university regulations, or which contain lewd, indecent or obscene conduct or expression.
7. Recurrent financial over-obligation and non-payment of debts.
8. Any violation of university rules or policies which apply to registered student organizations or their use of university facilities or property.
9. Student organizations or individuals representing student organizations are subject to discipline by the university when found in violation of any of the categories 1-19 as listed on page (2) in the "**Responsibilities**" section of the **Student Hilltopics Handbook**.

# Use of University Buildings and Equipment

Several buildings on campus allow student groups to use their facilities for meetings and special events.

## Room Reservations

To reserve a room your organization must contact the main office of the building in which you wish to utilize space. Listed below are the policies and procedures for specific buildings on campus.

### Downing University Center

1. Reservations for rooms in DUC may be made by contacting the operations office at 745-5793, Monday – Friday, 8:00 a.m.-4:30 p.m. No meetings may begin prior to 8:00 a.m.
2. Only two members of each student group will be allowed to make reservations for their organization. This policy has been implemented in an attempt to more efficiently utilize the limited meeting space in DUC and to prevent “no shows”. To reserve a room in DUC, each group must complete the **“Student Organization Information Form”**. This form can be found on page 13 of this handbook, obtained from the office of Student Activities, or online at [www.wku.edu/sao](http://www.wku.edu/sao), then click on the Student Organization Information Form link. This form must be submitted to the Student Activities office located in DUC 326. (This form has been updated and includes space to record the room reservation contact information). Please give careful consideration to the individuals your group designates as they will be the ONLY persons allowed to reserve/cancel space in DUC for your group.
3. Rooms must be reserved by 12:00 noon the day before a room or table space is needed. Reservations for Saturday, Sunday, or Monday must be made by 12:00 noon on the preceding Friday. Tables can be used on the mezzanine, lobby, and patio outside the Downing University Center. Rooms available for reservation in DUC are:

226	230	305	308
309	310-A	310-B	310-C
341	349	DUC Theatre	

4. **Garrett Conference Center**

For reservations at the Garrett Conference Center please contact Special Events at 745-2497. Rooms available for reservation in GCC are: 100, 103, Garrett Ballroom\*\*

5. **Van Meter Hall**

Due to facility demand, all requests should be submitted one month prior to the event. Requests should be submitted to Dr. Charley Pride, Director of Student Activities, DUC 326.

The director will review the request and notify the requestor of his decision. If approved the request is then forwarded to Jeff Younglove, Special Events Coordinator, who will then serve as the contact person for Van Meter Hall.

## Meeting Tips

- ✍ Schedule regular meeting times and a place to meet every week, with meetings limited to one hour.
- ✍ Make agendas for every meeting and have a secretary to record meeting minutes.
- ✍ Delegate responsibility; appoint sub-chairs as needed and give specific duties.
- ✍ Confer at least once between meetings with your advisors to discuss the committee's program progress and strategy.
- ✍ Always have organized flexible meetings and be relaxed. Talk to the group instead of individuals, as side conversations are rude.
- ✍ Patience is a key quality.
- ✍ If the committee is not functioning well, check yourself first.
- ✍ Keep your members active.
- ✍ Set deadlines; pressure helps to get things done.
- ✍ Know your members names and say "hello" when you see them.
- ✍ Have FUN!!



# Parliamentary Procedure

Parliamentary procedure is the preferred method of operation for most formal organizations. It is a way of conducting business that protects the organization from being dominated by the rule of one member or committee.

## Order of Business

- ⌘ Call to order: chairperson announces the meetings has formally begun
- ⌘ Roll Call
- ⌘ Minutes
  - Secretary reads the record from the last meeting
  - The chair asks for any additions or corrections to the minutes; if there are none the minutes stand approved as read
- ⌘ Officer's Reports: reports from various officers, votes are not taken during reports
- ⌘ Committee Reports
  - Standing committees report first
  - Ad-hoc committees report last
- ⌘ Old Business
  - Unfinished business tabled from previous meetings is discussed
  - Voting should occur during the business sessions of a meeting
- ⌘ New Business: new topics to be introduced with motions made
- ⌘ Adjournment: meeting is officially closed by a vote or general consent
- ⌘ Hints:
  - Discussions during a meeting should be limited to the organization's business and should be appropriate in nature.
  - If announcements are allowed, they should never last more than 2-3 minutes and should be relevant only to organizational business

## To Make a Motion or Move

Anything that requires a vote needs a motion. “Motioning” or “Moving” is the prerogative of an individual member to encourage the group to take a position or action in regard to an issue.

1. Obtain the floor: rise and address the chair
2. Present the motion: an individual makes a proposal; state your motion affirmatively (i.e. “I move that...”)
3. Second: a “second” from a member expresses support for consideration of the motion (“I second the motion...”); if there is no second the motion will not be considered
4. Chair repeats the motion for the record (“The motion is to...”)
5. Debate
  - a. The chair asks, “Is there any discussion?”
  - b. Members may give opinions on the questions, the mover speaks first
  - c. Time limits may be given during debates
6. Calling the question: when discussion is finished or time has elapsed, the chair repeats the motion and the group makes a decision through a formal vote

## Quorum

A quorum is the number of members that must be present for official business to be conducted.

The actual number should be stated in the by-laws of the organization. Most organizations use 51% of active members.

## Role of the Advisor

The advisor will feel more willing to participate in group discussions when the members have learned to recognize and accept the advisor’s role, as a resource...a person whose opinions are respected for their value “without reference to source”. Such participation should not inhibit the prerogatives of anyone else.

Some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The advisor may or may not wish to make suggestions to the officers. The range of topics which would be relevant to such occasions is quite diverse: a verbal pat on the back, remarks of evaluation, and inspirational comments.

### The Advisor’s Role is that of Advising:

- ✍ The advisor should assist the officer(s) with university procedural matters.
- ✍ The advisor may suggest ways in which the group meetings can be improved.
- ✍ The advisor may represent the group and its interests in university meetings.
- ✍ The advisor is generally able to make suggestions that will permit officers to improve leadership skills.
- ✍ The advisor is available for consultation when emergency problems arise.

## Programming Information

Someone must initiate programs. Reasons for planning programs are numerous, but in each case a program must meet a need.

Programming helps meet some of the needs of college students. Look upon programming as an effort to help students in a variety of ways. Do not look at programming as something you have to do, rather something you will enjoy.

### The following overall goals can be given as basic reasons for programming:

1. To maintain an environment which will enhance the achievement of academic goals.
2. To provide experiences which will contribute to the improvement of character.
3. To provide an atmosphere of security and friendship.
4. To encourage activities which will broaden one's social awareness and his/her tolerance of others.
5. To promote cooperative decisions and democratic process.
6. To aid in the development of educational, vocational, and professional goals.



## University Phone Numbers

<p>▪ <b>Administraton</b></p>		
Vice President of Student Affairs .....	Howard Bailey	745-2792
Office Coordinator .....	Gail Ruble	745-2792
<p>▪ <b>Student Activities</b></p>		
Director .....	Dr. Charley Pride	745-2459
Assistant Director and Campus Activities Board .....	Kenneth Johnson	745-5809
Assistant Director and Leadership & Volunteerism .....	Mindy Johnson	745-2060
Coordinator, Leadership & Volunteerism .....	Hunter Williams	745-2484
Coordinator, Greek Affairs .....	Alissa Mansfield	745-2495
Office Coordinator .....	Stephanie Scott	745-2459
<p>▪ <b>University Buildings Information</b></p>		
Assistant Director, Downing University Center .....	David Emerson	745-5793
Reservations, Downing University Center .....	Sandra Hughey	745-5793
Garrett Conference Center .....	Jeff Younglove	745-2497
Grise Hall Auditorium .....	Dean's Office	745-6311
Tate Page Auditorium .....	Sharon Hartz	745-4663
Van Meter Hall .....	Jeff Younglove	745-2497
<p>▪ <b>General University Information</b></p>		
Facilities Management .....		745-3253
Food Services .....		745-2416
Housing & Residence Life .....		745-4359
Public Safety .....		745-2548
Student Health Services .....		745-5641
The WKU Store .....		745-2499



**2011-2012 ACADEMIC YEAR**

**Attention Advisors / Officers**

By submitting this form, I/we understand that an **updated Student Organization Information form** will be submitted at the **beginning of each FALL SEMESTER and/or when the following occurs:**

- 1) *Changes in Faculty/Staff Advisor*
- 2) *Changes in contact information*
- 3) *Changes in officers (i.e. new elections)*
- 4) *The organization becomes inactive*

Information contained in this form will be used to update the organization's file, the organizational database, the university website, and other informational documents regarding Western Kentucky University.

**Contact Information**

For questions about this form, or additional information regarding student organizations at WKU, please contact the Student Activities office at 270.745.2459 or [stephanie.scott@wku.edu](mailto:stephanie.scott@wku.edu).

**Submit SOI Form to:**  
**Student Activities, DUC 326**  
**Attn: Stephanie Scott**

**This form must be completed in its entirety.** Incomplete forms will be returned to the group's advisor/submitter. Reservations for meeting rooms in the Downing University Center will NOT be allowed UNLESS the "Room Reservation Contact Information" portion of this form is updated in a timely manner. Illegible forms will be returned.

**Date Submitted:** \_\_\_/\_\_\_/\_\_\_      **Name of Submitter:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Category of Organization:** (choose one)

Departmental <input type="checkbox"/>	Fraternity <input type="checkbox"/>	General <input type="checkbox"/>	Honors <input type="checkbox"/>	IMREC <input type="checkbox"/>	Professional <input type="checkbox"/>
Religious <input type="checkbox"/>	Sorority <input type="checkbox"/>	Sport <input type="checkbox"/>	Student Representative <input type="checkbox"/>		Service <input type="checkbox"/>

**Tell us about your organization**

(What is the mission or what are the goals? What students would be interested in joining your group and why?)

**Organization's Web Address:** \_\_\_\_\_

**Organization's E-Mail Address:** \_\_\_\_\_

Approximate number of members in this organization? \_\_\_\_\_

Regular meeting days and times: \_\_\_\_\_

Regular meeting location: \_\_\_\_\_

When does your organization hold its elections? \_\_\_\_\_

**Advisor Information:**

1. Name/Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
*(Building and Room Number; DO NOT USE 1906 College Heights Blvd. address)*

Email Address: \_\_\_\_\_

2. Name/Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
*(Building and Room Number; DO NOT USE 1906 College Heights Blvd. address)*

Email Address: \_\_\_\_\_

**Room Reservation Contact Information:**

**Note:** The individuals listed below are the ONLY persons authorized to reserve / cancel room reservations in DUC. There are no exceptions.

<u>Name</u>	<u>Email Address</u>	<u>Phone</u>	<u>Position in Organization</u>

**Officer Information**

<u>Position</u>	<u>Student Name</u>	<u>Email Address</u>

**ADVISOR'S STATEMENT** (This form will not be validated unless signed by at least ONE of the organizations advisors; student officers may not sign this portion of the form).

*By signing below, I acknowledge the information contained on this form is true and accurate. I also acknowledge that I am the advisor of record for the above named student organization at WKU for the 2011-12 academic year.*

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Notes...**



**Department of Student Activities**

Western Kentucky University  
Downing University Center, Room 326  
1906 College Heights Blvd., #11044  
Bowling Green, KY 42101-1044

Phone (270) 745-2459

Fax (270) 745-5795

Website address:

[www.wku.edu/sao](http://www.wku.edu/sao)