

Juniata College

Registered Student Organization

Handbook 2017-2018

Prepared by:
The Office of Student Engagement and Campus Activities

Hello Eagles!

Below you will find the handbook for all registered student organizations. We hope this handbook will serve as reference for any questions you may have on how to operate your organizations successfully this year. We want to empower you all to have ownership of your clubs but also know that SECA is always here to answer any questions you may have and provide guidance when needed.

SECA Mission Statement

The mission of the Office of Student Engagement & Campus Activities (SECA) at Juniata College is dedicated to creating a supportive and inclusive environment on campus that complements the academic experience, connects and engages all students, cultivates a rich, fulfilling social experience, and provides opportunities for on-going personal and professional development.

SECA Location and Office Hours

The SECA Office is located on the 2nd Floor of Ellis Hall to the right of Eagles Landing. We are open Monday through Friday from 10am to 5pm, access granted to the office for supplies via the Information Desk 5pm – 8pm, M-F.

SECA Contact Information

Erin Paschal, Director of Student Engagement and Campus Activities
paschae@juniata.edu
814-641-3331

I. Harvey Brumbaugh House Location and Office Hours

I. Harvey Brumbaugh House is located at the corner of 17th and Mifflin Streets. The office house for club business is 10am – 3pm. The Bursar Counter will be on the first floor, directly to the left.

I. Harvey Brumbaugh House Contact Information

Erika Slocum, Accounts Payable Supervisor
slocume@juniata.edu
814-641-3193

Betty McKim, Accounting Assistant
mckimb@juniata.edu
814-542-9773

SECTION 1: General Information

What is an RSO?

RSO stands for Registered Student Organization, more broadly known as a club. RSOs allow for a group of students to gather around a common interest. RSOs have the following benefits:

- May apply for funding through Student Government
- May reserve and use college facilities and vehicles for club activities
- May apply for an email account and Google site
- May conduct approved fundraisers
- May advertise club events on campus
- May use Student Engagement and Campus Activities (SECA) resources and supplies

An RSO is comprised of an Executive Board (those who lead the organization), the general membership, and a faculty/staff advisor. An Executive Board must be comprised of at least a president and Treasurer, though an organization may have additional positions.

Who can be in an RSO?

Only currently enrolled Juniata College students may be a member of an RSO.

Who can start an RSO?

Any current Juniata College student can start an RSO by following the process outlined in this handbook.

Officer Positions and Responsibilities

All RSOs are required to have a president, treasurer, and a faculty/staff advisor. While each position has duties that are traditionally designated to certain members, it ultimately falls on all the club leadership to ensure all policies, procedures, and requirements are being followed/met.

Officer roles should be selected via an election process during the Spring Semester. Should positions fail to be filled during this open election process, you may then move to an appointment system.

President's Role

Generally, presidents will oversee the general operation of the club, such as membership recruitment, general event planning and oversight, and determine club initiatives. It is the responsibility of the president to ensure all RSO paperwork be completed and turned by established deadlines.

Treasurer's Role

The club's treasurer is responsible for maintaining all financial and budgetary information. This includes keep track of the club's finances, controlling spending, and understanding account operations such as cash advances, cash advance clearing, additional funds requests, and p-card usage.

Advisor's Role

An advisor must be a currently employed Juniata College faculty/staff member. It is strongly encouraged that the club leadership and the club advisor have a strong relationship as related to RSO business. An advisor serves a sounding board for ideas, helps club leadership process all aspects of event planning, including risk, liability, and contingencies, and serves as a resource of institutional knowledge, policies, and procedures.

General Membership

Clubs are required to maintain at least 10 active members. All members must complete a participation agreement form by Friday, September 22, 2017.

What is a CIS Groups?

A CIS group is a Common Interest Sector. Clubs are placed into CIS groups based on interest area: advocacy, arts, club sports, communication & programming, cultural, outdoors, science, service, spiritual organization.

What is Allocation Board and RSO Approval Board

There are two committees that serve as the governing bodies of the RSOs.

RSO Approval Board

This board is led by the Student Government Vice President. Membership is comprised of six (6) current RSO officers who complete an application and interview process. The RSO Approval Board reviews, discusses, and votes on applications to form new RSOs.

Allocations Board

This board is led by the Student Government Treasurer. Membership is comprised of current RSO officers who complete an application and interview process. The Allocations Board reviews, discusses, and votes on financial petitions and allocations from RSOs.

Lobsterfest

Lobsterfest is our annual involvement fair and a campus tradition! It is held during one of the first weekends of the Fall Semester. RSOs (and those attempting to become RSOs) can sign up for a table to recruit new members.

Office Supplies

SECA has office and art supplies for your RSO to use. You will only be allotted one roll of blue tape for posting at a time. Should you fail to return it, your RSO will not be able to use office supplied blue tape for the remainder of the academic year. The office has a fax machine RSOs are allowed to use for club purposes.

SECTION 2: Club Registration Process

Requirements to be an RSO

- Complete the annual registration/re-registration form
- Have a president and treasurer identified
- Have at least 10 active members
- Have an advisor who is a current Juniata College faculty or staff member
- Presidents and treasurers must attend all required RSO trainings and meetings

Registering to Become an RSO

Registration Process:

1. Determine your interest area (i.e. cupcake decorating, napping, running very early in the morning)
2. Verify there is not already an RSO filling a similar niche by visiting the RSO section of the Student Engagement and Campus Activities website (<http://www.juniata.edu/campus-life/activities/clubs.php>)
3. Determine a president and treasurer and find an advisor
4. Complete the online registration form found on the Student Engagement and Campus Activities website.

Approval Process:

1. Your application will be reviewed by the Director of Student Engagement and Campus Activities for risk and liability concerns.
2. The Student Government RSO Approval Board reviews and has final approval/disapproval.
3. Student Government will notify you of their decision.
4. The RSO will be placed into a CIS group
5. SECA will schedule a training on all club policies and procedures.

Re-Registering an RSO

All RSOs must re-register every year by completing the online re-registration form to maintain active status.

Should an RSO fail to meet the stated deadline, the RSO will be designated inactive and all club fund will be transferred into the Student Government Contingency Fund. RSOs that fail to re-register must submit the new RSO application form in the Fall of the following academic year.

SECTION 3: Budgeting

Requesting Funding

Spring Request Process

Allocations for the upcoming year are held every Spring Semester. Allocations Board will hold an informational meeting early spring to describe the process and timeline for RSOs.

Following the submission of all allocations requests, Allocations Board meets, deliberates, and makes recommendations to the general Senate body for final approval of allocated funds for each RSO.

Petition for Additional Funds

Should a club need to request funds outside of the designated timeframe during the Spring Semester, an RSO can fill out a petition for additional funding (Additional Funds Form) available on the SECA website. Allocations Board, in conjunction with Student Government, then determines if the request will be approved.

RSO Budgets

All student organizations have an account through Juniata College (format: 21-AAAAA-XXXX). RSOs are not allowed to have any outside financial accounts. You are given your code and balance at the beginning of the academic year during the annual Presidents and Treasurers training.

RSOs are expected to keep accurate, ethical records of financial matters. Please note, RSOs will be randomly audited throughout the year. Please make sure to keep your records up to date!

Object Codes

When depositing funds, the last four digits of your account number will be 4829 (i.e. 21-AAAAA-4829)

When withdrawing funds, the last four digits of your account number will be 6199 (i.e. 21-AAAAA-6199)

Purchases

You may use the following options when making purchases on behalf of your club.

- *Purchasing Cards (P-Card)*: This is your easiest and best method for making purchases. To have a P-Card, a club must:
 - Have at least \$800 in its account at the start of the academic year
 - Complete required paperwork with Betty McKim in Account Services

P-Cards must be reconciled at the end of each month. As such, you must turn your receipts into the SECA office by noon on the 28th of each month. SECA will then verify your receipts and statement align.

Failing to turn in receipts will result in a warning. A second offense will require the club to return their p-card for the remainder of the academic year.

- *Purchase Orders (P.O.)*: If a company does not take a p-card or check, you may use a purchase order. You may complete the purchase order request form found on the SECA website and turn into Betty McKim in Accounting Services.

- *Payment Advance:* An advance is money pulled from your club's account prior to the purchase. You can receive a cash advance for up to \$100. To receive a cash advance, complete the request form and submit to the Bursar's Office in I. Harvey Brumbaugh House between 10am and 3pm, M-F.

Once purchases have been made, bring the receipts, unspent money, and a completed Cash Advance Clear Form to I. Harvey Brumbaugh House to be re-deposited. You must submit these items **within one week** of purchases being made.

When paying an outside vendor, a set amount, you will use a check advance. You will need to complete the Accounts Payable Form and have a W-9 form and contract for the vendor.

You must submit your advance request by Tuesday at noon to Erika Solcum by noon for the payment to be processed by Friday morning.

When reimbursing personal purchases for club purchases, complete the Cash Reimbursement Form and submit to I. Harvey Brumbaugh House.

Please note, all purchases are tax exempt. Wal-Mart has a special tax exempt card you can check out from Betty McKim for purchases from Wal-Mart.

Deposits

To deposit funds into your club account, complete the Deposit Form and take to I. Harvey Brumbaugh House.

Section 4: Event Planning

General Events

When planning an event, please submit the electronic Event Registration Form found on the SECA website. This form will ask various questions about the type of event, the location needed, catering needs, fundraising, alcohol availability, etc.

SECA staff will follow up with you to confirming event details and any follow up steps.

Guests at all RSO functions are subject to all college and RSO policies and procedures. Students are responsible for the behavior of their guests.

BYOB Events

BYOB events are the only option for serving alcohol at your event. Please note that you are intending this event to be a BYOB in your Event Registration Form. You are not allowed to purchase alcohol with club funds.

A club officer will meet with the Director of SECA or the Assistant Director of Campus Activities prior to the event to discuss the BYOB policy and requirements.

BYOBs have the following requirements:

- Request for a BYOB event must be submitted no later than 2 weeks prior to the scheduled event date
- The purchase, consumption, and/or transportation of alcohol by those under 21 years of age is prohibited
- Kegs, beer balls, and other similar products intended for rapid consumption are prohibited
- Food and non-alcoholic drinks must be provided throughout the entirety of the event
- An Event Manager is required. Event managers are:
 - TIPS trained
 - Paid a minimum of \$7.25/hour for working the event
 - Oversee the checking of proper identification and wrist-banding students of legal drinking age
 - Check in and distribute all alcoholic beverages

Should you need to cancel your BYOB, you must notify the Director of SECA at least 24 hours prior to the event.

Exceptions for the serving of alcohol can be made on a case by case basis (for example: religious purposes). Please indicate your desire to serve alcohol outside of the BYOB perimeters on the Event Registration Form.

Movie Events

If an RSO is going to show a movie, you must purchase a license to do so. Please email osa@juniata.edu if you are interested in showing a movie, and we will talk through this process in more detail.

Traveling Events

When traveling for a club function, RSOs must comply with the Juniata College Travel Policy. All of JC's rules and regulations still apply when traveling off campus.

To drive for official college purposes (including club use), students must be pre-approved through Facilities Services. Students can reserve a college-owned vehicle by calling Facilities at x3316. The college reserves the right to restrict usage of college vehicles.

Clubs may also reserve a rental car at the local enterprise (814-643-5788) under Juniata College. The driver must still be an approved driver.

Fundraisers

Fundraisers are considered events and the Event Registration Form should be completed prior to the date of the fundraiser.

Only RSOs may solicit funds door-to-door in residence halls or other college buildings. You must receive permission from the Office of Residence Life prior to the event.

If you would like to sell tickets, merchandise, t-shirts, etc., you must do so at an Ellis Hall lobby table or in a residence hall lobby with the permission of Residential Life.

You may hold raffles and 50/50 drawings. However, you are not able to have betting pools (such as poker tournaments or sports tournament pools).

RSOs must deposit all fundraised monies into their account prior to donating or spending.

SECTION 5: Additional Policies

Code of Conduct

RSOs, club leadership, and members are expected to adhere to all College policies, including policies related to diversity, sexual assault and harassment, and hazing. Clubs found in violation of these policies can be subject to adjudication and disciplinary action.

High Risk Activities

Bungee jumping and sky-diving are considered high-risk activities and are not allowed. Other activities may be reviewed and considered high-risk and not permitted.

Club Sports Specific

Club sports with work directly with SECA staff for reservation of field and athletic spaces for practices and games. Club sports must follow all Athletic field space policies while using the field spaces.

It is highly recommended that all club sports have at least one person who is CPR certified present for practices and competitions (it may be a member of the club).

Juniata College assumes no financial responsibility related to any injuries that occur during practices or competitions. Athletic staff and resources are not available for club sports.

Clearances for Working with Minors

When seeking with work with children under 18 years old in an official college capacity (including as a club event), JC students must receive a criminal background check and a child abuse clearance. Please note, these clearances can take up to 2 months to process.

Sodexo Catering Policy

If you would like food at your event, you must request from Sodexo. If you wish to use an outside vendor, please indicate this in your Event Registration Form. SECA staff will follow up with steps for pursuing outside vendors.

Juniata Brand Usage

All RSOs are required to follow the College's Standards Manual for use of any official college image, such as the logo or seal and assumes responsibility for appropriate use.

Advertising on Campus

Advertisements may go up on bulletin boards and tiled walls. They are not allowed in Founders Hall, outside of entrances or on painted, wallpapered, or glass walls.

Banners may be hung in residence halls with permission from the Office of Residence Life. You may chalk on paved surfaces as a form of advertisement. You are not able to chalk on brick.

You must remove your advertisements following your event. Any advertisements deemed inappropriate or posted in incorrect locations will be removed.